



MIKE COOPER  
*Mayor*

## CITY OF COVINGTON

BUILDING PERMITS OFFICE

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### COMMERCIAL, INDUSTRIAL, INSTITUTIONAL AND MULTI-FAMILY RENOVATION BUILDING PERMIT CHECKLIST

**Please note that renovation includes tenant buildouts.**

- Completely filled out and signed application
- Cash sale document showing ownership
- State of Louisiana Commercial License
- Survey - current and stamped with flood zone included
- Parking plan - Appendix B, Part 4.1 and 4.2. Verify width, number and length of parking spaces-definitions. Verify width and length of parking entrances and access ways - definitions and landscaping sections. Verify that islands are located in proper places and have correct number of trees. Verify off-street loading requirements if needed.
- Four sets of plans. Plans need to be stamped IF NOT being built to a prescriptive code - three regular size sets and one 11" x 17" set, including foundation plans, floor plans, elevation drawings and detail drawings, including electrical, plumbing and mechanical. All plans submitted must indicate what design criteria they are drawn from (e.g., IBC). The 11" x 17" set goes in the file. One of the regular sets is given back at the time the permit is issued to stay on site when the inspector comes for inspections. The other regular set goes to Public Works or the City Engineer to review.
- Fire Marshall review letter
- Department of Health review letter (if applicable)
- Verify parking, landscaping and lighting for compliance.
- Plan review is done and review letter is given to builder.
- Sign permit approval must be received from City Planner.
- Permit fee is based on dollar amount.
- Re-inspection fee is \$100 each time per failed inspection. Fee must be paid before re-inspection will be scheduled.
- Any additional fees incurred (e.g., engineering, plan review, etc.) must be paid before Certificate of Occupancy is granted.
- If not a major renovation, submit a sketched detailed drawing and attach a scope of work letter detailing all work being done and materials being used in construction.

- Any food establishment must have a minimum 500-gallon grease trap.
- If in the Historic District, a Certificate of Appropriateness must be on file.