



MIKE COOPER
Mayor

CITY OF COVINGTON

BUILDING PERMITS OFFICE

317 N. Jefferson Avenue

Post Office Box 778

Covington, Louisiana 70434

phone 985.898.4725

fax 985.898.4723

email CovPermits@covla.com

website www.covla.com

RESIDENTIAL RENOVATION BUILDING PERMIT CHECKLIST

Renovation means no square footage is added, only alterations to an existing structure.

- Completely filled out and signed application
- Cash sale document showing ownership
- State license or license exemption sheet (notarized)
- Plans are needed if a major renovation - two sets of plans. Plans need to be stamped IF NOT being built to a prescriptive code - one regular size set and one 11" x 17" set including foundation plans, floor plans, elevation drawings and detail drawings, including electrical, plumbing and mechanical. The 11" x 17" set goes in the file. One regular set is given back at the time the permit is issued to stay on site when the inspector comes for inspections. **All plans must meet and indicate current state building codes, design, wind speed, exposure, etc.**
- If in the Historic District, a Certificate of Appropriateness must be on file.
- Permit fee (\$.25 per square foot and \$25 per inspection)
- Re-inspection fee is \$100 each time per failed inspection. Fee must be paid before re-inspection will be scheduled.
- If not a major addition, make a sketched detailed drawing and attach a Scope of Work letter detailing all work being done and materials being used in construction.
- Any additional fees incurred (e.g., engineering, plan review, etc.) must be paid before Certificate of Occupancy is granted.