



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](mailto:CovPermits@covla.com)

website [www.covla.com](http://www.covla.com)

### SWIMMING POOL CHECKLIST

- Completely filled out and signed application
- Cash sale document showing ownership
- State license or license exemption sheet (notarized)
- Flood Zone A - needs FEMA certificate
- Flood Zones B & C - need elevation shots
- Survey - current and stamped with drainage detail
- NOTE:** A **FEMA** elevation certificate must be submitted along with the as-built survey and drainage plan if the property is located in an "A" Flood Zone.
- Plot plan with house indicating where on the property the pool will be located - also showing all setbacks
- Pool plans should include details, drawings and notes that sufficiently describe the work being done.
- Tree plot plan with trees marked that need to be removed
- Verify flood zone, zoning and setbacks.
- Permit fee - \$.25 per square foot of building area plus \$25 per inspection fee
- Re-inspection fee is \$100 each time failed inspection. Fee must be paid before re-inspection will be scheduled.