



MIKE COOPER
Mayor

CITY OF COVINGTON

BUILDING PERMITS OFFICE

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RESIDENTIAL ACCESSORY BUILDING 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 and drainage plan
- Flood Zones B & C - need elevation shots
- Survey - current and stamped with drainage detail
- Plot plan with house and accessory buildings on it - also showing all setbacks
- Prior to the pre-pour inspection**, a survey showing finished floor elevations, setbacks, centerline elevations of the roadway, flood zone and drainage detail information must be submitted to this office. *No exceptions will be made.*
- Prior to the final inspection**, an as-built survey showing finished floor elevations, setbacks, centerline elevations of the roadway, flood zone and drainage detail information must be submitted to this office along with pictures of the completed residential/commercial projects. Certificate of Occupancy will **NOT** be granted until this is turned in to the Building Department. *No exceptions will be made.*
- Notify your surveyor ahead of time to eliminate any delay in work. This will apply to all new residential and commercial projects.
- 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.
- 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. The 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.**
- Sewer and water determination - if an extension. All extension plans have to be approved by Public Works and the City Engineer before permit can be issued.

- Tree plot plan with trees marked that need to be removed
- Verify flood zone, zoning and setbacks.
- Permit Fee (\$.25 per square foot and \$25 per inspection)
- Re-inspection fee \$100
- Verify any possible servitudes on residential subdivision plats when checking setbacks.