



MIKE COOPER  
*Mayor*

# CITY OF COVINGTON

## BUILDING PERMITS OFFICE

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## RESIDENTIAL ADDITION BUILDING PERMIT CHECKLIST

**Addition means that square footage is being added to the existing structure.**

- 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
- 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.
- Plot plan with house and addition on it - also showing all setbacks
- Two sets of plans. Plans need to be stamped IF NOT being built to a prescriptive code - two regular size sets 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 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. **All plans must meet and indicate current state building codes, design, wind speed, exposure, etc.**

*continued on next page . . .*

- If in Historic District, a Certificate of Appropriateness must be on file.
- 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 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 addition, make a sketched detailed drawing and attach a Scope of Work letter detailing all work being done and materials being used in construction.
  
- All plans must meet current state building codes (2012 IRC edition) design, wind speed, exposure, and all current energy codes must be indicated on the plans.**