



MARK R. JOHNSON  
Mayor

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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). All general contractors and subcontractors **MUST** be state licensed.
- Flood Zone A - needs FEMA certificate
- Flood Zones B & C - need elevation shots
- Survey - current and stamped with drainage detail
- Form Spot Survey, **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.*
- As-Built Survey, **prior to the final inspection**, 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
- One full set of stamped plans - electronically in PDF form, including foundation plans, floor plans, elevation drawings and detail drawings, including electrical, plumbing and mechanical. **All plans must meet and indicate current state building codes, design, wind speed, exposure, etc.**
- 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.