



MARK R. JOHNSON  
*Mayor*

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## COMMERCIAL, INDUSTRIAL, INSTITUTIONAL AND MULTI-FAMILY ADDITION BUILDING PERMIT CHECKLIST

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

- Completely fill out and sign application
- Cash sale document showing ownership
- State of Louisiana Commercial License
- Survey - current and stamped with drainage detail and flood zone
- 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.
- 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 submitted must indicate what design criteria they are drawn from (e.g., IBC).
- Fire Marshall review letter including review for LSUCC
- Department of Health review letter (if applicable)
- 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.

- Plan review is done by commercial inspector and City Engineer, and review letter is given to builder.
- Verify parking, landscaping and lighting for compliance.
- Sign permit approval must be received from City Planner.
- Permit fee is based on dollar amount.
- 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.