



MARK R. JOHNSON
Mayor

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COMMERCIAL, INDUSTRIAL, INSTITUTIONAL AND MULTI-FAMILY NEW CONSTRUCTION BUILDING PERMIT CHECKLIST

- Completely filled out and signed application
- Cash sale document showing ownership
- State of Louisiana Commercial License
- Flood Zone A - needs FEMA certificate
- Flood Zones B & C - need elevation shots
- Survey - current and stamped with flood zone included
- 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.
- Site plan with the following:
 - Lighting details - Verify compliance with Appendix B, Section 2.2 and Tyler Street Overlay (if applicable).
 - Landscaping plan - Appendix B, Part 4.4. Verify street frontage buffer area, number and type of Class A and B trees, screening for dumpster area and new buffer requirements for commercial uses. If existing trees and vegetation exist, they should be denoted on the plan.
 - Drainage plan
 - Parking plan - Appendix B, Part 4.1 and 4.2. Verify width, number and length of parking spaces-definitions. Verify width and length of parking entrances and access ways-definitions and landscaping sections. Verify that islands are located in proper places and have correct number of trees. Verify off-street loading requirements if needed.

- One full set of stamped plans - electronically in PDF form, including foundation plans, floor plans, elevation drawings and detail drawings, including electrical, plumbing, mechanical and energy code. All plans submitted must indicate what design criteria they are drawn from (e.g., 2015 edition IBC, etc.).
- DOTD permit if on a state highway (see DOTD letter)
- 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.
- 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.
- Building Permit Department must forward City Engineer review letters to developer and engineer.
- Building Permit Department must monitor progress of submittals for extension and be up to date as to where the city stands with regard to the progress of the permit.
- 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 (Building Inspector).
- Sign permit approval must be received from City Planner.
- Address site
- Permit based on dollar amount, plan review, inspections and administrative
- 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.
- Must comply with Louisiana Department of Transportation and Development's Traffic Impact Policy, if applicable.