



MARK R. JOHNSON  
*Mayor*

## CITY OF COVINGTON

### BUILDING PERMITS OFFICE

317 N. Jefferson Avenue  
Post Office Box 778  
Covington, Louisiana 70434  
phone 985.898.4725  
email [lmatherne@covla.com](mailto:lmatherne@covla.com)  
email [cbrown@covla.com](mailto:cbrown@covla.com)  
website [www.covla.com](http://www.covla.com)

## RESIDENTIAL RAISE A STRUCTURE BUILDING PERMIT CHECKLIST

**Raise a structure means no square footage is added, only alterations to sure up the existing structure.**

- Completely filled out and signed application
- Cash sale document showing ownership
- State Licensed contractor shall secure permit.
- Proof of insurance
- Foundation plan
- How many piers, span between piers, how it is strapped, etc.
- WFCM 2001 High Wind Construction Manual
- Permit fee - \$100
- Re-inspection fee is \$100 each time failed inspection. Fee must be paid before re-inspection will be scheduled.
- Scope of Work letter - make a sketched detailed drawing and attach a Scope of Work letter detailing all work being done and materials being used in construction.