



# East Feliciana Parish Building Department

12064 Marston Street, Post Office Box 427, Clinton, LA 70722 Phone 225.683.8577 Fax 225.683.3100

## PERMITTING PROCEDURE FOR NEW RESIDENTIAL CONSTRUCTION

Before plan review and permitting process may begin:

- All property divisions and zoning must be completed and approved by the Police Jury
- 911 address obtained or verified - 911 Call Center 225.683.9007, located at 12486 Feliciana Drive, Clinton, LA 70722
- Floodplain determination completed by the parish. If in a flood zone, a completed and stamped elevation certificate must be acquired from a licensed surveyor, engineer or architect. The Elevation Certificate of Completion must be turned in after the slab is poured and **BEFORE FRAMING ON SLAB BEGINS.**

To be presented at permitting:

- 911 address
- Town approval (if required)
- Floodplain elevation (if required)
- Proof of ownership - copy of cash sale, act of donation or tax statement
- Survey Map of the property
- Copy of the Contractor's State License - or if acting as your own general contractor, a signed and notarized Affidavit Claiming Exemption from Licensure recorded at the Clerk of Court.
- 2 standard sets of house plans showing the foundation layout, joist layout, plumbing, electrical and HVAC layout, roof design, house elevations - front, rear, left and right, floor plan showing room sizes and use with door and window placements along with plumbing, electrical and cabinet placements, schedules for living and total area square footage, window and door schedules
- A plot plan derived from a legal plat or survey is required. The plot plan must show all servitudes, including but not limited to drainage, utility and private servitudes, the required building lines and the setback distances of the structure at its closest point to each corresponding property line north, south, east and west. The size and placement of the driveway must also be shown.
- Prepared to pay for permit with check, money order or cash.

A building permit is an umbrella permit that encompasses all aspects of the review and building process. Although a builder purchases the permit in advance of the plan review, the permit **does not become valid until plan review has been completed.** Please allow a minimum of two weeks for plan review. After plan review, one set of plans will be returned and required to be immediately placed at the jobsite and kept secure from the outside elements. The other set of plans will be kept in the Building Permit Office for 6 months after the project is complete. The inspection board may be picked up and posted at this time and construction may begin.

## NEW RESIDENTIAL CONSTRUCTION FEES

All square footage/gross floor areas are based on area "Under Roof"

New Site-Built Construction ----- \$0.48 sq. ft. Minimum \$704.00

Additions/Remodels to existing Buildings ----- \$0.42 sq. ft. Minimum \$286.00

### OTHER RELATED FEES

Service Pole ----- \$123.00

Generators ----- \$115.00

In-Ground Pools ----- \$127.00

Electrical Permit ----- \$123.00

Plumbing Permit ----- \$123.00

Gas Permit ----- \$38.00

HVAC Permit ----- \$123.00

Culvert Permit ----- \$50.00

## REQUIRED INSPECTIONS FOR RESIDENTIAL CONSTRUCTION

Inspections will be performed within 48 hours of request. It is the responsibility of the contractor to ensure that an inspection is “passed” **before** proceeding with work.

The approved set of jobsite plans are placed at the job site for inspections.

The supplied permit board must be placed where it is clearly visible from the street.

The 911 approved address must be displayed in a vertical plane easily visible from the road when traveling in either direction before any inspections.

Compaction Test results are to be turned in to office before any work begins.

1. **BASE FLOOD ELEVATION:** If the building is located in a flood zone the elevation must be certified by a land surveyor, engineer or architect. We will check that the “story pole” is in place and marked.
2. **CONSTRUCTION POLE:** In addition to meeting the requirements set forth in the 2014 NEC, all temporary inspections will require that each pole meet the individual requirements of the utility provider which are described in their information bulletins.
3. **PRE-POUR PLUMBING:** This inspection is to be made **before** pipe is covered.
4. **PRE-POUR FOOTINGS AND FOUNDATION:** Information on when termite treatment will be completed is due before an inspection can be scheduled. If an Elevation Certificate of Completion is needed, then foundation forms should be checked before slab is poured to insure slab height will be sufficient. This inspection covers footing location, depth and width; fill, steel and wire mesh installation, vapor barrier, and preliminary grade inspection. The Elevation Certificate of Completion must be turned in after slab is poured and **before framing on slab begins.**
5. **OPEN WALL INSPECTION (Framing, Electrical Rough-In, Plumbing Top Out, and HVAC Rough-In):** Before this inspection can be scheduled, Termite Certification and the Duct Test results will need to be on file in the office. This Inspection is to be performed after all rough-in work is complete on the framing, electrical, plumbing and mechanical systems, but **before** insulation or sheetrock are in place.
6. **INSULATION INSPECTION:** The required R-Values are: Wall - R-13; Ceiling - R-30; Ducts - R-6; Floors - R-13 unless the crawl space is not vented to the outside and exposed earth is covered with a continuous vapor retarder which extends at least 6” up the stem wall.
7. **TCI/FINAL:** Before scheduling this inspection, both the Sanitation/Environmental approval for sewerage disposal and the water department approval must be received. This inspection is to insure that all electrical connections have been terminated safely and the house is ready to have permanent power hooked to the structure. **NOT FOR OCCUPANCY**
8. **OCCUPANCY:** Before this inspection can be scheduled, the Blower Door Test results will need to be on file in the office. When all items pertaining to the building permit have been completed and the home is ready for occupancy (but before you move in), this inspection among other things is to insure that GFI outlets and Arc Fault breakers are operating properly. This inspection will also include a Final Grade Inspection which means that fill and grading shall meet appropriate standards and that final ditch grade, swales, and any culvert(s) are in place. You must have this inspection completed in order to receive a Certificate of Occupancy which lenders or insurance companies may require at this time or in the future.

NOTE: SUBSEQUENT INSPECTIONS MAY BE SUBJECT TO AN ADDITIONAL INSPECTION CHARGE

## CHECKLIST FOR RESIDENTIAL CONSTRUCTION

### BEFORE PERMITTING:

- \_\_\_\_\_ All property divisions & zoning complete and approved by the Police Jury
- \_\_\_\_\_ 911 Address obtained or verified -  
911 Call Center, 225.683.9007, 12486 Feliciana Drive, Clinton, LA 70722
- \_\_\_\_\_ Floodplain determination completed by parish -  
Floodplain Manager, 225.683.8577, 12064 Marston Street, Clinton, LA 70722

### PRESENTED AT PERMITTING:

- \_\_\_\_\_ 911 Address
- \_\_\_\_\_ Town approval, if required
- \_\_\_\_\_ Floodplain Elevation, if required
- \_\_\_\_\_ Proof of ownership - copy of cash sale, act of donation or tax statement
- \_\_\_\_\_ Survey Map of the property
- \_\_\_\_\_ Copy of the Contractor's State License - or if acting as your own general contractor, a signed and notarized Affidavit Claiming Exemption from Licensure recorded at the Clerk of Court
- \_\_\_\_\_ 2 Standard sets of house plans
- \_\_\_\_\_ Plot Plan

### OTHER PAPERWORK REQUIRED DURING CONSTRUCTION:

- \_\_\_\_\_ Compaction Test
- \_\_\_\_\_ Termite Certification
- \_\_\_\_\_ Elevation Certificate of Completion, if required
- \_\_\_\_\_ Duct Test
- \_\_\_\_\_ Sanitation/Environmental Approval
- \_\_\_\_\_ Water Department Approval
- \_\_\_\_\_ Blower Door Test