



BUILDING PERMIT CHECKLIST

RESIDENTIAL

Residential Building Permit Checklist

- Completed Residential Permit Application
- Contractor's State License or Registration or Notarized Homeowner's Affidavit
- Proposed Elevation Certificate (A Final Elevation Certificate will be required PRIOR to issuance of a Certificate of Occupancy)
- Plot Plan Drawn to Scale, including proposed and existing structures, Showing all setbacks and servitudes affecting lot, showing direction of natural drainage on lot, location and material of driveways and sidewalks.
- Sewer Permit - L.H.S. 47 (State Board of Health Permit to *install on-site sewage disposal system*)
- State Highway Department Approval (for driveway IF site is on a State Highway)
- City-Parish Traffic Engineering Approval (for driveway IF site is on a Parish Highway)
- Approval from EBR Subdivision Engineering for curb cuts, sewer tie in and drainage tie in (can be applied for on www.MyGovernmentOnline.org)
- SWPPP (if applicable) and Site Specific Erosion Control Plan
- ResCheck Energy Analysis (<https://energycode.pnl.gov/REScheckWeb/#/login>)
- Compaction Test Results if more than 8" of fill has been brought in
- Electronic plans drawn to scale, including:
 - Site location
 - Roof Pitch Requirements per ordinance NO. 2022-21
 - Designer's name, address, and phone number
 - Design criteria and wind speed (structure specific) per 2021 IRC
 - Structural Details for foundation, walls, floors & roof. Provide load path and point load locations from roof ridge to foundation. Also show Braced Wall locations per IRC R602.10
 - Trusses or any engineered lumber usage with required engineering information from supplier. This must be submitted at time of application unless written release is obtained from the Building Official
 - Foundation plans, floor and roof plans, elevations, sections, and structural details sufficient to define completely the proposed construction.
 - ***NO MARKINGS SHOULD BE ON ANY PLANS**
- All payments are due at application submittal.

Incomplete permit applications will not be accepted. All required information must be submitted with the application, including the Certificate of Responsibility



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List of Inspections

1. Temporary Electrical Pole
2. Plumbing Rough-In: Inspection of all building sewer lines with water or air test as required by Louisiana Plumbing Code, and prior to covering with dirt.
3. Foundation Inspection: When completely ready, and prior to pouring concrete.
4. Combination Rough Inspection: All four (4) trades are inspected on this inspection (rough framing, electrical rough, mechanical rough, and plumbing top-out/gas). Final Flood Elevation Certificate must be submitted and approved PRIOR to this inspection.
5. Insulation Inspection: Proper roof venting with baffles, fire resistant foam all top plate penetrations, and before any interior wall covering are applied.
6. Meter Inspection (Temp to Perm): Made after all equipment, electrical devices, etc. are in place, and the structure is ready for power and gas.
7. Combination Final Inspection: All four (4) trades are inspected on this inspection. The house must be clean, and ready to occupy, lot must be graded and sod down as required by the subdivision, and all equipment must be operable. Final flood Elevation Certificate, including photographs must be submitted PRIOR to this inspection.
8. Sewer Tie in: Can be scheduled at any time.

The Cost of performing inspections is included in the building permit fees; however, the following additional inspection fees apply:

- A) The fee for a re-inspection shall be \$50. A re-inspection fee will be assessed after the second failure for the same issue.
- B) The fee for inspections conducted outside of normal business hours shall be \$100.

Permits expire 180 days from the last inspection. An expired permit can be re-instated for 50% of the original permit fee. The building inspector may reduce the fee for an expired permit where excessive bad weather or other events beyond the permittee's control delayed construction.



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GENERAL REGULATIONS

- A. The City of St. George Building Department shall be notified of and must approve any changes made after such application for permit or during construction before such change is implemented.
- B. Permit must be posted in a conspicuous location on the construction site before any work commences.
- C. All associated fees must be paid prior to issuance of each specific permit.
- D. Builder/Contractor is to provide containers to dispose of all trash and debris.
- E. Any mud or debris brought onto the street must be cleaned up immediately by the builder, contractor, or owner. If necessary, the City of St. George will clean the street and bill the homeowner.
- F. Builder/contractor must, at all times, control surface water run-off with methods approved by Louisiana Department of Environmental Quality.
- G. Site must be always accessible for emergency vehicles.
- H. Sidewalks must comply with subdivision requirements and shall not be blocked during construction.
- I. It is the homeowner/contractor's responsibility to submit plans to their neighborhood's Subdivision Architectural Control Committee (if one exists) for their review and approval.