



## Permit Checklist and Inspection Guide

SCPDC  
Post Office Box 1870  
Gray, LA 70359  
Phone 1-866-285-9053  
Fax (985) 655-1071

<http://www.scpdc.org>

### Permits that do not require plans

1. Replacement of open porches and sun decks without roofs. (Note: A site plan is required with all applications for permits to construct sun decks.)
2. Construction, removal, or relocation of non-bearing walls.
3. Installation of roof sheathing and lightweight shingles.
4. Installation of doors and windows not exceeding 4 feet in width in bearing walls.
5. Construction of new closets and bathrooms that do not include construction, removal, or relocation of a bearing wall.
6. Repair in-kind, including minor structural repairs such as replacement of several joists/studs/rafters not to exceed more than 25% of the structure.
7. All mechanical, plumbing, and electrical minor change outs. (Note: Electrical Service exceeding 400 amps and private sewage disposal systems require approved plans.)
8. Residential swimming pools. (Note: A site plan is required with all applications for pools.)

Plans, engineering calculations, diagrams and other data shall comply with the 2006 International Residential Code and are to be submitted in two or more sets with each application for a permit. Please see the Plan Review Checklist for more details.

### Permits

The issuance of a building permit gives the permit holder the right to proceed with a construction project.

Construction is limited to the scope of the project delineated on an approved set of plans, a permit, or both.

1. With the exception of new construction, SCPDC requires separate permits for mechanical, plumbing, electrical, and gas installations.
2. No permit fees will be charged on new construction or additions for the trades unless the subcontractor has been changed from the original application.

### Permit Application

1. With the exception of new construction and additions, homeowners cannot file a job for the trades.
2. Permit applicants shall provide access to the job for inspection. Failure to do so will necessitate an additional re-inspection fee.

### Permit Posting

1. Permit shall be posted in a conspicuous location at the front of the job site.
2. Approved plans must be on the jobsite at the time of the inspection. Failure to supply approved plans will result in an inspection failure.

### Inspection Scheduling

1. Inspections will take place within 48 hours of request, please call 866-285-9053.

### Inspection Color Coding

1. Color Tags shall indicate the status of inspections.

Green Tag ..... Approved

Red Tag ..... Rejected

### Inspection Request

1. Permit number
2. Address of project
3. Type of inspection
4. Desired date of inspection
5. Name and phone number



SCPDC  
Post Office Box 1870  
Gray, LA 70359  
Phone 1-866-285-9053  
Fax (985) 655-1071

<http://www.scpdc.org>

### Required Inspections

1. Temporary Power Pole
2. Plumbing Rough-In
3. Structural Slab Inspection(Prior to Pour)
4. Electrical Rough-In
5. Plumbing Top Out
6. Mechanical Rough In
7. Framing
8. Insulation
9. Final Electrical
10. Final Mechanical
11. Final Plumbing
12. Attic Insulation
13. Final Building

### Allowable Number of Inspections

Five inspections per discipline will be allowed for new construction and additions. The disciplines are as follows:

- Plumbing
- Electrical
- Mechanical
- Structural
- Energy

If an sixth inspection is required for any of the above disciplines, a \$75 re-inspect fee will be assessed.

### Fee Schedule

New Residential – 46 cents/sq. ft.  
New Commercial – 60 cents/sq.ft.  
New Institutional – 60 cents/sq.ft.

#### Renovations (Res. and Comm.)

Minor (under \$2500) -- \$25  
Minor (\$2501-\$10000) -- \$100  
Major (>10001) -- \$200

Pools to follow the same renovation fee schedule plus trade permits if applicable.

Renovation fees include one inspection. Each additional inspection required will cost \$75.

#### Trade Permits

Plumbing Permit -- \$125  
Electrical Permit -- \$125  
Gas Permit -- \$125  
Mechanical Permit -- \$125

Trade permit fees include one inspection. Each additional inspection will cost \$75.

Mobile Homes -- \$150  
Change of Occupancy -- \$100  
Signs -- \$100  
Fireworks Stands -- \$100  
Mardi Gras Stands -- \$100  
Commercial Parking -- \$1.00/500 sq. ft.

### Fee Schedule

#### Commercial Storage

<200 sq. ft. – no charge  
>200 sq. ft. – 60 cents/sq. ft.

#### Residential Storage

<200 sq. ft. – no charge  
>200 sq. ft. – 46 cents/sq. ft.

Annual Maintenance Permit -- \$200

**Double permit fees if “after the fact” permit is required and also for falsification.**

### Res. Plan Review Checklist

1. Submit 2 sets of plans unless otherwise directed by permit office.
2. Plans must be a minimum of 11 x 17.
3. All data sheets for windows, doors, garage doors, and shingles must be submitted.
4. A site plan must be submitted.
5. Soil report indicating the load bearing capacity of the soil is 1500 psf or provide an engineered foundation plan.
6. Note the R-values of the walls and ceilings and floors if applicable.
7. Design loads to be noted on drawings.
8. Design wind speed noted.
9. Note safety glazing in areas defined by R308.4.
10. Provide a window and door schedule.
11. Foundation Plan
12. Framing details indicating ceiling joist sizes, rafter sizes, nail patterns, anchoring, bracing, and strapping.
13. Electrical plan. Must follow NEC 2005.
14. Plumbing layout.
15. Mechanical plan. Include duct layout and manual J form. Must meet the International Mechanical Code.