INSPECTION REQUIREMENT INFORMATION

MUNICIPAL ADDRESS: ___ ___ ___ ___

The **Parish** will assign a municipal address that must be displayed on the structure at the time of inspection. The house numbers must be made of permanent material and contrasting color, so that they can be easily seen (3 in. or taller **wood or metal numbers).** If the structure is set back more than **50 feet** from the street, put the numbers at the edge of the driveway on one of the following: **gate post, fence post, mailbox post (if located on the same side of the road),** or other permanent structure **and** at the side of the front door. ***For **mailbox** guidelines, contact local Post Office***

*****For Entergy customers, an application for service and an address must be posted to connect utilities for Temporary and Permanent *****

HOMEOWNER/CONTRACTOR SIGNS:

1. Signs shall be placed on all residential construction sites that read: "Contracted by Homeowner."
2. Signs should be plainly visible & legible from the street with 2 inch min. letter size in (RED).

(ALL) INSPECTIONS:

Call all inspections into the Calcasieu Parish Permit Office. We issue a **green inspection card** to help you **remember the permit number.** If you call before 3:00 p.m., the inspection will be pre-scheduled for the next business day.

BUILDING INSPECTIONS (minimum of 3):

1. **Foundation** (before slab) **2. Framing** (open ceiling & wall, trusses, etc…) **3. Final**

****A Parish approved set of plans shall be on building site at all times! Failure to comply will result in inspection disapproval!!**
****Failure to comply with inspection or Certificate of Occupancy requirements may result in assessment of fines!****

ELECTRICAL: **1. Temporary Pole** **2. Rough-in** (before any wiring is covered) **3. Final** (See Brochure for details).
For **Multi-Family development, a separate meter is required for operation of the mechanical plant. (additional $20.00 fee)**

PLUMBING INSPECTIONS: **1. Rough-In** (before slab) **2. Top-Out** (open wall) **3. Final** (fixtures set)
****If a Sewer Tap is being installed, please allow up to two (2) weeks for assessment & installation****

GAS PIPING INSPECTIONS:
1. Rough-In (when gas lines are installed & prior to connection to gas service) **2. Final** (piping & final connections made)

MECHANICAL & BUILDING ENVELOPE INSPECTIONS:
1. Rough-In (equipment, ducts, drain lines, etc… are installed) **2. Final** (all equipment installed—grilles, disconnects, etc…)
3. Duct Test Form and **Building Envelope Results/Inspection** (forms must be turned in prior to building final)

ELEVATION SURVEYS: **[Required in A, AE, V & X (shaded) flood zones]**

New Residential/Commercial & Substantial Improvements-- Floor elevation must be submitted **prior to** final electrical inspection.
*****ALL machinery (eg. A/C & Sewer Motor) servicing dwelling must also be elevated to the FEMA BFE & Freeboard Elevation!*****

LITTER ENFORCEMENT: Construction site shall be kept free and clean of trash & other types of litter—violations are subject to penalties!

SUBDIVISION RESTRICTIONS: Be advised the Parish does not enforce subdivision restrictions; please review all restrictions **prior to** placement or construction of the permitted structure.

*****NOTE:*** For all older moved on and off-site constructed moved on homes, these structures must meet current applicable codes and must be inspected and approved **prior** to release of electrical power.

*****Please make sure that you have a copy of our brochure which explains all necessary steps to obtain inspections!**

I have read and understood the above information and have received a brochure and also understand that **I shall not occupy permitted structure prior to obtaining a Certificate of Occupancy!

_____ _____

SIGNATURE **PERMIT OFFICIAL**

Rev. 06/15