

Vermilion Parish Police Jury Building Permit Requirements for

COMMERCIAL CONSTRUCTION

(NEED TO FOLLOW THE 2006 IBC/IRC WIND & FLOOD BUILDING CODES)

CERTIFICATE OF PLAN REVIEW:

Needs to be completed by the CBO (Certified Building Official) or Certified ICC Inspector 3rd Party Provider or (If the construction plans are stamped and signed by a Louisiana Architect or Louisiana Licensed Engineer a Plan review is not required.) Once the Plan Review or constructions plans are stamped & signed the permit is issued.

If the home is moved from a 100 mph wind zone or less, a stamped foundation plan and structure plan must be submitted for structural retrofitting to comply with 110/120/130 mph guidelines.

WHEN APPLYING FOR A PERMIT PLEASE BRING:

****Fire Marshal Approval** – Phone 1 (800) 256-5452 – See attached for more information a **final inspection** from the Fire Marshal is required before a Certificate of Occupancy can be issued.

*****Copy of Contractor's License**

*****Construction plans** (2) copies required – Permit Department and Field Set (on site)

*****Address** of construction (new building or addition); if you do not have an address you may obtain one from 911's Business Office at (337) 898-4350.

*****Site Plan of Property & Foundation Plan** (See attached guideline)

Plat of property- If you need a plat of property it can be obtained at the Clerk of Court's Office, 1st floor of Court House, (337) 898-1992.

*****Elevation Certificate** of property is required if it is in a designated flood zone. No permits will be issued to properties in a flood zone without an elevation certificate. Elevation certificates are provided by local land surveyors.

*****Cost of permit** is determined by the cost of construction and type of inspections required, the VPPJ only accepts checks or money orders.

Once you receive your permit, the **yellow** hard card needs to be posted on the temporary electrical pole and a copy of the permit is to be taken the Vermilion

Parish Health Unit for temporary electrical service and sewage permit (if new construction).

Once construction begins a Certificate of Foundation, Plumbing, Framing, Electrical, Mechanical/Fuel Gas, Roof, Final Inspection and **all other required** inspections must be signed by an ICC certified inspector, architect or licensed engineer and returned to the permit department.

HOMEOWNER/CONTRACTORS ARE RESPONSIBLE FOR CONTACTING INSPECTOR FOR INSPECTIONS.

Once all required inspections and the final elevation certificate (if in a designated flood zone) are submitted and approved by the Vermilion Parish Permit Department, a Certificate of Occupancy will be issued.

Your next step is to bring the Certificate of Occupancy to the Vermilion Parish Health Unit for full electrical power. The Vermilion Parish Health Unit office hours are Monday – Friday 8:00 – 9:30 and 3:00 – 4:30. They can be contacted by calling (337) 893-1438.

Please call if you have any questions.

Gladys Mouton
Vermilion Parish Permitting Department
Gladys.Mouton.VPPJ@hotmail.com
(337) 898-4300
Permit Hours – 8:00 o 4:00