

Jefferson Parish Requirements for Residential Permits

Released April 24th from the desk of **Jeff Charlet, Regulatory Manager**
Department of Inspection & Code Enforcement

Sec. 8-2-103.1.4 Information Required for Permit. Each application for a permit, with the required fees, shall be filed with the Code Official on a form furnished for that purpose. Each application for a permit shall contain a general description of the proposed work and its specific location. The applicant shall present photographic identification issued by the Louisiana Department of Motor Vehicles. (If the owner or authorized agent is a non-resident, comparable identification from the state of domiciliary may be acceptable. A U. S. Passport, military identification or other substantial photographic identification may also be presented if contact information is provided and acceptable to the Code Official.) The building permit application shall indicate the proposed occupancy of the building (and all parts thereof); show the use of all parts of the site not covered by the building or structure, and shall contain all other information required by the Code Official. If Section 8-2-103.2.3 require a design professional's certification on the submitted documents the applicant shall provide the name, address, phone and fax numbers, e-mail address (if any), and license registration number of the design professional. Where a licensed or registered contractor is required, by state or local law, the permit applicant shall provide the name, address, phone and fax numbers, e-mail address (if any), and license or registration number of the contractor. No permit shall be issued until all required contractor information is provided.

Sec. 8-2-103.1.5 Time Limitations. An application for a permit for any proposed work shall be deemed abandoned six (6) months after the date of submission. An application extension of not more than ninety (90) days may be allowed by the Code Official provided the extension is requested in writing and justifiable cause is demonstrated.

Sec. 8-2-103.2 Drawings and Specifications.

Sec. 8-2-103.2.1 Requirements. When required by the Code Official, two or more copies of drawings drawn to scale with sufficient clarity and detail to indicate the location, nature, character, and extent of the work, shall accompany the application for a permit. When deemed necessary the Code Official may also require two or more sets of specifications. All such drawings and specifications shall contain information, in such form to fully acquaint the Code Official with the method of construction, construction details, materials used and of the quality of materials, where quality is essential to conformity with the technical codes. All submitted information shall be specific, and the technical codes shall not be cited as whole or in part, nor shall the terms "in compliance with local Codes", "per Code" or "legal" or equivalents be used, as a substitute for specific information. All information, drawings, specifications and accompanying data shall bear the "live" seal and signature of the design professional. The design professional shall include a statement on the drawings to the effect that "These drawings and specifications were prepared by me or under my direct supervision. I have researched this Chapter and to the best of my knowledge and belief these drawings are in compliance with this chapter and the Louisiana State Uniform Construction Code". For new construction, additions and substantial improvements the Design Professional shall state the Design Wind Speed and the high wind design standard criteria on which the design is based.

Sec. 8-2-103.2.2 Additional Data. All drawings accompanying a permit application for a new commercial building or additions to existing commercial buildings shall include the following minimum information on the first sheet of the construction drawings: the project or building name (if any), the specific Construction Type proposed (from IBC 2003), the intended Occupancy Group classification, in the case of Mixed Occupancy Group classifications whether separated or non-separated use principles have been applied, the number of stories (floors), building height in feet, and the floor area per story (floor level). If a general building area modification is claimed under Section 506 of the IBC, all relevant calculations shall be shown, the location, rating and extent of any required fire resistive walls, if the building is to be fully sprinklered and all other information necessary to fully acquaint the Code Official with the scope of work and the Code-provided design concepts being employed. For all commercial renovations and alterations the designed professional shall provide the intended occupancy group classification, the existing construction type (IBC 2003), in multi-tenant development show any tenant separation existing or proposed, and the floor area of the subject tenant space.

The Code Official may further require details, computations, stress diagrams, and other data necessary to describe the construction or installation and the basis of the calculations. All drawings, specifications and accompanying data required by the Code Official shall be prepared by a Louisiana licensed and registered Architect or Civil Engineer and shall be affixed with their official "live" seal.

Sec. 8-2-103.2.3 Design Professional/Certification Required. The design professional shall be an architect, civil engineer or a professional engineer legally registered under and in full compliance with the laws of the State of Louisiana regulating the practice of architecture or civil engineering and shall affix his official seal to all required drawings, specifications and accompanying data except for the following:

1. Buildings detached from and accessory to single family residential buildings which are not over one (1) story and are less than 1000 sq. ft. in area need not be stamped by a design professional.
2. Those jobs which are minor in nature, as determined by the Code Official, and which do not affect the structural elements, exit arrangements or change the occupancy classification of a building (or portion thereof).

Where there are unusual conditions because of type of occupancy, type or method of construction or geological conditions the Code Official may depart from the exceptions set forth above and require design professional-certified drawings and specifications whenever deemed necessary.

Sec. 8-2-103.2.4 Structural and Fire Resistance Integrity. Plans for all buildings requiring any fire resistive components shall indicate how required fire resistance ratings will be achieved for all structural members, walls, floor/ceilings, and roofs. Specific listed U. L. system designs shall be given. Details of how fire resistive integrity of the required systems will be maintained where membrane or through penetrations occur shall be provided. The plans shall also indicate, in sufficient detail, how the fire resistive integrity will be maintained where required fire resistant floors intersect exterior walls.

Sec. 8-2-103.2.5 Site Drawings. Clearly signed and sealed, legible drawings shall show the location of all proposed building(s) or structure(s) and every existing building or structure on the site or lot, the setback distance from all proposed buildings or structures to existing buildings and/or structures on the site and from the proposed buildings and/or structures to all property lines, and the location of any air conditioning condensing units or other building appurtenances.

The Code Official shall require a confirming property boundary survey prepared by a Louisiana licensed Land Surveyor. All surveys and site drawings shall contain the information required in Section 8-3-108 of this Chapter. All site drawings submitted for residential construction permits shall be separate from construction drawings and on paper not larger than 8 1/2" x 14" (legal size).