

Vermilion Parish Police Jury Building Permit Requirements for

NEW STRUCTURES/MODULAR HOMES/ACCESSORY BUILDINGS

(Need to follow the 2006 IBC/IRC Wind & Flood Building Codes)

All plans must be reviewed by Building Official prior to issuing a Building Permit.

Certificate of plan review needs to be completed by Certified ICC Inspector/3rd Party Provider OR the construction plans must be stamped & signed by a Louisiana licensed engineer or architect. A permit **WILL NOT** be issued without either a certificate of plan review or a copy of plans that are stamped & signed.

When applying for a permit please bring:

*****Copy of Contractor's license** (required for construction valuing \$10,000 or greater) **or** homeowner must complete a **Self-Contracting Affidavit** which we provide.

*****Construction plans** (Provide one Set to the Permit Department and One Set to Third-Party Provider.) **If Plans are not "Stamped", they must be reviewed by a Third Party Provider prior to applying for a permit. Plans for Metal Bldgs. MUST be Architech/Engineer "STAMPED PLANS".**

*****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 of property** (see attached guideline for site plan & foundation plan)

*****SET BACK REQUIREMENTS THAT NEED TO BE FOLLOWED.**

R106.2.1 Setbacks. For Residential properties, building lines (including porches, steps, etc.) shall not be less than 25 feet from the street right-of-way line (includes both streets on corner lots), not less than 5 feet from adjoining property lines, and not less than 15 feet from the back property line.

*****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 a Preliminary elevation certificate. Once project is finished, must receive final Elevation Certificate before a Certificate of Occupancy can be issued. Elevation certificates are provided by local land surveyors.

*****Cost of permit** is determined by the cost of construction and type of inspections required.

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 to obtain a sewage permit.

Once construction begins, a Certificate of Foundation, Plumbing, Framing, Electrical, Mechanical/Fuel Gas, Roof, Total Duct Leakage, Building Envelope Test, Soil Compaction (if applicable), Final Inspection and **all other required inspections must** be signed by a Certified LSUCC Inspector and returned to the permit department upon completion.

Residential Duct Leakage and Building Envelope Tests:

Chapter 11, Energy Efficiency of the 2009 IRC

Total Duct Leakage (N1103.2.2)

Types of testing and Total Duct Leakage Test limits as described in 2009 IRC Chapter 11 Energy Efficiency and adopted by the State of LA.

- RIWO Rough in With-Out air handler installed is < 4 CFM per 100 sq ft CFA @ 25pa
- RIW Rough In With air handler installed is < 6 CFM per 100 sq ft CFA @ 25pa
- PCW Post Construction With air handler installed is < 12 CFM per 100 sq ft CFA @ 25pa

Building Envelope Test (N1102.4.2)

Building envelope tightness and insulation installation shall be tested and verified for compliance as specified by Sections N1102.4.2.1 or N1102.4.2.2 as determined by the contractor, design professional or homeowner.

SOIL COMPACTION TEST IS REQUIRED IF using fill with clean sand or gravel and over 24” or fill with dirt/earth and over 8”.

HOMEOWNERS ARE RESPONSIBLE FOR CONTACTING INSPECTORS & SCHEDULING INSPECTIONS.

Once all required inspections and the final elevation certificate (if required) 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. Office hours for the Vermilion Parish Health Unit are Monday – Friday 8:00 – 9:30 and 3:00 – 4:30. They can be contacted by calling (337) 893-1438.

Please Note: VPPJ only accepts checks or money orders.

Please call if you have any questions.

Vermilion Parish Permitting Department
(337) 898-4300
Permit Hours – 8:00 to 4:00