



St. Mary Parish Government
Planning & Zoning Department
Fifth Floor Courthouse
Franklin, La. 70538
337-828-4100 ext. 509

City of Morgan City
Planning & Zoning Department
512 First St.
Morgan City, La. 70380
985-385-1770

Town of Berwick
Planning & Zoning Department
3225 Third St.
Berwick, La. 70342
985-384-8858

City of Patterson
Planning & Zoning Department
1314 Main St.
Patterson, La. 70392
985-395-5205

City of Franklin
Planning & Zoning Department
1300 Iberia St.
Franklin, La. 70538
337-828-6348

Town of Baldwin
Planning & Zoning Department
800 Main St.
Baldwin, La. 70514
337-923-7523

REQUIRED INSPECTIONS

The Building Official upon notification from the permit holder or his agent shall make the following inspections and such other inspections as necessary, and shall either release that portion of the construction or shall notify the permit holder or his agent of any violations which must be corrected in order to comply with the technical codes. Inspections must be scheduled at least 24 hours prior to the inspection. Upon completion of all Inspections – A Certificate of Occupancy will be issued.

DRAINAGE:

1. **Preliminary Grade Inspection:** To be made after forms erected, and prior to plumbing or electrical piping installation. All fill material shall meet appropriate standards. All Ditch/culvert/silt fencing shall be in place. If necessary, drainage swales must be constructed. Any fill placement can not block drainage flow. This inspection shall be made prior to scheduling a building foundation inspection.

When a **piling/pier foundation** is used, the grade inspection shall be after site/grade preparation and immediately after installation of piling/pier and prior to any other construction.

2. **Final Grade Inspection:** To be made after building is complete and ready for final inspection. All fill and grading shall meet appropriate standards. Final ditch grade, swales, and final culvert shall be complete. Culvert verification shall be on file with the Public Works Department. This inspection shall be made prior to scheduling a building final inspection.

BUILDING:

1. **Foundation Inspection:** To be made after trenches are excavated and forms are erected. This inspection shall be made after the preliminary grade inspection.
 - Please note that an Under Construction Elevation Certificate is required for structures being constructed in a Flood Zone
 - Please note that a Termite Certificate is Required.
2. **Framing Inspection:** To be made after the roof, all framing, fire blocking and bracing is in place, all wiring (electrical rough-in), all pipes (plumbing top out), chimneys, ducts and vents (mechanical rough-in) are complete. **Do not** brick or insulate, tyveck, felt etc. prior to a framing inspection.
 - Please note that prior to covering our inspector will inspect the nail pattern along with any required exterior strapping
 - Please note that prior to sheetrocking or closing in walls an Insulation Inspection is Required.

3. **Final Inspection:** To be made after the building is completed and ready for occupancy. This inspection shall be made after the final grade inspection.

MECHANICAL:

1. **Rough-In Inspection:** To be made after the roof, framing, fire blocking and bracing are in place and all ducting, and other concealed components are complete, and prior to the installation of wall or ceiling membranes.
2. **Final Inspection:** To be made after the building is complete, the mechanical system is in place and properly connected, and the structure is ready for occupancy.

ELECTRICAL:

1. **Underground Inspection:** To be made after trenches or ditches are excavated, conduit or cable installed, and before any backfill is put in place. This applies to commercial projects only.
2. **Rough-In Inspection:** To be made after the roof, framing, fire blocking and bracing is in place and prior to the installation of wall or ceiling membranes.
3. **Final Inspection:** To be made after the building is complete, all required electrical fixtures are in place and properly connected and the structure is ready for occupancy.

PLUMBING:

1. **Underground Inspection:** To be made after trenches or ditches are excavated, piping installed, and before backfill is put in place. (Pressure Test)
2. **Top Out Inspection:** To be made after the roof, framing, fire blocking and bracing is in place and all soil, waste and vent piping is complete, and prior to the installation of wall or ceiling membranes.
3. **Final Inspection:** To be made after the building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy.

GAS RESIDENTIAL:

1. **Final Inspection:** to be made at the same time as the plumbing top out inspection is made. This inspection shall include a pressure test.
2. **Final Inspection:** To be made at the same time as plumbing final inspection is made.

GAS COMMERCIAL

1. **Rough Piping Inspection:** To be made after all new piping authorized by the permit has been installed, and before such piping has been covered or concealed or any fixtures or gas appliances have been connected.
2. **Final Piping Inspection:** To be made after all piping authorized by the permit has been installed and after all portions which are to be concealed by plastering or otherwise have been so concealed and before any fixtures or gas appliances have been connected. This inspection shall include a pressure test.
3. **Final Inspection:** To be made on all new gas work authorized by the permit and such portions of existing systems as may be affected by new work or any changes, to insure

compliance with all the requirements of this code and to assure that the installation and construction of the gas system is in accordance with the reviewed plans.

Separate permits are required for ELECTRICAL, MECHANICAL, PLUMBING and GAS INSTALLATIONS. Permits shall be filed prior to work commencing.

All subcontractors (electrical, mechanical, plumbing and gas) are responsible for filing their own jobs and scheduling of inspections. Homeowners cannot file a job for the subcontractors.

Inspections must be scheduled at least 24 hours prior to the inspection.

It is the responsibility of the general contractor/homeowner to provide access (must be open) to the project for any and all inspections that are scheduled.

Residential Re-inspections Fees (all disciplines)

- 1st re-inspections \$ 50.00
- 2nd re-inspections \$ 75.00
- 3rd re-inspections \$ 100.00
- 4th re-inspections \$ 125.00

Commercial/Institutional/Educational Re-Inspection Fees (all disciplines)

- 1st re-inspections \$ 60.00
- 2nd re-inspections \$ 90.00
- 3rd re-inspections \$ 120.00
- 4th re-inspections \$ 150.00

DO NOT POUR A SLAB/FOUNDATION /FOOTING PRIOR TO RECEIVING AN APPROVAL

Pouring a foundation without an inspection shall result in the following:

- 1st offense \$500.00 fine and a letter from an engineer
- 2nd offense \$1000.00 fine and a letter from an engineer
- 3rd offense \$1000.00 fine and removal of foundation

Before closing wall or insulating you shall have 4 approved inspections.

Do not occupy structure until a certificate of occupancy has been issued.

The fine for occupying without a certificate of occupancy is \$100.00/day until compliance and any other jobs that are outstanding will receive a cease and desist order.

If you have any questions regarding the above standards and procedures please contact the appropriate above listed office!