



TERREBONNE PARISH CONSOLIDATED BUILDING CODE

2014 EDITION

**Terrebonne Parish, Louisiana, Code of Ordinances:
Part II Parish Code: Buildings and structures:
Article II, Comprehensive Building Code Enforcement Program:
Division 1 : APPENDIX A: Terrebonne Parish Consolidated Building Code:**

*Adopted by Ordinance 7924 on Wednesday 1st December 2010
Amended by Ordinance 8023 on Wednesday 10th August 2011
Amended by Ordinance 8418 on Wednesday 23rd April 2014*



ORDINANCE HISTORY:

Ordinance 7924 on Wednesday 1st December 2010

Parish Ordinances previously adopted and published as Terrebonne Parish, Louisiana, Code of Ordinances: Part II
Parish Code: Buildings and structures: Article II, Section 6-21 Comprehensive Building Code Enforcement Program:

- Division 1: Building
- Division 2: Plumbing
- Division 3: Electricity
- Division 4: Mechanical Systems
- Division 5: Gas
- Division 6: Residential Housing
- Division 7: Existing Buildings

were repealed in their entirety, and replaced with Division 1 : Terrebonne Parish Consolidated Building Code

Parish Ordinance previously adopted and published as Terrebonne Parish, Louisiana, Code of Ordinances: Part II
Parish Code: Buildings and structures: Article II, Section 6-110 Comprehensive Building Code Enforcement Program:

- Division 8: Property Maintenance Code

was re-numbered as: “ Division 2 : Terrebonne Parish Property Maintenance Code”

Ordinance 8023 on Wednesday 10th August 2011

Amended Table 109.2.2(3) Residential Construction Permit Fees

Ordinance 8418 on Wednesday 23rd April 2014

Amended the following sections

- 102.2 Scope
- 103.3 Appointment of Building Official
- 104.12 Duties and Powers of Building Official
- 105.2 Work exempt from building permits
- 109.2.2 Table (3) Residential Construction Permit Fees
- 110.3.10 Final Inspection
- 114. Violations

and adopted a new full text edition reflecting all amendments made since adoption of the code in 2010

A vertical line has been used to indicate those sections of the code in which textual change has been made since publication of the 2010 edition.

TERREBONNE PARISH CONSOLIDATED BUILDING CODE

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TERREBONNE PARISH CONSOLIDATED BUILDING CODE

Terrebonne Parish, Louisiana, Code of Ordinances: Part II Parish Code: Buildings and structures:
Article II, Section 6-21: Comprehensive Building Code Enforcement Program: Appendix A: Consolidated Building Code:

Part I – Adoption of Code

SECTION 100

ADOPTION

100.1 Adoption. The Louisiana State Uniform Construction Code as may from time to time be amended and promulgated by the State and all other applicable standards and appendices referenced in that code, including Appendix J to the residential building code, is hereby adopted as the building code of this Parish for the purpose of regulating and governing the conditions and maintenance of all property, buildings, and structures in Terrebonne Parish; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary, and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use and the demolition of such structures; providing for the issuance of permits and collection of fees therefor, of which not less than three (3) copies are on file in the office of the chief building official. Each and all of the regulations, provisions, penalties, conditions, and terms of said building code on file in the office of the chief building official are hereby referred to, adopted, and made a part hereof, as if fully set out in this Article, with the additions, insertions, deletions, and changes, if any, prescribed herein.

*Ord. No .7924, 12-01-10; Ord. No. 8023,08-10-11;
Ord. No .8418, 23-04-14;*

Part II – Administration of the code

SECTION 101

GENERAL

101.1 Title. These regulations shall be known as the *Terrebonne Parish Consolidated Building Code*, hereinafter referred to as “*this code*.”

101.2 Scope. The provisions of this code shall apply to the construction, alteration, movement, enlargement, repair, replacement, equipment, use & occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures.

Exception 1: Detached one and two family dwellings and multiple single family dwellings (townhouses) not more than three stories above grade plane in height with separate means of egress and their accessory structures shall comply with the international residential code as amended and adopted by the State of Louisiana.

Exception 2: Live/work units complying with the *International Building Code* shall be permitted to be built as one and two family dwellings or townhouses. Fire suppression in such structures shall conform to the requirements of the *International Building Code* as amended and adopted by the State of Louisiana

Exception 3: Owner occupied lodging houses with five or fewer guestrooms shall be permitted to be constructed in accordance with the *International Residential Code for one and two family dwellings* when equipped with a fire sprinkler system in accordance with the requirements of the Louisiana State Uniform Fire Prevention Code.

101.3 Intent. The purpose of this code is to establish the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress, facilities, stability, sanitation, adequate light and ventilation, energy conservation and safety of life and property from fire and other hazards attributed to the built environment; and to provide safety to fire fighters and emergency responders during emergency operations.

101.4 Referenced Codes. All other codes and standards adopted or referenced in the *Louisiana State Uniform Construction Code (LSUCC)* shall be considered part of the requirements of this code to the prescribed extent of each such reference.

SECTION 102

APPLICABILITY

102.1 General. Where there is conflict between a general requirement and a specific requirement, the specific requirement shall be applicable. Where, in any specific case, different sections of this code specify different materials, methods of construction or other requirements, the most restrictive shall govern.

102.2 Other laws. The provisions of this code shall not be deemed to nullify any provisions of local, state or federal law.

102.3 Application of references. References to chapter or section numbers, or to provisions not specifically identified by number, shall be construed to refer to such chapter, section or provision of this code.

102.4 Referenced codes and standards. The codes and standards referenced in this code shall be considered part of the requirements of this code to the prescribed extent of each such reference. Where differences occur between provisions of this code and referenced codes or standards, the provisions of this code shall apply.

102.5 Partial invalidity. If any part or provision of this code is held to be illegal or void, this shall not have the effect of making void or illegal any other parts or provisions.

102.6 Existing Structures. The legal occupancy of any structure existing on the date of adoption of this code shall be permitted to continue without change, **except** as is specifically covered in this code, the *International Property Maintenance Code*, the *International Fire Code*, or as is deemed necessary by the building official for the general safety and welfare of the occupants and the public.

SECTION 103

ADMINISTRATION & ENFORCEMENT

103.1 Administration. Terrebonne Parish Consolidated Government (TPCG), hereinafter referred to as “*the jurisdiction*”, shall have full control of this code shall appoint or designate a *Building Code Administrator* qualified to be responsible for all aspects of its administration and supervision of its implementation.

103.2. Creation of Enforcement Agency. The South Central Regional Construction Code Council (SCRCCC) shall be responsible for the overall enforcement of this code under the terms of and to the extent provided in a Cooperative Endeavor Agreement (CEA) between the jurisdiction and SCRCCC. Whenever the term "department of building safety" is used in the codes adopted by virtue of this chapter, it shall, to the extent determined under the terms of the CEA, mean the South Central Regional Construction Code Council.

103.3. Appointment of a Building Official. South Central Regional Construction Code Council shall appoint the building official and throughout this code the term “*building official*” shall refer to the building official appointed by South Central Regional Construction Code Council.

The *building official* shall be the sole authority for interpretive and technical matters required by the code. Provided that, for the purposes of administering this code, the *building code administrator* appointed or designated by the jurisdiction, as the most senior construction code enforcement official employed by the jurisdiction, shall conjointly be vested with such *administrative* duties and powers as are herein accorded to the *building official*.

103.4. Deputies. In accordance with the prescribed procedures of the South Central Regional Construction Code Council, deputy inspectors, related technical officers, plan examiners, and other employees shall be appointed. Such employees shall have powers, as delegated by the building official.

SECTION 104

DUTIES & POWERS OF BUILDING OFFICIAL

104.1 General. The building official is hereby authorized and directed to enforce the provisions of this code. The building official shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify

the application of its provisions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.

104.2 Applications and permits. The jurisdiction shall receive, administer and transmit to the building official applications and construction documents required for plan review and enforcement activity. The building official shall review the documentation to provide the jurisdiction with the approved documents required for the issuance of building permits; inspect the premises for which such permits have been issued; enforce compliance with the provisions of this code and issue certifications for compliance with this code for the erection, alteration, demolition, and moving of buildings and structures,

104.3 Notices and orders. The building official shall issue all notices & orders required to ensure compliance with this code.

104.4 Inspections. The building official shall make all of the required inspections, or the building official shall have the authority to accept reports of inspection by approved agencies or individuals. Reports of such inspections shall be in writing and be certified by a responsible officer of such approved agency or by the responsible individual. The building official is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise, subject to the approval of the appointing authority.

104.5 Identification. The building official shall carry proper identification when inspecting structures or premises in the performance of duties under this code.

104.6 Right of entry. Where it is necessary to make an inspection to enforce the provisions of this code, or where the building official has reasonable cause to believe that there exists in a structure or upon a premises a condition which is contrary to or in violation of this code which makes the structure or premises unsafe, dangerous or hazardous, the building official is authorized to enter the structure or premises at reasonable times to inspect or to perform the duties imposed by this code, provided that if such structure or premises be occupied that credentials be presented to the occupant and entry requested. If such structure or premises is unoccupied, the building official shall first make a reasonable effort to locate the owner or other person having charge or control of the structure or premises and request entry. If entry is refused, the building official shall have recourse to the remedies provided by law to secure entry.

104.7 Department records. The building official shall keep official records of applications received, permits and certificates issued, fees collected, reports of inspections, and notices and orders issued. Such records shall be retained in the official records for the period required for retention of public records.

104.8 Liability. The building official, member of the board of appeals or employee charged with the enforcement of this code, while acting for the jurisdiction in good faith and without malice in the discharge of the duties required by this

code or other pertinent law or ordinance, shall not thereby be rendered liable personally and is hereby relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties. Any suit instituted against an officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the provisions of this code shall be defended by legal representative of the jurisdiction until the final termination of the proceedings. The building official or any subordinate shall not be liable for cost in any action, suit or proceeding that is instituted in pursuance of the provisions of this code.

104.9 Approved materials and equipment. Materials, equipment and device approved by the building official shall be constructed and installed in accordance with such approval.

104.9.1 Used materials and equipment. Used materials, equipment and devices, may be used when approved by the building official as meeting the requirements of this code for new materials.

104.10 Modifications. Wherever there are practical difficulties involved in carrying out the provisions of this code, the building official shall have the authority to grant modifications for individual cases, upon application of the owner or owner's representative, provided the building official shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, accessibility, life and fire safety, or structural requirements. The details of action granting modifications shall be recorded and entered in the files of the department of building safety.

104.11 Alternative materials, design and methods of construction and equipment. The provisions of this code are not intended to prevent the installation of any material or to prohibit any design or method of construction not specifically prescribed by this code, provided that any such alternative has been *approved*. An alternative material, design or method of construction shall be approved where the building official finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, at least the equivalent of that prescribed in this code in quality, strength, effectiveness, fire *resistance*, durability and safety.

104.11.1 Research reports. Supporting data, where necessary to assist in the approval of materials or assemblies not specifically provided for in this code, shall consist of valid research reports from approved sources.

104.11.2 Tests. Whenever there is insufficient evidence of compliance with the provisions of this code, or evidence that a material or method does not conform to the requirements of this code, or in order to substantiate claims for alternative materials or methods, the building official shall have the authority to require tests as evidence of compliance to be made at no expense to the jurisdiction. Test methods shall be as specified in this code or by other

recognized test standards. In the absence of recognized and accepted test methods, the building official shall approve the testing procedures. Tests shall be performed by an approved agency. Reports of such tests shall be retained by the building official for the period required for retention of public records.

104.12 Flood Zone Construction Documents. The *building code administrator* and *building official* shall have authority to require the submission of documents not otherwise specified in this code, in order to determine compliance with requirements imposed under law by virtue of the location of a structure within a designated flood hazard area. Such documents shall include, but not be limited to, stormwater pollution prevention plans, engineering reports and surveys, together with supporting drawings, calculations and photographs.

SECTION 105 PERMITS

105.1. Required. Any owner, or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by this code, shall first make an application to the Jurisdiction and obtain the required permit.

105.2. Work Exempt from Building Permit. Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner contrary to the provisions of this code, floodplain regulations and ordinances, or any other laws or ordinances of the jurisdiction.

Except as provided in other regulations or ordinances and provided that the structure or proposed structure is not located in a floodplain, building permits shall not be required for the following:

A. Building:

1. One-story detached residential accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 Square feet (18.58m²);
2. Non residential farming use structure constructed on a farm, as defined by Part VI of RS Title 55, and not attached to any residence.
3. Fishing Camp or other outdoor recreational structure, not located in the corporate limits of a municipality or within an approved subdivision, and not used as, or attached to, or using the same physical address as, or located on the same property as a residence and neither qualifying for homestead exemption, nor used for any commercial purpose.

4. Decks not exceeding 200 square feet (18.58m²) in area that are less than 30 inches (762mm) above grade at any point, are not attached to a dwelling, and do not serve an exit or opening required by code;
5. Retaining walls that are not over 4 feet (1219mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II, or IIIA liquids;
6. Water tanks supported directly upon grade, if the capacity does not exceed 5000 gallons (18927L) and ratio, height : diameter or width does not exceed 2:1;
7. Painting, papering, tiling, carpeting, cabinets, counter tops, vinyl siding and similar finish work not impacting the structural integrity of the building or building envelope that does not involve changes to electrical or gas systems, the cost of which does not exceed \$5,000;
8. Temporary motion picture, television and theater stage sets and scenery;
9. Shade cloth structures constructed for nursery or agricultural purposes and not including service systems;
10. Swings and other playground equipment accessory to detached one- and two family dwellings;
11. Window awnings supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support of Group R-3 and U occupancies;
12. Movable cases, counters, and partitions not more than 5 feet 9 inches in height.

B. Electrical:

1. Minor repair work:

- a. Attachment of listed cord and plug connected temporary decorative lighting;
- b. Reinstallation of attachment plugs, but not the outlets therefore;
- c. Replacement of branch circuit over-current devices of the required capacity and design in the same location
- d. Electrical wiring, devices, appliances, or equipment operating at less than 25 volts and not capable of supplying more than 50 watts on energy;
- e. the replacement of lamps, or the connection of listed portable electrical equipment to approved permanently installed receptacles;

2. **Radio and television transmitting stations:** The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for a power supply and the installation of towers and antennas.

3. **Temporary testing systems:** A permit shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus by a licensed electrical contractor.

Gas:

1. Portable heating, cooking, or clothes drying appliances.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
3. Portable fuel cell appliances in a dwelling, provided that such appliances are not connected to a fixed piping system and are not interconnected to a power grid.

Mechanical:

1. Portable heating, appliances;
2. Portable ventilation equipment;
3. Portable cooling unit;
4. Steam, hot or chilled water piping internal to any heating or cooling equipment regulated by this code;
5. Replacement of any part that does not alter approval of such equipment, or make it unsafe;
6. Portable evaporative cooler;
7. Self-contained refrigeration system containing 10 pounds (S kg) or less of refrigerant, or that are actuated by motors of 1 horsepower (746 W) or less,
8. Portable fuel cell appliances in a dwelling, provided that such appliances are not connected to a fixed piping system and are not interconnected to a power grid.

Plumbing:

1. **The stopping of leaks** in drains, water, soil, waste or vent pipe, provided that, if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
2. **The clearing of stoppages** or the repairing of leaks in pipes, faucets, valves or fixtures and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

105.2.1 Emergency Repairs. When equipment repairs and replacement must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the jurisdiction.

105.2.2 Repairs. Application or notice to the building official is not required for ordinary repairs to structures, replacement of lamps or the connection of approved

portable electrical equipment to approved permanently installed receptacles. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.

105.2.3 Public service agencies. Except as required by section 112.4 of this code, a permit shall not be required for the installation, alteration or repair of generation, transmission, distribution or metering or other related equipment that is under the ownership and control of public service agencies by established right.

105.3. Application for Building Permit. To obtain a building permit, the applicant shall first file an application therefore in a format and on a form furnished by the jurisdiction for that purpose.

Each application shall furnish such information as shall be required by the jurisdiction for proper administration of this code and shall, at a minimum:

1. Identify and adequately describe all of the work to be covered by the permit for which application is made;
2. Describe the land on which the proposed work is to be done, by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work;
3. Indicate the use and occupancy for which the proposed work is intended;
4. Be accompanied by construction documents and other information as required in section 107;
5. Provide a proper valuation of the full cost of proposed work;
6. Be signed by the applicant or applicant's authorized agent; and
7. Give such other data and information as may be required by the building official or the jurisdiction.

105.3.1 Action on application. The building official shall examine or cause to be examined applications for permits and amendments thereto within a reasonable time after filing. If the application or the construction documents do not conform to the requirements of pertinent laws, the building official shall reject such application in writing, stating the reasons therefor. If the building official is satisfied that the proposed work conforms to the requirements of this code and laws and ordinances applicable thereto, the building official shall issue a permit therefor as soon as practicable.

105.3.2 Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; **except** that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

105.4 Validity of permit. The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the building official from requiring the correction of errors in the construction documents and other data. The building official is also authorized to prevent occupancy or use of a structure in violation of this code or of any other ordinances of this jurisdiction.

105.5 Expiration. Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for 180 days after the time when work is commenced. The jurisdiction is authorized to grant, in writing, one or more extensions of time, for periods of not more than 180 days each. The extension shall be requested in writing, and justifiable cause demonstrated prior to the expiration of the relevant permit or extended permit.

105.6 Suspension or revocation. The building official is authorized to suspend or revoke a permit issued under the provisions of this code wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or failure to pay any required fee, or in violation of any ordinance, regulation, law or any of the provisions of this code.

105.7 Placement of permit. The building permit or copy shall be kept prominently displayed and immediately available to an inspector on the site of the work through completion of the project.

SECTION 106 FLOOR AND ROOF DESIGN LOADS

106.1 Live loads posted. Where the live loads for which each floor or portion thereof of a commercial or industrial building is or has been designed to exceed 50 psf (2.40 kN/m²), such design live loads shall be conspicuously posted by the owner in that part of each story in which they apply, using durable signs. It shall be unlawful to remove or deface such notices

106.2 Issuance of certificate of occupancy. A certificate of occupancy required by Section 111.1 shall not be issued until

the floor load signs, required by Section 106.1, have been installed.

106.3 Restrictions on loading. It shall be unlawful to place, or cause or permit to be placed, on any floor or roof of a building, structure or portion thereof, a load greater than is permitted by this code.

SECTION 107 SUBMITTAL DOCUMENTS

107.1 General. Submittal documents consisting of construction documents, statement of special inspections, geotechnical report and other data shall be submitted in two or more sets with each permit application. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.

Exception: The building official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered design professional if it is found that the nature of the work applied for is such that review of construction documents is not necessary to obtain compliance with this code.

107.2 Construction documents. Required construction documents shall be in accordance with Sections 107.2.1 through 107.2.6 of this code.

107.2.1 Required form. All required construction documents shall be submitted in electronic or hard-copy format, or any combination thereof, as specified by the building official and approved by the building code administrator.

107.2.2 Information on construction documents. Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the building official. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official. When required by the building official, all braced wall lines shall be identified on the construction documents and all pertinent information including, but not limited to, bracing methods, location and length of braced wall panels, foundation requirements and attachment of braced wall panels at top and bottom, shall be provided.

107.2.3 Fire protection system shop drawings. Shop drawings for the fire protection systems shall be submitted to indicate conformance to this code and the construction documents and shall be approved prior to the start of system installation. Shop drawings shall contain all information as required by the referenced installation standards cited in the state adopted code.

107.2.4 Means of egress. The construction documents shall show in sufficient detail the location, construction, size and character of all portions of the means of egress in compliance with the provisions of this code. In other than occupancies in Groups R-2, R-3, and I-I, the construction documents shall designate the number of occupants to be accommodated on every floor, and in all rooms and spaces.

107.2.5 Exterior wall envelope. Construction documents for all buildings shall describe the exterior wall envelope in sufficient detail to determine compliance with this code. The construction documents shall provide details of the exterior wall envelope as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water-resistive membrane and details around openings.

The construction documents shall include manufacturer's installation instructions that provide supporting documentation that the proposed penetration and opening details described in the construction documents maintain the weather resistance of the exterior wall envelope. The supporting documentation shall fully describe the exterior wall system which was tested, where applicable, as well as the test procedure used.

107.2.6 Site plan or plot plan. The construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades and, as applicable, flood hazard areas, floodways, and design flood elevations; and it shall be drawn in accordance with an accurate boundary line survey.

In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The building official is authorized to waive or modify the requirement for a site plan when the application for permit is for alteration or repair or when otherwise warranted.

107.2.6.1 Design flood elevations. Where design flood elevations are not specified, they shall be as required by the jurisdiction's floodplain ordinance

107.3 Examination of documents. The building official shall examine or cause to be examined the accompanying submittal documents and shall ascertain by such examinations whether the construction indicated and described is in accordance with the requirements of this code and other pertinent laws or ordinances.

107.3.1 Approval of construction documents. When the building official issues a permit, the construction documents shall be approved, in writing or by stamp, as "**Reviewed for Code Compliance.**" One set of construction documents so reviewed shall be retained by the building official. The other set shall be returned to the applicant, shall be kept at the site of work and shall be open to inspection by the building official or a duly

authorized representative.

107.3.2 Previous approvals. This code shall not require changes in the construction documents, construction or designated occupancy of a structure for which a lawful permit has been heretofore issued or otherwise lawfully authorized, and the construction of which has been pursued in good faith within 180 days after the effective date of this code and has not been abandoned.

107.3.3 Phased approval. The building official is authorized to issue a permit for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted, provided that adequate information and detailed statements have been filed complying with pertinent requirements of this code. The holder of such permit for the foundation or other parts of a building or structure shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted.

107.3.4 Design professional in responsible charge.

107.3.4.1 General. When it is required that documents be prepared by a registered design professional, the building official shall be authorized to require the owner to engage and designate on the building permit application a registered design professional who shall act as the registered design professional in responsible charge. If the circumstances require, the owner shall designate a substitute registered design professional in responsible charge who shall perform the duties required of the original registered design professional in responsible charge.

The building official shall be notified in writing by the owner if the registered design professional in responsible charge is changed or is unable to continue to perform the duties.

The registered design professional in responsible charge shall be responsible for reviewing and coordinating submittal documents prepared by others, including phased and deferred submittal items, for compatibility with the design of the building.

107.3.4.2 Deferred submittals. For the purposes of this section, deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the building official within a specified period.

Deferral of any submittal items shall have the prior approval of the building official. The registered design professional in responsible charge shall list the deferred submittals on the construction documents for review by the building official.

Documents for deferred submittal items shall be submitted to the registered design professional in

responsible charge who shall review them and forward them to the building official with a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building. The deferred submittal items shall not be installed until the deferred submittal documents have been approved by the building official.

107.4 Amended construction documents. Work shall be completed in accordance with the approved construction documents. Any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as amended.

107.5 Retention of construction documents. One set of approved construction documents shall be retained by the building official for a period of not less than 180 days from date of completion of the permitted work, or as required by state or local laws.

**SECTION 108
TEMPORARY STRUCTURES AND USES**

108.1 General. The building official is authorized to issue a permit for temporary structures and temporary uses. Such permits shall be limited as to time of service, but shall not be permitted for more than 180 days. The building official is authorized to grant extensions for demonstrated cause.

108.2 Conformance. Temporary structures and uses shall conform to the structural strength, fire safety, means of egress, accessibility, light, ventilation and sanitary requirements of this code to ensure public health, safety and general welfare.

108.3 Temporary power. The building official is authorized to give permission to temporarily supply and use power in part of an electric installation before such installation has been fully completed and the final certificate of completion has been issued. The part covered by the temporary certificate shall comply with the requirements specified for temporary lighting, heat or power in NFPA 70.

108.4 Termination of approval. The building official is authorized to terminate a permit for a temporary structure or use and order the temporary structure or use discontinued.

**SECTION 109
FEES**

109.1 Payment of fees. A permit shall not be valid until the fees prescribed by law have been paid, nor shall an amendment to a permit be released until the additional fee, if any, has been paid. Fees shall not be discounted for any cause **except** as specifically provided for in this code.

109.2. Schedule of Permit Fees. On buildings, structures, electrical, gas, mechanical, and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with the tables in this Chapter.

109.2.1 Payment Required. A building permit shall not be issued, nor shall the application for a building permit be accepted, until the fees prescribed in this section shall have been paid. Nor shall an amendment to a permit application be approved until the additional fee, if any, due to an increase in the estimated cost of the building or structure shall have been paid. A certificate of occupancy shall not be issued, nor shall the certificate of occupancy, compliance or completion application be accepted, until the fees prescribed in this section shall have been paid.

109.2.2 Level of Fees. The required fees shall be determined by reference to tables 109.2.2 (1) through 109.2.2(4) below. Acceptance of the permit application by the jurisdiction shall not constitute consent to the commencement of work; and commencement of work

prior to the issuance and display of a permit shall result in additional fees being due in accordance with Section. 109.4 (below).

109.2.3 Third Party Service Providers. Permit fees for applicants selecting third party provider services for required inspections, or for required inspections and plan review, may be discounted to the extent permitted in any agreement entered into with the code enforcement agency by virtue of Section 103.2 of this code.

109.2.4 Amendment of Fees. The nature and level of fees specified in Tables 109.2.2(1), (2), (3) and (4) may be amended by resolution of the Council of the jurisdiction.

[TEXT CONTINUES ON Page 14 - Sec. 109.3]

Table 109.2.2(1) Commercial/Institutional Permit Fees

Purpose of Commercial / Institutional Permit	Basis of Calculation	Minimum
New construction, addition or renovation (project cost evidenced by valid contract)	\$3 per \$1,000 of contractual project value (Trade Permits Included)	\$200
New construction, addition or renovation (project cost not evidenced by valid contract)	60 cents per square foot of total floor area (Trade Permits Included)	\$200
Structure elevation, shoring or leveling *	Flat Fee (Trade Permits Included for sub-contractors declared on permit)	\$750
Detached accessory structure	46 cents per square foot of total floor area (Trade Permits Included)	\$150
Off street Parking Lot	\$1 per 500 square feet (Trade Permits Included)	\$ 75
Mobile building placement or replacement	Flat Fee (Trade Permits Required)	\$250
Discharge of industrial waste water	Flat Fee	\$ 50
Additional Inspection or Re-inspection	Flat Fee (for each additional inspection visit)	\$ 75
Extension of permit (only before expiry date)	\$1 per \$1,000 of remaining assessed cost	\$ 40
Certificate of : Compliance/Completion/Occupancy	Flat Fee	\$100
Demolition of the structure	No Charge is made for this permit	\$ 0

Table 109.2.2(2) Trade Permit Fees

Purpose of Trade Permit	Basis of Calculation	Minimum
Plumbing System Permit	\$50 Base Fee plus one inspection (\$75)	\$125
Gas System Permit	\$50 Base Fee plus one inspection (\$75)	\$125
Electrical System Permit	\$50 Base Fee plus one inspection (\$75)	\$125
Mechanical System Permit	\$50 Base Fee plus one inspection (\$75)	\$125
Commercial/Institutional Maintenance Unit	Annual Flat Fee (plus additional inspection fees)	\$200
Additional Inspection or Re-inspection	Flat Fee (for each additional inspection visit)	\$ 75
Extension of permit (only before expiry date)	\$1 per \$1,000 of remaining assessed cost	\$ 40

Table 109.2.2(3) Residential Construction Permit Fees

Purpose of Residential Permit	Basis of Calculation	Minimum
New Construction	45 cents per square foot. (Trade Permits Included)	\$200
Construction of an addition	45 cents per square foot. (Trade Permits Included)	\$200
Structure elevation, shoring or leveling *	Flat Fee – Trade Permits included for all sub-contractors declared on permit.	\$500
Residential Structure Relocation	Flat Fee – (Trade Permits Required)	\$250
Detached Accessory structure – with 1 or more walls	25 cents per square foot. (Trade Permits Required)	\$150
Detached Accessory structure without walls	Flat Fee (Trade Permits Required)	\$200
Structural Renovation or Repair (cost up to \$5,000)	Flat Fee (Trade Permits Required)	\$100
Renovation or Repair (cost \$5,001 to \$10,000)	Flat Fee (Trade Permits Required)	\$150
Renovation or Repair (cost over \$10,000)	Flat Fee (Trade Permits Required)	\$200
Private Swimming Pool	Flat Fee (Trade Permits Required)	\$200
Mobile Home placement or replacement	Flat Fee (Trade Permits Required)	\$150
Recreational vehicle (180 day placement)	Flat Fee (180 day maximum permit period)	\$100
Additional Inspection or Re-inspection	Flat Fee (for each additional inspection visit)	\$ 75
Extension of permit (only before expiry date)	\$1 per \$1,000 of remaining assessed cost	\$ 40
Certificate of : Compliance/Completion/Occupancy	Flat Fee	\$100
Demolition of the structure	No Charge is made for this permit	\$ 0

Table Revised: Ord.No.8023, 8-10-11; Ord.No.8418, 8-04-14 Table Revised: Ord.No.8418, 23-04-14

Table 109.2.2(4) Miscellaneous Permit Fees

Purpose of Permit	Basis of Calculation	Minimum
Mardi Gras reviewing stand	Flat Fee (Trade Permits Required as Appropriate)	\$ 50
On premises business signage	Flat Fee (Trade Permits Required as Appropriate)	\$125
Off premises business signs and advertising	Flat Fee (Trade Permit Required as Appropriate)	\$100
Mobile Seafood Vending	Flat Fee (Trade Permits Required as Appropriate)	\$ 20
Miscellaneous other permits	Flat Fee (Trade Permits Required as Appropriate)	\$100

109.3 Discounted Fees. For a period not exceeding ninety (90) days from the date of any federal, state, or local disaster declaration, the jurisdiction may waive or discount permit fees for the immediate repair, renovation, reconstruction, elevation, or demolition of any residential structure affected by such disaster, in which case any reduction in normal fees for enforcement agency services shall be made good from the jurisdiction’s general fund.

109.4 Work commencing before permit issuance. Where any work is started in relation to a building, structure, electrical, gas, mechanical or plumbing system before the necessary permits have been issued and displayed, all permit fees in respect of work to be undertaken on that building, structure, electrical, gas, mechanical or plumbing system shall be doubled.

109.5 Related fees. Payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other lawfully prescribed fees.

109.6. Refunds. The jurisdiction is authorized to establish a refund policy.

109.7 Multiple Contractors. Where, for whatever reason, contractors are responsible for specific segments of a contract, the permit(s) issued shall clearly identify the limits of that contractor’s task. Where there is a change of contractor part way through any construction project, new permit fees shall be based on the value of the balance of work to be completed and no refund shall be made for prior permits.

**SECTION 110
INSPECTIONS**

110.1 General. Construction or work for which a permit is required shall be subject to inspection by the building official and such construction or work shall remain accessible and exposed for inspection purposes until approved. Approval as a result of an inspection shall not be

construed to be an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this code or of other ordinances of the jurisdiction shall not be valid. It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the building official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

110.2 Preliminary inspection. Before issuing a permit, the building official is authorized to examine or cause to be examined buildings, structures and sites for which an application has been filed.

110.3 Required inspections. The building official, upon notification, shall make the inspections set forth in Sections 110.3.1 through 110.3.10.

110.3.1 Footing, foundation and plumbing rough-in inspection. Footing and foundation inspections shall be made after all excavations are complete and any required reinforcing steel, poles or piers are set and supported. For concrete foundations, any required forms shall be in place prior to inspection. Materials for the foundation shall be on the job, **except** where concrete is ready mixed in accordance with ASTM C 94, the concrete need not be on the job. Plumbing rough-in inspection and testing shall, at a minimum, include slab, open wall and sewer tie-in and shall be made prior to covering or concealment, before fixtures or appliances are set or installed and prior to framing inspection.

Exception: Back filling of ground source heat pump loop system tested in accordance with the requirements of the *International Mechanical Code*, as adopted by the state, shall be permitted

110.3.2 Concrete slab and under-floor inspection. Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.

110.3.3 Lowest floor elevation. In flood hazard areas, upon placement of the lowest floor, including the basement, and prior to further vertical construction, the building official shall require submission of documentation prepared and sealed by a registered land surveyor, of the elevation of the lowest floor.

110.3.4 Framing and masonry. Inspection of Framing and masonry construction shall be made after the roof deck or framing, masonry, all framing, fire-blocking draft-stopping and bracing are in place; and after pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are approved.

110.3.5 Lath and gypsum board inspection. Lath and gypsum board inspections shall be made after lathing and gypsum board, interior and exterior, is in place, but before any plastering is applied or gypsum board joints and fasteners are taped and finished.

Exception: Gypsum board that is not part of a fire-resistance-rated assembly or a shear assembly.

110.3.6 Fire and smoke-resistant penetrations. Protection of joints and penetrations in fire-resistance-rated assemblies, smoke barriers and smoke partitions shall not be concealed from view until inspected and approved.

110.3.7 [Reserved]

110.3.8 Other inspections. In addition to the inspections specified above, the building official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws that are enforced by the department of building safety.

110.3.9 Special inspections. For special inspections, see the *International Building Code* as adopted by the state.

110.3.10 Final inspection. The final inspection shall be made after all work required by the building permit is completed and shall include final inspection of the work required to be completed in each of the building trades disciplines.

110.3.10.1 Elevation Documentation. If located in a flood hazard area, the required final elevation certificate shall be submitted to the *building official* prior to the final inspection.

110.4 Inspection agencies. The building official is authorized to accept reports of approved inspection agencies, provided such agencies satisfy the requirements as to qualifications and reliability.

110.5 Inspection requests. It shall be the duty of the holder of the building permit or their duly authorized agent to notify the building official when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections that are required by this code.

110.6 Approval Required. Work shall not be done beyond

the point indicated in each successive inspection without first obtaining the approval of the building official. The building official, upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or notify the permit holder or his or her agent wherein the same fails to comply with this code. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the building official.

SECTION 111 CERTIFICATE OF OCCUPANCY

111.1 Use and occupancy. No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made, until the building official has approved the issue of a certificate of occupancy or certificate of completion as provided herein. Issuance of a certificate of occupancy or certificate of completion shall not be construed as an approval of a violation of the provisions of this code or of other codes or ordinances adopted by the jurisdiction.

Exception 1: Certificates of occupancy are not required for work exempt from permits under this code.

Exception 2: Where it has not been possible to verify compliance through a full program of inspections, the building official, when satisfied that the completed structure does not represent a hazard to occupants or the community, shall issue a certificate of completion.

Certificates presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid.

111.2 Change of Use. Changes in the character or use of an existing structure shall not be made other than in compliance with the *International Building Code* as adopted by the state.

111.3 Certificate issued. After the building official inspects the building or structure and finds no violations of the provisions of this code or other laws that are enforced by the department of building safety, the building official shall cause to be issued a certificate of occupancy or completion that contains the following:

1. The building permit number.
2. The address of the structure.
3. The name and address of the owner.
4. A description of that portion of the structure for which the certificate is issued.
5. A statement that the described portion of the structure has been inspected for compliance with the requirements of this code for the occupancy and division of occupancy and the use for which the proposed occupancy is classified.
6. The name of the building official.
7. The edition of the code under which the permit was issued.

8. The use and occupancy.
9. The type of construction.
10. The design occupant load.
11. If an automatic sprinkler system is provided, whether the sprinkler system is required.
12. Any special stipulations and conditions of the building permit.

111.4 Temporary Occupancy. The building official is authorized to issue a temporary certificate of occupancy before completion of the entire work covered by the permit; provided that such portion or portions shall be occupied safely. The building official shall set a time period during which the temporary certificate of occupancy is valid.

111.5 Revocation. The building official is authorized to, in writing, suspend or revoke a certificate of occupancy or completion issued under the provisions of this code wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of this code.

SECTION 112 SERVICE UTILITIES

112.1 Connection of service utilities. No person shall make connections from a utility, source of energy, fuel or power to any building or system that is regulated by this code for which a permit is required, until released by the building official.

112.2 Temporary connection. The building official shall have the power to authorize the temporary connection, or order the disconnection, of the building or system to the temporary utility source of energy, fuel or power.

112.3 Authority to disconnect service utilities. The building official shall have the authority to authorize disconnection of utility service to the building, structure or system regulated by this code and the referenced codes and standards set forth therein in case of emergency, where necessary to eliminate an immediate hazard to life or property, or when such utility connection has been made without the approval required by Section 112.1 or 112.2. The building official shall notify the serving utility, and wherever possible the owner and occupant of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnecting, the owner or occupant of the building, structure or service system shall be notified in writing, as soon as practical thereafter.

112.4 Special Permit Requirements. Within the jurisdiction, there shall be no installation of any wiring, poles, pylons, duct lines, pipes, raceways, ducts, guy anchors, apparatus, devices, appliances, fixtures, equipment or building for the transmission, delivery, or distribution of energy, nor shall any substitutions, replacements, alterations, or additions be made in such system components by other than jurisdiction owned utilities, without a permit having been secured from the jurisdiction in advance such works.

SECTION 113

BOARD OF APPEALS

113.1 General. In order to hear and decide appeals of orders, decisions, or determinations made by the building official relative to the application and interpretation of this code, there shall be and hereby created a board of appeals. The board of appeals shall be appointed by the South Central Regional Construction Code Council and shall hold office at its pleasure. An application for appeal shall only be valid if it is delivered in writing within 20 days of the decision against which appeal is being made

113.2 Rules of Procedure. The board shall adopt rules of procedure for conducting its business, and shall render all decisions and findings in writing to the appellant with copies to the building official and the jurisdiction.

113.3 Limitations on authority. An appeal may only be based on a claim that:

- a. The true intent of this code has been incorrectly interpreted; or
- b. The relevant provisions of this code do not apply to the structure; or
- c. An equally good or better form of construction is proposed and supported by an engineering assessment sealed by a professional engineer acting within his registered specialty.

The Board shall have no authority to waive, modify or grant variance in respect of any of the provisions of this code.

113.4 Qualifications. The board of appeals shall consist of members who are chief elected officials, or their designee, from each jurisdiction participating in the South Central Regional Code Compliance Program. The building official shall be an ex-officio member of said board but shall have no vote on any of its proceedings.

SECTION 114 VIOLATIONS

114.1 Unlawful acts. It shall be unlawful for any person, firm or corporation to erect, place, construct, alter, extend, repair, move, remove, demolish or occupy any building, structure or equipment regulated by this code, or cause or counsel same to be done, in conflict with or in violation of any of the provisions of this code. Any violation of this code shall be deemed a strict liability offense.

114.2 Notice of violation. The building official is authorized to serve a notice of violation or order on the person or entity responsible for the erecting, placing, constructing, altering, extending, repairing, moving, removing, demolishing or occupying of a building or structure in violation of the provisions of this code, or in violation of a permit or certificate issued under the provisions of this code, or on a person or entity causing or counseling such violation. Such order shall direct the discontinuance of the illegal action and/or condition and the abatement of the violation.

114.3 Prosecution of violation. If the notice of violation is not complied with promptly, the building official is authorized to request the jurisdiction's building code administrator to institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the building or structure in violation of the provision of this code or of the order or direction made pursuant thereto.

114.4 Violation penalties. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, or who provides false or misleading information in respect of any action under this code, or who causes or counsels such violation, shall be subject to penalties as prescribed by law. Where the law prescribes no specific penalty for an unlawful act under this code, any person found guilty shall be punished by a fine not exceeding two hundred dollars (\$200) and/or imprisonment for not more than thirty (30) days in respect of each violation.

114.5 Violation count. In calculating applicable penalties for violations of this code, the court shall have regard to the fact that each day for which each violation is continued, after service of a notice of violation or order as required herein, shall be counted and treated as a separate offence.

**SECTION 115
STOP WORK ORDER**

115.1 Authority. When the building official finds any work regulated by this code being performed in a manner either contrary to the provisions of this code or dangerous or unsafe, a stop work order shall be issued as prescribed in this code.

115.2 Issuance. The stop work order shall be in writing and shall be given to the owner of the property involved, or to the owner's agent, or to the person doing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order, and the conditions under which work will be permitted to resume.

115.3 Unlawful continuance. Any person who shall continue any work after having been served with a stop work order, **except** such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to violation penalties as prescribed by law.

**SECTION 116
UNSAFE STRUCTURES AND EQUIPMENT**

116.1 Conditions. Structures or existing equipment that are or hereafter become unsafe, unsanitary or deficient because of inadequate means of egress facilities, inadequate light and ventilation, or which constitute a fire hazard, or are otherwise dangerous to human life or the public welfare, or that involve illegal or improper occupancy or inadequate maintenance, shall be deemed an unsafe condition.

Unsafe structures shall be taken down and removed or made safe, as the building official deems necessary and as provided for in this section. A vacant structure that is not secured against entry shall be deemed unsafe.

Exception: The provisions of this section shall not apply in cases of grave public emergency where the structure is, in the opinion of the building code administrator, dilapidated and dangerous such as to cause possible immediate loss or damage to person or property. In such circumstances, procedures required under Louisiana RS 33-4762 *et seq.*, as may be amended, shall apply as provided for in chapter 14 of the parish code.

116.2 Record. A report shall be filed on an unsafe condition. Such report shall state the occupancy of the structure and nature of the unsafe condition.

116.3 Notice. If an unsafe condition is found, the jurisdiction shall serve on the owner, agent or person in control of the structure, a written notice that describes the condition deemed unsafe and specifies the required repairs or improvements to be made to abate the unsafe condition, or that requires the unsafe structure to be demolished within a stipulated time. Such notice shall require the person thus notified to declare immediately to the jurisdiction acceptance or rejection of the terms of the order.

116.4 Method of service. Such notice shall be deemed properly served if a copy thereof is:

- (a) Delivered to an owner personally; or
- (b) Sent by certified or registered mail addressed to an owner at the last known address, or last address shown by the jurisdiction's Tax Assessor; or
- (c) Delivered as otherwise prescribed by local law.

If the certified or registered letter is returned showing that it was not delivered, a copy of the legal notice therein shall be affixed in a conspicuous place adjacent to the entrance to the structure affected by such notice. Service of such notice in the foregoing manner upon the owner's agent or upon the person responsible for the structure shall constitute service of notice upon the owner.

116.5 Restoration. Where the structure or equipment determined to be unsafe by the building code administrator is permitted to be restored to a safe condition. To the extent that repairs, alterations or additions are made or a change of occupancy occurs during the restoration of the structure, such repairs, alterations, additions or change of occupancy shall meet the requirements of this code and all relevant regulations or ordinances.

**SECTION 117
REGISTRATION & LICENSING**

117.1 General. Any person seeking registration under and part of this section shall present themselves in person at the jurisdiction Permit Office and, in addition to any documents required of the specific category of registration, present evidence of identity and address in the form of a valid and current photo identification issued by state or federal government and shall pay the requisite registration fee.

117.2 Registration of Certified Third Party Plan Review and Inspection Service Providers. In order to provide for proper administration and enforcement of this code, every person performing the services of a "certified third party provider" in Terrebonne Parish shall be required to annually register as a "certified third party provider" with the jurisdiction. Registrants shall pay an annual fee of one hundred dollars (\$100.00) and shall furnish at the time of application an occupational license from the jurisdiction of their domicile per Louisiana RS 47:362, a valid and relevant Certificate of Registration issued by the Louisiana State Uniform Construction Code Council and a valid current insurance certificate documenting at least the minimum amount of general liability insurance coverage required for state registration and licensing purposes.

117.3 Registration of Tradesmen. In order to provide for proper administration and enforcement of this code, every person engaging in plumbing, gas fitting, electrical or mechanical contracting in the jurisdiction, whether for payment or not, shall annually, on or before 31 March, register as such with the jurisdiction. Registrants shall pay an annual fee of one hundred dollars (\$100.00) and shall furnish at the time of application an occupational license from the jurisdiction of their domicile per Louisiana RS 47:362, a valid and relevant Certificate of Registration issued by the appropriate Louisiana licensing or registration authority, and a valid current insurance certificate documenting at least the minimum amount of general liability insurance coverage required for state registration and licensing purposes.

Exception 1: Owner in residence. The owner of a single family dwelling used exclusively for living purposes and which is the primary residence of and currently occupied by the owner, who shall personally perform ALL work and labor on that project, after satisfying an inspector from the enforcement agency that they have sufficient knowledge, understanding and skill to complete the work in a safe manner and in compliance with all conditions imposed under the required permit.

Exception 2: Plumbing, Dual Certification. Except as may be required under state law, nothing in this section shall require any state licensed plumber to obtain additional state licensing in order to work on gas installations.

117.4 Late Registration. Annual registration shall expire on 31st March each year and, in addition to any penalty which may be incurred under this Section and under Section 114 of this code; late renewal of registration will be subject to doubling of the normal fee for that year's registration renewal. It shall be the responsibility of the registrant to remember to renew.

117.5 Unregistered Activity. Any person who, in Terrebonne Parish, provides third party plan review or code inspection services, or who engages in plumbing, gas fitting, building, electrical or mechanical contracting while not registered with the jurisdiction where required by this section, or who causes or permits such action, shall be in violation of this code.

117.6 Transitional Arrangements. In cases of application for registration under grandfathering provisions in place under transitional arrangements made by the state; and where State arrangements do not require state registration, licensing and general liability insurance arrangements, the jurisdiction shall be the transitional registration authority.

117.6.1 Transitional Registration Requirements. Any candidate for registration under section 117.6 shall comply with the requirements of section 117.1 and satisfy the jurisdiction's code administrator of their competence, by examination or affidavit of experience, within the field of desired registration; and present evidence of any required state or professional licensing/registration/certification valid for at least the term of Parish registration being sought. The jurisdiction shall also require evidence of general liability insurance coverage at the same level as may be required for state registration & licensing, or at its own discretion, substitute good and solvent surety, in the sum of not less than five thousand dollars (\$5,000) in favor of the jurisdiction, in place of such insurance coverage.

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