



South Central Regional Construction Code Council

5058 W. Main Street Houma, Louisiana 70360
P.O. Box 1870, Gray, Louisiana 70359
Toll Free at 1-866-95-PERMIT or (985) 655-1070

MyPermitNow.Org

SCPDC CHANGE OF OCCUPANCY / CERTIFICATE OF OCCUPANCY CHECK LIST

Applicant's Name: _____

Applicant's Phone Number (s): _____

Project Address: _____

Applicable Building Codes:

- IBC 2012 International Building Code
- Plumbing 2013 Louisiana State Plumbing Code
- IMC 2012 International Mechanical Code
- IEBC 2012 International Existing Building Code
- NEC 2011 National Electrical Code

NOTE: If alterations are proposed that involve construction or relocation of any walls, doors, windows, electrical, mechanical or plumbing, a commercial renovation permit is required.

The following information needs to be provided for all Change of Occupancy and/or Certificate of Occupancy permits:

Building and Planning information: *(Provide the following if not already indicated within any drawings that may have been provided)*

___ Gross Area of Space *(provide an approximate square footage of the owned/leased total space)* _____

___ Number of Existing Parking Spaces *(provide brief description of number of off-street parking stalls assigned to space and if any are to be added)* _____

___ Previous Occupancy Use *(Please provide to the best of your knowledge a brief description of previous building use, i.e. office, office/warehouse, repair shop, etc... and/or type of previous business activities)*

___ Proposed Occupancy use *(Provide brief description for new use of building i.e. office, hair salon, restaurant, automotive shop, retail, storage etc.)*

Renovations: *(The following information required if renovations are involved; see note at beginning of this check list)*

___ Scope of work: *(Provide brief description of renovations to be done.)*

___ Floor plan: *(If renovations include relocating any walls, windows, or doors, then drawings detailing changes to be made shall be provided. Drawings shall include before and after floor plan details. New floor plan shall include name of each floor area, i.e. restrooms, office, break room, etc...)*

___ Existing Type Construction: *(Provide brief description of existing building type construction, i.e. wood framing and/or metal/steal, masonry etc...)*

___ Proposed Type Construction: *(Provide brief description of any NEW materials to be used in construction/repairing exterior and/or interior partition walls)*

___ Restroom fixtures: *(Provide number of existing restrooms and number/type of fixtures in each restroom)*

___ Storage areas / occupancies: *(Provide brief description of types of items to be stored)*
