



TPCG CHANGE OF OCCUPANCY / CERTIFICATE OF OCCUPANCY CHECKLIST

8026 Main Street, Suite 401, Houma, LA 70360

To schedule an inspection, call 985-873-6568.

Schedule your inspection online at www.Mypermitnow.org

Applicant name: _____ Business name: _____

Applicant phone: _____ Applicant email: _____

Project address: _____ Mailing address: _____

Applicable Building Codes:

- IBC 2015 International Building Code
- IPC 2015 International Plumbing Code
- IMC 2015 International Mechanical Code
- IEBC 2015 International Existing Building Code
- NEC 2014 National Electrical Code

NOTE: If renovations/alterations are proposed that involve new construction, repairs or relocation of any walls, doors, windows, roof coverings, 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 Leased Space *(approximate square footage of the owned/leased total space)* _____

If office/warehouse combined:

Total sq.footage of office space _____ Total sq. footage of warehouse _____

___ Gross Building Area *(IF KNOWN please provide approximate square footage of total building area including areas not owned/leased)* _____

___ 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.*) _____

___ Number of Existing Restrooms _____; Number and type of fixtures in each if more than one set in each restroom _____

___ Number of Existing Drinking Fountains (if provided) _____

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

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

___ Floor Plan (*Please provide if available at time of application*). NOTE: Although a floor plan will NOT always be required (i.e. office use to office use or retail to retail etc. –same use), depending on the previous and new occupancy use, one may be required. In order to reduce review and approval time we recommend providing one if already available.

Renovations: (*The following information is required if applicable; see note **in bold** at beginning of this check list*)

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

Terrebonne Parish Regulatory Division
Instructions for a Certificate of Occupancy

Note: you will need your permit # and property address when you call to schedule any inspections!

IF POWER IS NOT ON AT THE SITE:

1. Call Terrebonne Parish at 985-873-6568 to schedule an **electrical** inspection.
2. Make sure your utility accounts are setup and deposits paid.
3. Once power is turned on follow steps below for ***IF POWER IS CURRENTLY ON.***

IF POWER IS CURRENTLY ON AT THE SITE:

1. Make sure your utility accounts are setup and deposits paid.
2. The Plan Reviewer may need time to review your paperwork so wait approximately 4-6 hours (sometimes next day), then call Terrebonne Parish at 985-873-6568 to schedule an **occupancy** inspection. Please be aware that occasionally, additional time for review may be necessary before the occupancy inspection can be scheduled.
3. Contact the proper Fire Department to schedule an inspection.
 - a. Bayou Cane-985-580-7230
 - b. Houma Fire-985-873-6591

You may also need to contact the Louisiana Department of Health at 985-857-3770 if any type of pre-packaged goods or food service will be offered at the site, or if the waste disposal is a private sewage treatment plant or septic system.