



## ACKNOWLEDGEMENT FORM

This is to acknowledge that I have received a copy of the City of Thibodaux Permit Department residential Standard Operating Procedures information package for the proposed or planned residential construction to be performed at the site listed below. I understand that it is my responsibility to provide this information to the individual, owner or contractor that will obtain a permit for the work to be performed at this location. I further understand that the person who obtains the permit shall be responsible to ensure that the construction performed complies with all applicable codes.

Should another copy of the information provided be requested after initial receipt, a duplicate copy fee of \$.50 per sheet shall be payable prior to receipt of this information.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Permit Address

\_\_\_\_\_  
Date

\*\*Please note that this information is also available on the City of Thibodaux's website located at [www.ci.thibodaux.la.us](http://www.ci.thibodaux.la.us). You need to select Public Works Department in white drop down box; then you need to click on Building and Permits section, scroll down until you locate file named Residential Permit Information Package\*\*

**CITY OF THIBODAUX  
INSPECTION DEPARTMENT  
Standard Operating Procedures**

**Building permits are required** by any owner, authorized agent, or contractor who desires to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, or plumbing system, the installation of which is regulated by the technical codes, or to cause any such work to be done, shall first make application to the Building Official and obtain the required permit for the work. **(Refer to Application for Building Permit form attached that must be completed and signed prior to permit issuance.)**

**Building permits shall not be required for the following work;** however, a Refuse Removal Form will be signed before work is started.

1. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work
2. Repair/replace soffit/facial board and the installation of vinyl or aluminum siding
3. Fence repair not to exceed a total of twenty-five (25) linear feet
4. Fences that are less than thirty (30) inches high from natural ground elevation
5. Wood decks not more than thirty (30) inches above grade, with no roof and not over four hundred (400) square feet in floor area
6. Replacing sidewalks and driveways provided there are no alterations or modifications with the location and/or profile of the existing driveway

### **Demolition Permits**

Work must start within thirty (30) days of issuance thereof and be completed within six (6) months or one hundred eighty (180) days from issuance.

### **Penalty for Missed Inspections**

The contractor or homeowner/contractor shall be fined an amount of one hundred dollars (\$100.00) and shall be required to properly execute a "Hold Harmless Agreement" and file a recorded copy of this document with the Lafourche Parish Assessor's office.

# Permit Issuance Requirements

**Prior to permit issuance** the following needs to be submitted for plan review:

- 1) Two (2) complete sets of plans consisting of foundation plans, a roof and floor plan including elevation, stairs and landing detail and other details according to plan submittal requirements attached
- 2) Two (2) plot plans showing dimensions and location of structure with all setbacks, servitudes and driveways
- 3) Two (2) plumbing layouts done in red ink to be submitted **separate from complete plans; along with fee calculation sheet (copy attached)**
- 4) Two (2) electrical layouts in detail showing fixtures and service **separate from complete plans; along with fee calculation sheet (copy attached)**
- 5) Two (2) gas layouts done in red ink (if applicable) submitted **separate from complete plans; along with fee calculation sheet (copy attached)**
- 6) Two (2) mechanical layouts submitted **separate from complete plans**

One plan will be kept on file in the Inspector's Office and one plan will be reviewed and returned to builder and **kept on the job at all times** for the inspection

## **OTHER REQUIREMENTS:**

**1) Proof of bulk disposal container on job site** for disposal of all debris generated by the construction or demolition of a structure. The contractor or owner shall have the option of hauling the debris to a state approved landfill or disposal facility. **The contractor or owner shall provide confirmation of an account or agreement existing with the aforesaid landfill before a permit will be issued.**

**2) Proof of toilet facilities for workmen on job site** must be provided before a permit will be issued.

**3) ALL BUILDINGS shall have the floor grade twelve (12) inches above the nearest downstream manhole cover or the surface of the street.**

**4) Notice to contractors:** Please be advised that according to the City of Thibodaux's Code of Ordinances Section 13-1. "Prohibition against excessive noise and time limitations on certain noise producing activities" there is a time limitation on construction and demolition and it is unlawful for any person to operate any equipment used in construction work within a residential area between the hours of 9:00 P.M. and 7:00 A.M. the following day.

## **5) Storm Water Discharges – Construction Activities**

The contractor/owner/operator shall certify all state requirements have been met by signing a certification statement as part of the building permit application.

1. All operators of construction sites shall use best management practices to control and reduce the discharge, to the City of Thibodaux, MS4, and to waters of the United States, of sediment, silt, earth, soil and other material associated with the clearing, grading, excavation, and other construction

activities to the maximum extent practicable. Such best management practices may include, but not be limited to, the following measures:

- (a) Ensuring that existing vegetation is preserved where feasible and that disturbed portions of the site are stabilized as soon as practicable in portions of the site where construction activities have temporarily or permanently ceased. Stabilization measures may include: temporary seeding, permanent seeding, mulching, geotextiles, sod stabilization, vegetative buffer strips, protection of trees, preservation of mature vegetation and other appropriate measures;
  - (b) Use of structural practices to divert flows from exposed soils, store flows, or otherwise limit runoff and the discharge of pollutants from the site to the extent feasible;
  - (c) Minimization of the tracking of sediments off-site by vehicles, the generation of dust, and the escape of other windblown waste from the site;
  - (d) Prevention of the discharge of building materials, including cement, lime, concrete and mortar to the City, MS4 or waters of the United States;
  - (e) Providing general good housekeeping measures to prevent and contain spills of paints, solvents, fuels, septic waste and other hazardous chemicals and pollutants associated with construction, and to assure proper clean and disposal of any such spills in compliance with state, federal and local requirements;
  - (f) Implementation of proper waste disposal and waste management techniques, including covering waste materials and minimizing ground contact with hazardous chemicals and trash;
  - (g) Timely maintenance of vegetation, erosion and sediment control measures and other best management practices in good and effective operating condition; and
  - (h) Installation of structural measures during the construction process to control pollutants in storm water discharges that will occur after construction operations have been completed. Structural measures should be placed on upland soils to the degree attainable. Such installed structural measures may include, but not be limited to the following: storm water detention structures (including wet ponds); flow attenuation by use of open vegetative swales and natural depressions; other velocity dissipation devices, infiltration of runoff on site; and sequential systems which combine several practices. Operators of construction sites are only responsible for the installation and maintenance of storm water management measures prior to final stabilization of the site and are not responsible for maintenance after storm water discharges associated with construction activity have terminated.
2. Personnel (provided by the operator of the construction site) shall inspect disturbed areas of any construction site (meeting criteria of current NPDES permit) that have not been finally stabilized, areas used for storage of materials that are exposed to precipitation, structural control measures and locations where vehicles enter or exit the site in accordance with the current NPDES permit. All erosion and sediment control measures and other identified best management practices shall be observed in order to ensure that they are operating correctly and are effective in preventing significant impacts to receiving waters, the City and the MS4. Based on the results of the inspections, best management practices shall be revised as appropriate and as soon as is practicable.

3. The city may require any plans and specifications that are prepared for the construction of site improvement to illustrate and describe the best management practices required by subsection (1) (a) above that will be implemented at the construction site. The city may deny approval of any building permit, site development plan, or any other city approval necessary to commence or continue construction, or to assume occupancy, on the grounds that the management practices described in the plans or observed upon the site inspection by the city are determined not to control and reduce the discharge of sediment, silt, earth, soil and other materials associated with clearing, grading, excavation, and other construction activities to the maximum extent practicable.
4. Any owner of a site of construction activity, whether or not he/she is an operator, is jointly and severally responsible for compliance with the requirements in this section.
5. Any contractor or subcontractor on a site of construction activity, who is not an owner or operator, but who is responsible under his/her contract or subcontract for implementing best management practices control measure, is jointly and severally responsible for any willful or negligent failure on his/her part to adequately implement that control measure if such failure causes or contributes to causing the city to violate a water quality standard, the city's NPDES permit, or any state-issued discharge permit for discharges from its MS4.
6. Based on the results of the inspections required by subsection (2), the site description and/or the pollution prevention measures shall be revised as appropriate, but in no case later than one (1) calendar day following the inspection. Such modifications shall provide for the timely implementation of any changes to the SWPPP within one (1) calendar day following the inspection.
7. Upon final stabilization of the construction site, the owner of the duly authorized representative thereof shall submit written certification to the city that the site has been finally stabilized. The city may withhold an occupancy or use permit for any premises constructed on the site until certification of final stabilization has been filed and the city has determined, following any appropriate inspection, that final stabilization has, in fact, occurred and that any required permanent structural controls have been completed.
8. Construction activity, including clearing, grading and excavation activities, that result in the disturbance of one (1) or more acres of total land area shall comply with the requirements of this chapter. This also applies to building construction (including commercial and residential) on lots less than (1) acre.

(Ord. 2368, 12-18-07)

# CITY OF THIBODAUX

## Building Code Requirements

### **Building codes:**

Residential construction — 2009 International Residential Code

Commercial construction— 2009 International Building Code

2009 International Existing Building Code

\* SSTD 10-99 Standard for Hurricane Resistant Construction

\*Option of

Choosing one \* Institute for Business & Home Safety - 2005 Guidelines for Hurricane  
or more Resistant Residential Construction

\* 2001 Wood Frame Construction Manual for 1 & 2 Family Dwellings

### **Electrical codes:**

2008 National Electrical Code

2005 Entergy Customer Installation Standards

### **Plumbing codes:**

2000 State Plumbing Code

City of Thibodaux Plumbing Code

### **Gas code:**

2009 International Fuel Gas Code

### **Mechanical code:**

2009 International Mechanical Code

### **ADA:**

American National Standard – Accessible & Usable Buildings & Facilities

# **PLAN SUBMITTAL REQUIREMENTS**

## **Governing Codes**

Building  
Electrical  
Mechanical  
Plumbing  
Gas  
Basic wind speed  
Occupancy Classification  
Occupancy Type

## **Site Plan**

Owner or Contractor Name  
Lot and block number  
Street address  
Lot description  
Setbacks  
Width and length of Parking Spaces & Aisles

## **Floor Plan**

Square footage of living  
Square footage of non-living  
Door and window schedule  
Ceiling height  
Location of smoke alarms

## **Roof Plan**

Roof layout  
Roof pitch  
Ridge cap detail

## **Elevations**

Front  
Right side  
Left side  
Rear

## **Foundation Plan**

Exterior grade beams  
Interior grade beams  
Anchor bolts for bottom plate  
Shear wall hold downs

## **Framing Plan**

Exterior wall sections  
Cross sections of building  
Bracing of attic  
Gable end wall  
Ceiling joist framing  
Shear wall sheathing panel bracing  
Location of shear walls  
Profile of columns/post anchoring  
Type & location of hurricane straps  
Note on how glazing will be protected  
DP rating for windows

## **Plumbing Plan**

Plumbing site  
Plumbing below slab  
Plumbing isometrics  
Plumbing above slab

## **Electrical Plan**

Electrical site plan  
Power floor plan  
Lighting floor plan  
Electrical riser diagram  
Panel board schedule  
Panel location and size  
Label circuits

## **Mechanical Plan**

Mechanical floor plan  
Equipment layout (sizes)  
Duct work layout (sizes)

# CITY OF THIBODAUX

## Permit Fee Rates

### **COMMERCIAL CONSTRUCTION PERMIT FEES**

\$100,000.00 and less.....Fee = \$ 3.00 / thousand  
\$101,000.00 to \$500,000.00 .....Fee = \$ 300.00 + \$2.00 / \$1,000 above \$100,000.00  
\$501,000.00 and over .....Fee = \$1,100.00 + \$1.50 / \$1,000 above \$500,000.00

### **RESIDENTIAL CONSTRUCTION PERMIT FEES**

\$100,000.00 and less.....Fee = \$ 2.50 / thousand  
\$101,000.00 to \$500,000.00 .....Fee = \$ 250.00 + \$2.00 / \$1,000 above \$100,000.00  
\$501,000.00 and over .....Fee = \$1,050.00 + \$1.50 / \$1,000 above \$500,000.00

**OTHER STRUCTURES** (Including but not limited to): Swimming pools, renovations, open porches and canopies, fire damage, shell buildings, etc.

Fee = \$3.00 / thousand

**Minimum Permit Fee** .....Fee = \$40.00 (applies to commercial & residential)

### **OTHER PERMIT FEES / AMOUNTS**

Demolition..... Fee = \$50.00  
Driveway Curb-Cut ..... Fee = \$10.00  
Fence..... Fee = \$23.00  
Mobile Home Relocation..... Fee = \$10.00  
Occupancy ..... Fee = \$23.00  
Telephone/Mail Use..... Fee = \$23.00  
Zoning..... Fee = \$10.00  
90 Day Extension..... Fee = \$20.00

### **SIGN PERMIT FEES**

1 to 25 sq. feet ..... Fee = \$ 25.00  
26 to 99 sq. feet ..... Fee = \$ 50.00  
100 + sq. feet..... Fee = \$100.00+\$1.50 / sq. ft. over

All fees must be paid **by check, money order or electronically** prior to permit issuance.

**Any work performed without permit issuance is subject to double fees.**

## **Inspection Requirements**

**Building inspection** shall be performed in the foundation, framing and completion stages

**Electrical inspection** shall be performed in the foundation, rough-in and completion stages

**Plumbing inspection** shall be performed in the foundation, rough-in and completion stages

**Gas inspection** shall be performed in the rough-in and completion stages

**Mechanical inspection** shall be performed in the rough-in and completion stages

**Any additional inspections that may be required**

**Phone number to call for Building, Electrical & Plumbing Inspections: 985-446-7208**

**Phone number to call for Gas Inspections: 985-446-7216**

Request(s) for inspection must be made by the respective building contractor, electrician and plumber performing the work at the job site. **Contractors have to allow the inspection department up to forty-eight (48) hours to perform inspections from the time the inspection request is received.**

## **Permit Cards**

No inspections shall be performed without the permit being displayed on the job site.

The permit holder shall post the permit on the job site where they are visible from the road. The permit shall be maintained by the permit holder until the final inspection has been made and approved.

**Re-inspection fee of fifty dollars (\$50.00) may be charged for any additional inspections required after any of the initial free inspections referenced above.**

## **Certificate of Occupancy**

A certificate of occupancy will be issued upon completion of all inspections and the payment of all cost associated with the inspections have been paid in full. **No one shall be allowed to furnish or move in until certificate of occupancy has been issued.**

**CITY OF THIBODAUX**  
**LICENSING REQUIREMENTS - Electricians**

**Electrical Licensing Requirements**

All electrical work to be performed within the City limits shall be performed by a City licensed electrician. In order to obtain a City electrical license, contractor shall be required to furnish the Inspection Department with a copy of their State electrical license. If contractor is not licensed state-wide, they have the option to take an electrical examination administered quarterly by the Inspection Department. Electrical examinations are typically scheduled in the months of January, April, July and October on the 1<sup>ST</sup> Wednesday of the month.

In addition, electrical contractor shall be required to furnish the Inspection Department with a \$2,000.00 contractor's or performance bond as required by City ordinance.

**These items may be furnished to the Inspection Department by either fax, mail or at office.**

Fax Number: **(985) 446-7272**

Physical Address: **1219 Henry S. Thibodaux Street, Thibodaux, LA**

Mailing Address: **City of Thibodaux, Inspection Dept., P. O. Box 5418, Thibodaux, LA 70302**

**Once the Inspection Department is in receipt of these items, a release form shall be faxed to the "Tax and License Department."** Contractor should contact Tax & License Department at (985) 446-7221 for further information regarding obtaining a City electrical license.

**NOTE: Homeowners do have the right to perform their own electrical work** provided they are knowledgeable of the electrical code requirements. **However, should the electrical work that is performed by the homeowner demonstrate that they do not know the applicable code requirements, they shall be required to obtain a City licensed electrician. All work performed is subject to and shall be inspected.**



City of Thibodaux  
City Inspector's Office  
P.O. Box 5418  
Thibodaux, Louisiana 70302

Phone: 985-446-7208  
Fax: 985-446-7272

**ELECTRICAL PERMIT FEE CALCULATION SHEET**

Electrician's Name & Mailing Address:

┌ \_\_\_\_\_ ┐  
| \_\_\_\_\_ |  
| \_\_\_\_\_ |  
└ \_\_\_\_\_ ┘

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

***Description .....***

**FEES ASSOCIATED WITH ABOVE ELECTRICAL INSTALLATION**

- Main electrical service Amperage of Service ..... \_\_\_\_\_
- Main panels Amperage of Panels ..... \_\_\_\_\_
- ..... \_\_\_\_\_
- ..... \_\_\_\_\_
- Square ft. living (inspection) ..... \_\_\_\_\_
- Square ft. other (inspection) ..... \_\_\_\_\_
- Temporary electrical service No. of Services ..... \_\_\_\_\_
- Direct Circuits Amperage of circuits ..... \_\_\_\_\_
- Air Conditioner Systems .. Amperage of units ..... \_\_\_\_\_
- ..... \_\_\_\_\_
- Square ft. living (plan review) ..... \_\_\_\_\_
- Square ft. other (plan review) ..... \_\_\_\_\_
- Parking lot lighting ..... Number of Lights ..... \_\_\_\_\_
- Other: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**TOTAL ELECTRICAL VALUE: \$** \_\_\_\_\_

**SIGNATURE VERIFICATION:** \_\_\_\_\_

All fees must be paid **by check, money order or electronically** prior to permit issuance.  
**Any work performed without permit issuance is subject to double fees.**

**CITY OF THIBODAUX**  
**LICENSING REQUIREMENTS - Plumbers**

Plumbing Licensing Requirements

All plumbing work to be performed within the City limits shall be performed by a City licensed plumber. In order to obtain a City plumbing license, contractor shall be required to furnish the Inspection Department with a copy of their State plumbing license.

In addition, plumbing contractor shall be required to furnish the Inspection Department with a \$5,000.00 contractor's or performance bond as required by City ordinance.

These items may be furnished to the Inspection Department by either fax, mail or at office.

Fax Number: (985) 446-7272

Physical Address: 1219 Henry S. Thibodaux Street, Thibodaux, LA

Mailing Address: City of Thibodaux, Inspection Dept., P.O. Box 5418, Thibodaux, LA 70302

Once the Inspection Department is in receipt of these items, a release form shall be faxed to the "Tax and License Department." Contractor should contact Tax & License Department at (985) 446-7221 for further information regarding obtaining a City plumbing license.

**NOTE: Homeowners do have the right to perform their own plumbing work** provided they are knowledgeable of the plumbing code requirements. **However, should the plumbing work that is performed by the homeowner demonstrate that they do not know the applicable code requirements, they shall be required to obtain a City licensed plumber. All work performed is subject to and shall be inspected.**



City of Thibodaux  
City Inspector's Office  
P.O. Box 5418  
Thibodaux, Louisiana 70302

Phone: 985-446-7208  
Fax: 985-446-7272

### PLUMBING FEE CALCULATION SHEET

Plumber's Name & Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

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#### Description

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#### FIXTURES ASSOCIATED WITH ABOVE PLUMBING INSTALLATION

Water Closets .....	(6.00)	_____
Tubs .....	(6.00)	_____
Shower .....	(6.00)	_____
Lavatories .....	(6.00)	_____
Sinks .....	(6.00)	_____
Clothes Washer .....	(6.00)	_____
Dish Washer .....	(6.00)	_____
Floor Drains .....	(6.00)	_____
A/C Drains.....	(6.00)	_____
Water Heater.....	(6.00)	_____
Water Service .....	(8.00)	_____
Lawn & Roof Sprinklers .....	(8.00)	_____
Vaccuum Breaker .....	(8.00)	_____
Drinking Fountains.....	(6.00)	_____
Urinals.....	(6.00)	_____
Rough In.....	(32.00)	_____
Sewer Tie In.....	(32.00)	_____
Sewer Service.....	(48.00)	_____
Sewer Extension.....	(32.00)	_____
Re-inspection Fee.....	(50.00)	_____
Other .....		_____

**TOTAL PLUMBING VALUE: \$** \_\_\_\_\_

**SIGNATURE VERIFICATION:** \_\_\_\_\_

All fees must be paid **by check, money order or electronically** prior to permit issuance.  
Any work performed without permit issuance is subject to **double fees.**

**CITY OF THIBODAUX**  
**LICENSING REQUIREMENTS**  
**Mechanical Contractors**

.....  
Mechanical Licensing Requirements

**All mechanical work to be performed within the City limits shall be performed by a City licensed mechanical contractor. In order to obtain a City mechanical license, contractor shall be required to furnish the Inspection Department with a copy of their State mechanical or State plumbing license.**

**In addition, mechanical contractor shall be required to furnish the Inspection Department with a \$5,000.00 contractor's surety or performance bond as required by City ordinance.**

**These items may be furnished to the Inspection Department by either fax, mail or at our office.**

Fax Number: **(985) 446-7272**

Physical Address: **1219 Henry S. Thibodaux Street, Thibodaux, LA**

Mailing Address: **City of Thibodaux, Inspection Dept., P.O. Box 5418, Thibodaux, LA 70302**

**Once the Inspection Department is in receipt of these items, a release form shall be faxed to the "Tax and License Department."** Contractor should contact Tax & License Department at (985) 446-7221 for further information regarding obtaining a City mechanical license.

**NOTE: Homeowners do have the right to perform their own mechanical work provided they are knowledgeable of the mechanical code requirements. However, should the mechanical work that is performed by the homeowner demonstrate that they do not know the applicable code requirements, they shall be required to obtain a City licensed mechanical contractor. All work performed is subject to and shall be inspected.**



**PERMIT APPLICATION FORM**  
**Residential Mechanical**  
**CITY OF THIBODAUX**  
**P. O. Box 5418**  
**Thibodaux, LA 70302**

PH: 985-446-7208  
 Fax: 985-446-7272

Contractor's Name & Mailing Address:

DATE: \_\_\_\_\_

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 └ \_\_\_\_\_ ┘

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

These fees will have application to all types of mechanical installations, inside and outside the main structure on the same parcel of property. These fees apply to residential dwelling units or structures.

<i><b>CODE</b></i>	<i><b>ITEM</b></i>	<i><b>QUANTITY</b></i>	<i><b>PRICE</b></i>
M01	Installation of complete A/C system in new construction	05 x _____ Sq.Ft. =	_____
M02	Change out complete A/C equipment in existing structures	_____	65.00
M03	Change out. heater only	_____	31.00
M04	Change out. condenser only	_____	31.00
M05	Permit re-instatement	_____	40.00
M06	Minimum fee	_____	25.00
M07	Duct alteration	_____	31.00
M08	Plan Review	.01 x _____ Sq.Ft. =	_____

TOTAL MECHANICAL VALUE: \$ \_\_\_\_\_

SIGNATURE VERIFICATION: \_\_\_\_\_

**All fees must be paid by check, money order or electronically prior to permit issuance. Any work performed without permit issuance is subject to double fees.**

# **CITY OF THIBODAUX**

## **GAS INSPECTION INFORMATION**

### **Plan Review**

The customer or plumber is required to submit two sets of plans showing the proposed location of new gas piping drawn in red. The size of the pipe, location of isolation valves and the number of fixtures to be served with gas must also be marked on the plans. These plans must be accompanied with a Fixtures Sheet which includes the plumbers name, mailing address, license number, owner's name, address and date of submittal. A list of fixtures associated with natural gas and BTU demand must also be provided at the same time. Both sets are reviewed for compliance with all codes and City ordinances, changes are noted on the plans, stamped, signed and dated. One set remains in the office of the Gas Superintendent and the other returned to the customer or plumber who submitted the plans to follow during pipe installation.

## **INSPECTIONS REQUIRED**

### **Gas Open Wall Inspection**

After the gas piping is installed according to the plans approved and piping ready for inspection, the plumber must contact the Gas and Water Division of Public Works at 446-7216 to request a gas open wall inspection. The inspection will be conducted within two working days of the request. The plumber will be contacted to inform them of the results of the inspection as well as to inform them of any violations discovered.

### **Gas Pipe Pressure Test**

After passing the gas open wall inspection, the gas piping must be tested to assure that there are no leaks. The test will be a minimum of 16 oz. and hold for 15 minutes with no loss of pressure. Test pressure shall be measured with a manometer or with a pressure-measuring device designed and calibrated to read, record or indicate a pressure loss caused by leakage during the pressure test period. The source of pressure shall be isolated before the pressure tests are made. Mechanical gauges used to measure test pressures shall have a range such that the highest end of the scale is not greater than five times the test pressure. The plumber must contact the Gas and water Division of Public Works at 446-7216 to request a gas pressure test for customer piping. The inspection will be conducted within two working days of the request. The plumber will be contacted to inform them of the results of the test.

### **Gas Final Inspection**

After passing inspections for both the gas open wall and gas pipe pressure test and all related costs have been paid, the Gas and Water Division of Public Works will install the gas meter and gas regulator to serve the structure. The customer's plumber must then connect the customer's pipe to the outlet side of the gas meter and install a test tee with ¼" outlet and plug on the downstream side of the gas meter. The customer's plumber must then connect and test all gas fixtures for leaks and repair before calling the Gas and Water Division to request a gas final inspection. The inspection will be conducted within two working days of the request if entry is possible.

**NOTE: All work done on gas piping in the City of Thibodaux must be done by a licensed plumber, inspected and documented before gas service will be activated.**



**City of Thibodaux**  
**Gas & Water Office**  
 P.O. Box 5418  
 Thibodaux, Louisiana 70302  
 Phone: (985) 446-7216  
 Fax: (985) 446-7272

**GAS PERMIT FEE CALCULATION SHEET**

**Plumber's Name & Mailing Address:**

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 \_\_\_\_\_  
 \_\_\_\_\_  
 └ \_\_\_\_\_ ┘

**Property Owner:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Description**

FIXTURES ASSOCIATED WITH ABOVE NATURAL GAS INSTALLATION

<u>EQUIPMENT DESCRIPTION</u>	<u>QUANTITY</u>	<u>BTU's</u>	<u>TOTAL BTU'S</u>
Gas Meter Loop & Gas Piping System Test (\$24.00)	_____	_____	_____
Central Heat (\$6.00)	_____	_____	_____
Water Heater (\$6.00)	_____	_____	_____
Clothes Dryer (\$6.00)	_____	_____	_____
Kitchen Stove (\$6.00)	_____	_____	_____
Fireplace (\$6.00)	_____	_____	_____
Gas Lights (\$6.00)	_____	_____	_____
Other (\$6.00)	_____	_____	_____
Other (\$6.00)	_____	_____	_____
<b>TOTAL BTU DEMAND</b>			_____

**WATER METER SIZE REQUIRED**

DOMESTIC WATER \_\_\_\_\_  
 IRRIGATION WATER \_\_\_\_\_

**TOTAL GAS VALUE: \$** \_\_\_\_\_

**SIGNATURE VERIFICATION:** \_\_\_\_\_

**All fees must be paid by check, money order or electronically prior to permit issuance.  
Any work performed without permit issuance is subject to double fees.**

**NOTE: The following information is provided only as a general guideline and is certainly not intended to encompass all of the adopted building code requirements.**

**Building Inspection Procedures:**

**The following items shall be checked in the foundation stage:**

- 1) Site preparation
- 2) Elevation of foundation
- 3) Fill in foundation
- 4) Reinforcement support
- 5) Protection against termites
- 6) Vapor retarder
- 7) Location of rebar and corner bars for uplift resistance
- 8) Depth of footings
- 9) Clean footings
- 10) Wall to foundation anchorage hold downs
- 11) Columns restrained – if required

**The following items shall be checked in the rough-in stage:**

- 1) Wall to foundation anchorage (bolts)
- 2) Fasteners
- 3) Ceiling height of exterior walls
- 4) Minimum opening area
- 5) Glazing – hazardous locations
- 6) Headers
- 7) Drilling and notching
- 8) Fire blocking required
- 9) Floor, ceiling and rafter spans
- 10) Beams
- 11) Bracing in attic
- 12) Gable end walls
- 13) Columns restrained – if installed
- 14) Shearwalls
- 15) High wind tie downs
- 16) Roof sheathing (fastener)
- 17) Stairs
- 18) Two-family dwelling unit separation

**The following items shall be checked in the final stage:**

- 1) Protection of openings
- 2) Numbering on house
- 3) Smoke detectors
- 4) Combustible – penetration
- 5) Fire place – hearth – ext. – materials
- 6) Columns
- 7) Shower door glazing
- 8) Attic access

- 9) Railing for stairs – landing
- 10) Drainage

## **Plumbing Inspection Procedures:**

### **Permit Required**

- 1) Review plan
- 2) Quote inspection fees
- 3) Verify license and bond

### **Four Inspections Required**

#### **1) Rough in slab**

- a. Sign requirements
- b. Toilet facilities
- c. Pressure test for sewer and water lines
- d. Supporting of piping
- e. Location and sizing of vent lines
- f. Installation of piping and fittings
- g. Elevation of plumbing accordance to sewer man hole

#### **2) Open wall**

- a. Sign requirements
- b. Pressure test for sewer and water lines
- c. Supporting of piping
- d. Location of clean outs
- e. Installation of piping and fittings
- f. Protection of piping in walls
- g. Installation of mechanical vents
- h. Water service
- i. Location of water heaters in attic and closets

#### **3) Sewer tie-ins**

- a. Sign requirements
- b. Size and location of clean outs
- c. Installation of piping and fittings

#### **4) Final**

- a. Valve box and clean out covers
- b. Discharge of relief valve
- c. Shut off valves and trap for each fixture
- d. Sizing of fixture supply lines and trap
- e. Clearance of mechanical vents from all combustible material
- f. Installation of plumbing fixtures

## **Electrical Inspection Procedures:**

### **Permit Required**

- 1) Review plan
- 2) Quote inspection fees
- 3) Verify license and bond

## **Four Inspections Required**

### **1) Temporary service**

- a. Size and height of pole
- b. Height of pull point and meter pan
- c. Installation of meter pan, wiring and grounding
- d. Strapping and bracing of service
- e. GFCI receptacles or breakers
- f. Apply all of Entergy's standards

### **2) Rough in wiring**

- a. Staple or support of wiring
- b. Protection of wiring
- c. Cubic inches
- d. Location of service
- e. Installation of panel, boxes and wiring
- f. Required circuits in residential homes

### **3) Permanent service**

- a. Height of pull point and meter pan
- b. Location of main breaker
- c. Grounding of service
- d. Size of conductors and conduit
- e. Clearance for windows, doors and gas meter
- f. Installation of conduit and pull string

### **4) Final**

- a. Label panel
- b. GFCI
- c. Light and receptacle in attic
- d. Bonding of gas line, water line and service
- e. Location of receptacles
- f. Four plug receptacle for dryer and stove

## **Mechanical Inspection Procedures:**

### **Permit Required**

- 1) Review plan
- 2) Quote inspection fees

### **Two Inspections Required**

#### **1) Rough In**

- a. Label information on equipment
- b. Equipment and appliance location
- c. Clearances
- d. Walkway and service space
- e. Venting
- f. Cutting, notching and boring

#### **2) Final**

- a. Label information on equipment
- b. Clearance around equipment
- c. Exhaust hoods and vents
- d. Check return air
- e. Thermostat location
- f. Check for hot or cold spots

# APPLICATION FOR BUILDING PERMIT

## City of Thibodaux, Louisiana

Phone: (985) 446-7208  
Fax: (985) 446-7272

**Application No.** \_\_\_\_\_

The undersigned applies for a building permit for the following use, said permit to be issued on the basis of the information contained within this application. The applicant hereby certifies that all information and attachments to this application are true and correct. The applicant is required, in addition to the information requested on this form to submit plans, in triplicate and drawn to scale, showing the actual dimensions and shape of the lot, exact sizes and locations of existing buildings on the lot, and the location and dimensions of the proposed buildings or alterations.

1. Locational Description: Subdivision Name \_\_\_\_\_

**Building Address:** \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ (If not located in a platted subdivision, attach a legal description.)

2, **Name of Owner:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone No.(s) Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

3. **Contractor's Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone No.(s) Office:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

4. Existing Use \_\_\_\_\_

5. Property Presently Zoned As: \_\_\_\_\_

6. **Proposed Use:**

New Construction \_\_\_\_\_ Commercial \_\_\_\_\_

Alteration \_\_\_\_\_ Industrial \_\_\_\_\_

Accessory Building \_\_\_\_\_ Sign \_\_\_\_\_ Size \_\_\_\_\_

Residence \_\_\_\_\_ # of Units \_\_\_\_\_ Other (Explain) \_\_\_\_\_

(If proposed site is commercial or industrial enclose description of the nature of the business/industry.)

7. Percentage of lot to be occupied: \_\_\_\_\_ %

8. Lot Width: \_\_\_\_\_ Lot Depth: \_\_\_\_\_ Lot Area: \_\_\_\_\_

9. Square Feet of Living Area (Residences): \_\_\_\_\_

Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

10. Building Height: Stories: \_\_\_\_\_ Feet: \_\_\_\_\_

