

Jefferson Parish

Department of Inspection and Code Enforcement

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Inspection and Code Enforcement Telephone Directory

Area code 504

Eastbank Office

1221 Elmwood Park Boulevard
Jefferson, Louisiana 70123

Fax: 736-8387

Director's Office—Suite 205: 736-6950

Building Section—Suite 101: 736-6964

Plan Review/Permits—Suite 101:

736-6957

Site Plan Review—Suite 101: 736-6957

Electrical Section—Suite 101: 736-6935

Mechanical Section—Suite 101: 736-6921

Plumbing Section—Suite 101: 736-6927

Zoning Section—Suite 203: 736-6961

Board of Standards & Appeals—

Suite 101: 736-6976

Westbank Office

400 Maple Avenue
Harvey, Louisiana 70058

Fax : 364-3519

Building Section: 364-3500

Plan/Review Permits: 364-3512

Electrical Section: 364-3524

Mechanical Section: 364-3520

Plumbing Section: 364-3508

Weed Control: 364-3542

Dangerous Buildings: 364-3560

Zoning Section: 364-3505

Complaints Hotline: 364-3540

Jefferson Parish

Department of Inspection and Code Enforcement

When do I need a Permit?



When do I NOT need a Permit?

When do I need a Permit?

When you want to:

- Construct
- Enlarge
- Alter
- Repair
- Move
- Demolish
- or change the occupancy (of) a building or structure

All required permit(s) must be obtained before any work is begun.

Anyone who wishes to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, to include propane or natural gas generators, the installation of which is regulated by the technical codes, shall be properly licensed and apply for inspection (filing) with the Code Enforcement Department before any work can commence.

Replacement or installation of water heaters, toilets, faucets, etc. require filing by JP licensed plumber, gas fitter, etc. Replacement or installation of air conditioning, heating equipment requires filing by JP licensed mechanical contractor. Replacement or installation of electrical service panels, light fixtures, ceiling fans, switches, outlets, etc. requires filing by a JP licensed electrician.

No work may be done before a permit is obtained.

Fencing, storage sheds, carports, etc., of any size and permanently installed emergency or backup electrical generators require a building permit. All structures and exterior equipment such as A/C units, water heaters, and generators, must comply with zoning requirements for distance from property lines.

Sidewalks, driveway aprons, curb cuts, which are all on the Public Right of Way, require a permit from the JP Department of Engineering. (Yenni Bldg. Suite 802, phone number 736-6505).

Driveways, retaining walls, excavations such as for subsurface drainage or sewer repair, and any other activity which may affect tree root systems in the Metairie Ridge Tree Preservation District (MRTPD) require a Tree Preservation permit from Code Enforcement. The same activities in the Old Metairie Neighborhood Conservation District (OMCD) require approval from the Jefferson Parish Planning Department (Yenni Bldg. Suite 601, phone number 736-6335).

Minor repairs.

Ordinary minor repairs may be made with the approval of the Code Department, without a building permit.

Such repairs shall not violate any of the provisions of the technical codes or any other Parish laws or ordinances.

Minor, non-permitted repairs shall not include the removal of any wall, partition, or portion thereof, the removal or cutting of any

structural beam or load-bearing support, the removal or change of any required means of egress, rearrangement of contents or parts of a structure affecting the egress requirements.

Ordinary minor repairs shall not include replacement or relocation of any standpipe, addition to or alteration of any water supply,

sewer, drain, drain leader, gas, soil, waste, vent or similar piping.

Nor shall any ordinary minor repairs include electrical, mechanical, plumbing, or other work which may affect or be injurious to health, public safety, or general welfare.

When do I NOT need a Permit?

A building permit shall not generally be required for the following, unless in the opinion of the code official, it involves a hazardous or complex condition which requires permitting and inspection:

- **Interior** painting, tiling, carpeting and similar finish work
- **Paving** of sidewalks, driveways, or other non-structural paving on private property
- **Exterior** painting when not requiring protective scaffolding over public property
- **Change** of roof covering (only) and/or gutter work with respect to one- and two-family dwellings
- **Replace** soffit and/or fascia (only) on all Type V unprotected construction
- **Prefabricated** swimming pools accessory to a Group R, Division 3 occupancy which are less than twenty-four (24) inches (610 mm) deep
- **Shade** cloth structures constructed for nursery or agricultural purposes and not including service systems
- **Playhouses**, swings and other similar playground equipment
- **Construction** shacks or trailers on construction sites, during the time of active construction
- **Construction** of on-grade parking lots, re-striping of such lots, or driveways connecting thereto. However, all such construction must be approved by the Department of Inspection and Code Enforcement Site Plan Review Section before commencement of work on such parking lots. The Department of Public Works approval is required to perform work on all driveways on public property.

Generally, work authorized under permit issued must begin within 6 months of permit issuance. For maximum construction time allowed, consultation with the Department is recommended.

THIS PAMPHLET CONTAINS ROUGH GUIDELINES ONLY. PLEASE CONTACT US USING THE CONTACT INFORMATION ON THE BACK PAGE IF YOU NEED FURTHER DETAILS OR CLARIFICATION.