

Building Code Inspection Services LLC

P.O. Box 606
100 Sis Lane Carencro, La. 70520
Office Phone: (337) 886-6069 Fax (337) 886-6085 rodney@bcisla.com

Rodney L. Richard
La. State 3rd Party Provider Certification # U00437

ICC Certified Building Official # 5253431-CB

ICC Building Plans Examiner # 5253431-B3

Date: April 9, 2024

Re: Permitting process for the renovation of existing homes or businesses.

1. Provide a detail drawing for plan review of the building to be renovated within 90 days. Drawing to including the following details:
 - Measurements of the building to scale showing any structural components to be replaced.
 - Room sizes, Door sizes, Window sizes,
 - Plumbing fixture layout showing all plumbing to be replaced including piping.
 - Electrical layout showing switches, receptables, electrical service meter and service disconnect.
 - Type of HVAC being used and location of window units/mini-splits if applicable.
2. Once a plan review is completed, approved permits can be purchased by a licensed contractor or a home owner that qualifies for the affidavit claiming exemption from Licensure. See attached affidavit.
3. Once all permits are purchased by all sub-contractors (contractor, electrician, plumber, HVAC as applicable) the work can proceed.
4. Inspections must be call in by the Contractor or Sub-Contractors doing the work. The following is an example of required inspections:
 - Temporary Power Pole Inspection (If needed)
 - Plumbing Rough-in (Do not cover pipes before inspection)
Note: If your house is on piers a plumbing rough-in inspection will be done at open wall phase.
 - PRE-slab inspection (Call for inspection before any concrete is poured)
 - Open Wall Inspection Includes: Building, Plumbing, Mechanical and Electrical inspections.
(Call for inspection before insulation or wall sheathing is installed.)
 - Electrical Service Inspection (Call when electrical system is ready to be energized.)
 - Final Inspection Includes: Building, Plumbing, Mechanical, and Electrical inspections
(Call before moving in)

Sincerely,

Rodney L. Richard, C. B. O.