

**Village of Chatham, LA
Building Permit Checklist**

To receive a Building Permit, **you must** have the following information:

- ❖ **Permit Application** – Pick up an application from Village Hall located at 1709 Oak St Chatham, LA 71226 during office hours of Monday – Thursday 8am – 4pm and Friday 8am-12pm. Once completed, bring the form back to the office or mail along with payment. **The permit will be reviewed within 5-7 business days.**
 - If the permit is for a mobile home, a Mobile Home permit APPLICATION will also need to be filled out. **NO MOBILE HOMES MAY BE MOVED INTO THE CORPORATE LIMITS OF THE VILLAGE WITHOUT A MOBILE HOME APPLICATION AND APPROVAL BY THE COUNCIL.**

- ❖ **Permit Application Fee:** Residential \$100.00 Commercial \$200.00
 - **Note:** Mobile Home Application fee includes building permit fee.
 - **Note:** These fees DO NOT include building inspector fees or any other fees that might be incurred.

- ❖ **911 Address** – For a new or existing address you will need to have a **Verification Form** completed by the 9-1-1 office.
 - 911 Office: 318-259-2103
 - 228 Jimmie Davis Blvd Jonesboro, LA 71251

- ❖ **Flood Zone Determination** – All applications must include a flood map indicating flood zone.
 - <https://fema.gov/flood-maps> or <https://msc.fema.gov/portal/home>

ANY NEW CONSTRUCTION (excluding manufactured homes). MUST HAVE A PLAN REVIEW COMPLETED BY A CERTIFIED BUILDING OFFICIAL BEFORE THE PERMIT CAN BE ISSUED.

Proceed with the following steps depending on the permit type.

- ❖ **Electrical Only Trade Permit:** Permit shall be issued before work and inspections. This includes electrical service to an existing structure, electrical upgrades & temporary service.
 - Inspection: Inspections Unlimited – Chad Parker 318-387-2319.
 - An inspection is also required for any residential or commercial building where the utilities have been disconnected for 12 months or more **OR** where the meter has been pulled requires an inspection and a permit to reconnect. Failure to receive both permit and inspection could result in utilities being removed from the site.

- ❖ **All Mobile/Manufactured Homes:** Permits shall be issued before work and inspections.
 - Mobile Home Application – a mobile home application must be approved by the council before a building permit is issued.
 - Inspection: Inspections Unlimited – Chad Parker 318-387-2319
 - Plumbing, electrical, and tie downs must be inspected prior to receiving electrical service from the power company.
 - If replacing one mobile home with a new one, a mobile home application and inspections are still required.

- ❖ **New Construction (new home, modular, detached structure):**
 - Certified Building Plan Review - **This should be completed before submitting application to the Village.**
 - Name, phone number and mailing address of the licensed contractor(s) who will be doing the construction or affidavit claiming exemption.

- Contractor(s) must also be registered with and have a current occupational license for the Village.
- Certificate of Occupancy
 - Issued by the Village’s Certified Building Official:
 - Inspections Unlimited – Chad Parker 318-387-2319
 - Failure to receive this Certificate could result in utilities being removed from the home.
 - Will require inspections throughout construction by the Village’s Certified Building Official

❖ **Commercial Buildings (New & Additions):**

- Approval of State Fire Marshal - **This should be completed before submitting application to the Village.**
- Certified Building Plan Review - **This should be completed before submitting application to the Village.**
 - Name, phone number and mailing address of the licensed contractor(s) who will be doing the construction or affidavit claiming exemption.
- Certificate of Occupancy
 - Issued by the State Fire Marshal’s Office **AND** the Village’s Certified Building Official:
 - Office of State Fire Marshal: 800-256-5452 or 225-925-4920; Fax 225-925-4414
 - Inspections Unlimited – Chad Parker 318-387-2319
 - Failure to receive both Certificates could result in utilities being removed from the building.

❖ **Additions to Existing Structures:**

*If the addition is **more than 50%** of the original square footage of the home:*

- Follow the same steps required for a new construction.

❖ **Shed, Portable Buildings, Unattached Garages, etc.:**

If more than 500 square feet:

- Follow the same steps required for a new construction.

❖ **All Recreational Campers and Camps** – These are not allowed inside the corporate limits of Chatham.

Village of Chatham’s Certified Building Inspector: **Inspections Unlimited. See Inspections Unlimited fee schedule for additional information.**

Residential & Commercial – Inspection Guidelines (Inspections Unlimited)

- **All inspections except rough-in and foundation:**
 - A **full 24-hour** notice is required.
 - Inspections Unlimited will work to accommodate emergency situations such as pre-slab inspections with imminent rain.
- **For Rough-in and Foundation:**
 - A **½ day** notice is required.
- **Cancellations** must be made a minimum of 2 hours before the scheduled inspection. If an inspector arrives for an inspection and if project is not ready, a failure will be given and a fee for re-inspection will be charged.

➤ **REQUIRED INSPECTIONS**

New Construction:

- Rough In/Ground Plumbing Inspection & Test
- Footing/Pier Inspection*
- Open Wall – Rough Framing, Electrical, Mechanical, Plumbing Piping Tests
- Electrical Service Connection
- Final Inspection (Certificate of Occupancy)

***Indicates before concrete placement**

If you have any further questions, please contact Village Hall at 318-249-2541.

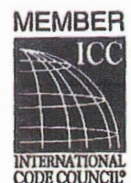


COMMERCIAL • RESIDENTIAL

Chad Parker, Certified Building Inspector
Ph: 318-387-2319 Cell: 318-376-4659
Email: chad@inspunlimited.net or
amm@inspunlimited.net

FEE SCHEDULE

1.	Residential	Up to 3,000 S.F. Total	\$1,000.00 (\$200 Plan Review (\$800 Inspections)
		Above 3,000 S.F.	\$1,000.00 plus \$0.12.5/S.F.
2.	Commercial	First 3,000 S.F. Total Plan Review Only	\$1,500.00 \$300.00
		Above 3,000 S.F. to 15,000 S.F.	\$1,500.00 plus \$0.25/S.F
		Greater than 15,000 S.F.	Call for Price (Negotiated)
3.	Additions, Alternations & Repairs (No Charge unless over 50% of House being added)		\$ 600.00
4.	Mobile Home Connections		\$150.00
5.	Administrative Fees (Charged for other Third Party Provider doing inspections)		\$150.00





Building Permit Application

For Office Use Only
Received: _____
<input type="radio"/> 911 Address Verification
<input type="radio"/> Flood Zone Verification
<input type="radio"/> Application Fee
<input type="radio"/> Plan Review Letter
Initials: _____

Energy Account Information for Project Address

Name on Account _____

Account# _____

Project Location (911 Address)

Address: _____
(Street) (City) (State) (Zip Code)

Project Description (Please list as much detail as possible about the plans for/intended use of the project. Use additional sheets if needed.)

Has your electrical meter been pulled? Yes No Has service been disconnected for more than 1 year? Yes No

Applicant (This is the person responsible for delivery of payment and signature of the permit.)

Company: _____

Name: _____
(First) (Middle) (Last)

Address: _____
(Street) (City) (State) (Zip Code)

Primary Phone: _____ Secondary Phone: _____

Email: _____ Fax: _____

Homeowner/Owner of Structure Same as Applicant

Company: _____

Name: _____
(First) (Middle) (Last)

Address: _____
(Street) (City) (State) (Zip Code)

Primary Phone: _____ Secondary Phone: _____

Email: _____ Fax: _____

Landowner Same as Applicant Same as Homeowner/Owner of Structure

Company: _____

Name: _____
(First) (Middle) (Last)

Address: _____
(Street) (City) (State) (Zip Code)

Primary Phone: _____ Secondary Phone: _____

Email: _____ Fax: _____

Permit Type

- Electrical Trade
- Residential – Manufactured/Mobile Home ***Complete section on page 3**
- Residential – New Construction (home, modular home, detached structure) ***Complete section on page 3**
- Commercial – New and Additions ***Complete section on page 3**
- Additions to Existing Structure or Remodel
- Other (Please explain. For example: pool, change of occupancy, solar panels, etc.) _____

Contractor Information *(if applicable)*

Company or Name of License Holder _____ License# _____

Address: _____
(Street) (City) (State) (Zip Code)

Primary Phone: _____ Secondary Phone: _____

Email: _____ Fax: _____

Contact Information (if different from above)

Name: _____

Address: _____
(Street) (City) (State) (Zip Code)

Primary Phone: _____ Secondary Phone: _____

Email: _____ Fax: _____

Signature of Applicant: _____

Date: _____

Mobile/Manufactured Home ONLY

Construction Cost _____ Size _____ (X) _____ Square Footage _____

Model (year & manufacturer) _____

Heating: N/A Gas Electric

Cooling: N/A Central Window Unit

Utilities to be installed:

- None
- Electric
- Gas
- Sewage
- Water
- Other (please explain) _____

New Construction ONLY

Construction Cost _____ Square Footage _____ Heated Square Feet _____

Frame Type:

- Wood Metal Other (please explain) _____

Utilities to be installed:

- None
- Electric
- Gas
- Sewage
- Water
- Other (please explain) _____

Commercial Use ONLY

- Assembly
- Factory & Industry
- Mercantile
- Utility & Misc.
- Business
- High Hazard
- Education
- Industrial
- Storage
- Residential