

WHEN & WHERE DO I OBTAIN A PERMIT?

● A permit must be obtained for any & all work, including electrical, plumbing and/or mechanical, before any work begins in the City of New Iberia. Permits may be obtained at 457 E. Main Street - Rm 412, 4th Floor City Hall.

BUILDING PERMIT FEES ARE:

● Residential New Construction or Addition:

No charge for 50 sq. ft. or less

\$.16/sq. ft. - 51 sq. ft. or more (minimum \$35.00 permit fee)

Plan Review Fee: 500-2000 sqft = \$200

2001-5000 sqft = \$300

5001 sqft or greater = \$400

● Commercial New Construction or Addition:

No charge for 50 sq. ft. or less

\$.21/sq. ft. - 51 sq. ft. or more (minimum \$35.00 permit fee)

Plan Review Fee: 500-2000 sqft = \$200

2001-5000 sqft = \$300

5001 sqft or greater = \$400

● Residential/Commercial Special Foundation: \$40.00

● **Commercial Hard-Surface Parking, Sidewalks, etc.:** \$.03/sq. ft. w/ minimum \$35.00 charge

● **Residential Hard-Surface Driveways, Sidewalks, etc.:** \$.02/sq. ft. w/ minimum \$35.00 charge

NOTE: All hard surface parking lots are subject to review for site requirements, ADA requirements and drainage impact.

● **Remodeling, Swimming Pools, etc.:** No charge for Jobs under \$500 value. \$7.00 per each \$1000.00 valuation w/ \$35.00 minimum charge.

● **Demolition:** \$35.00 Charge

● **Fence:** No charge for fence repairs with a value under \$500. \$7.00 per each \$1000.00 valuation w/ \$35.00 minimum charge.

● **Roofing:** No charge for roofing repairs with a value under \$500. \$7.00 per each \$1000.00 valuation w/ \$35.00 minimum charge.

● **On Premise Signs:** \$7.00 per each \$1000.00 valuation w/ \$35.00 minimum charge.

● Off Premise Billboards:

Minor Billboard - \$0.45 per sq. ft. per face (min. \$35.00 permit fee) + \$45.00 annual renewal fee per structure.

Major Billboard - \$0.50 per sq. ft. per face (min. \$35.00 permit fee) + \$60.00 annual renewal fee per structure.

Jumbo Billboard - \$0.50 per sq. ft. per face (min. \$35.00 permit fee) + \$90.00 annual renewal fee per structure.

● **Mobile Home Electrical Transfer/Turn on:** \$25.00 each

● **Flood Zone and Zoning Determination Letters:** \$25.00 each

● **Certificates of Occupancy:** \$75.00 each

● **Monthly Building Reports:** \$35.00 per year

● **Weekly Building Reports:** \$50.00 per year

THE PLAN REVIEW & PERMITTING PROCESS FOR RESIDENTIAL CONSTRUCTION:

● Building New Home:

❑ Submit a complete set of plans to the City Inspector's Office for review. Plans must remain in the Inspector's Office throughout the duration of the project and for 6 months after the completion of the project. To obtain the requirements for a plan review, please contact the Inspector's Office at (337) 369-2354.

❑ Electrical, Plumbing & Air Conditioning work must be performed by contractors who are registered with the City of New Iberia.

❑ According to state regulations, a homeowner wishing to act as the general contractor to build a home is required to complete, sign and have notarized an affidavit claiming exemption from being state licensed prior to the issuance of a building permit. Please obtain the affidavit from the Inspector's Office. If a contractor wishes to purchase the permit and serve as the general contractor, such contractor must have a State Residential Contractor's License. For additional information, contact the State Licensing Board for Contractors at (800)-256-1392.

❑ Once the plans have been reviewed by the City Inspector's Office and the above criteria are met, a permit may be issued.

● Remodeling A Home:

❑ Submit a written scope of work and/or detailed plans to the City Inspector's Office to be reviewed.

❑ If there will be an electrical, plumbing & air conditioning work being done to your home, the work must be performed by contractors who are registered with the City of New Iberia.

❑ Once the above criteria are met, a permit may be issued.

● Addition To A Home:

❑ Submit a detailed plan along with a site plan or fill out a Zoning Application in the Inspector's Office showing where the addition will be placed on your existing home and the distance from the addition to all property lines. The addition must comply with the city's required setbacks.

❑ If there will be an electrical, plumbing & air conditioning work being done to your home, the work must be performed by contractors who are registered with the City of New Iberia.

❑ Once all of the above criteria are met, a permit may be issued.

NOTE: All carpenters or contractors must be registered with the State of Louisiana Licensing Board for Contractors for renovations or additions to residential structures with a value of over \$1,500.00.

THE PLAN REVIEW & PERMITTING PROCESS FOR COMMERCIAL CONSTRUCTION:

● Building or Remodeling a Commercial Building (including rental homes & apartments):

❑ Submit a copy of the plans which are stamped and approved by the State Fire Marshal's Office to the City Inspector's Office for review (If job is remodeling on an existing building, bring a scope of work along with the plans).

❑ Electrical, Plumbing & Air Conditioning work on all commercial projects must be performed by contractors who are registered with the City of New Iberia.

❑ The City Inspector's Office requires that a plan review for code compliance be performed by either the State Fire Marshal's Office or an ICC certified plan reviewer. If the project is minor in nature, it is possible that a 3rd party plan review for code compliance is not necessary. The Building Official of the City of New Iberia will make that determination. State or Local Fire Marshal review for life safety and ADA compliance is required for all commercial projects prior to the issuance of a building permit (excluding rental homes and duplexes). To submit a set of plans for review and to obtain the fee involved, contact the State Fire Marshal's Office at (800) 256-5452. To contact the local Fire Inspector's Office, call (337) 369-2370. Please note, the local Fire Inspector's Office will not perform a plan review for code compliance, only of lifesafety and ADA compliance for projects that are minor in nature.

❑ It may be necessary for your project to be reviewed by the Department of Health & Hospitals prior to the issuance of a building permit. You may ask the Inspector's Office if this review is required for your project or contact a sanitarian with the Department of Health & Hospitals at (337) 492-5440.

❑ Commercial projects which involve the creation, addition and/or alteration of a foundation are required to receive drainage impact approval in writing from the City's Public Work's Department prior to the issuance of a building permit. Contact the City of New Iberia Public Work's Department at (337) 369-2367.

❑ Department of Planning review is required for Apartment and/or Multi-Family Developments (excluding one or two family dwellings), New Construction for Commercial/Industrial Developments over 10,000 sq. ft. (irrespective of site size or involving one or more buildings), Commercial/Industrial New Construction on a site of three acres or greater (irrespective of building size), and Commercial/Industrial Developments involving two or more buildings on one site (irrespective of building or site size). To obtain a review you may contact the Department of Planning at (337) 369-2330.

❑ Once the plans have been completely reviewed and all of the criteria above are met, a permit may be issued.

NOTE: Any commercial project with a valuation cost of \$50,000.00 and above must have a State Licensed General Contractor perform the work. For additional information, contact the State Licensing Board for Contractors at (800) 256-1392.

● **MOVING A MOBILE HOME:**

You will need the following information for a moving permit if you are moving a mobile home into, out of, or within the city limits of New Iberia:

1. The exact address the mobile home is located.
2. The name of the company that is moving the mobile home.
3. The exact address the mobile home is being moved to.
4. The size and value of the mobile home.
5. If the mobile home is being moved to a trailer park or a private lot.

If you are moving the mobile home onto a private lot inside the city limits of New Iberia, it must be replacing a mobile home which was previously on the lot within the last 6 months. A property description must be submitted and property descriptions may be obtained from the Clerk of Courts Office at the Court House on Iberia Street. Also, a zoning application must be completed in the Inspector's Office showing that the setbacks from all property lines are in compliance with zoning requirements.

If you are moving a mobile home from inside the City Limits of New Iberia to Outside the City Limits of New Iberia or within the city limits, you must first obtain approval from the City of New Iberia Tax Department which is located on the 3rd floor of City Hall. This is to insure that all taxes on the mobile home are paid in full.

Prior to the issuance of a moving permit, all pre-owned mobile homes being moved into the City Limits of New Iberia will be subject to either an approved on-site inspection (depending on the location of the mobile home and the availability of the inspector) or approval of photographs furnished by the owner (some exceptions apply).

The fee for a mobile home moving permit is \$75.00 per section.

ALL ELECTRICAL, PLUMBING AND A/C CONNECTIONS TO MOBILE HOMES MUST BE PERFORMED BY CONTRACTORS WHO ARE REGISTERED WITH THE CITY OF NEW IBERIA!!!

● **MOVING A MODULAR HOME:**

The Planning and Zoning Commission for the City of New Iberia will determine whether a modular home meets the zoning requirements prior to the issuance of a moving permit. To receive a review you may contact the City of New Iberia Planning Department at (337) 369-2330.

● **MOVING A HOUSE OR OTHER STRUCTURE:**

A property description must be submitted to the Inspection Department. A property description may be obtained from the Clerk of Courts Office at the Court House on Iberia Street. Also, a zoning application must be completed in the City Inspector's Office showing the setbacks from the house/structure to all property lines.

Upon issuance of a house/structure moving permit you will need the following information:

1. The exact address the house/structure is located.
2. The exact address the house/structure is being moved to.
3. The size (width & length) of the house/structure.
4. The height of the house/structure when it is fully loaded.
5. The name of the moving company.
6. The route the movers are planning to take.

NOTE: Re-location of a single family dwelling into an area zoned R-1 is subject to a review by the Planning Department prior to the issuance of a moving permit. To apply for a review with the Planning Department contact (337) 369-2330.

The fee for a permit to move a house/structure is as follows:

8'-6" or less X 30' or less -	No permit fee required
8'-7" to 14'0" X 30'-1" to 40'-0" -	\$60.00 permit fee
14'-1" or above X 40'-1" or above -	\$175.00 permit fee

The moving company must have a current certificate of insurance on file at the City Inspector's Office. Also, if a house or structure is the height of 14' or above when it is loaded, you must have signatures from Cleco, Bellsouth/AT&T, City of New Iberia Public Work's Department and New Iberia Cablevision verifying the clearance of all overhead lines in order for a permit to be issued. You may obtain a signature application from the City Inspector's Office.

ALL ELECTRICAL, PLUMBING AND A/C CONNECTIONS TO HOUSES/STRUCTURES MUST BE PERFORMED BY CONTRACTORS WHO ARE REGISTERED WITH THE CITY OF NEW IBERIA!!!

● **BUILDING INSPECTIONS:**

After a building permit has been issued, it is the responsibility of the building, electrical, plumbing and air conditioning contractors to contact the City Inspector's Office to schedule all inspections. You may schedule these inspections by calling (337) 369-2354.

It is **intended** that all requests for inspections made before 11:00AM on one day will be performed by 3:30PM the same day. All requests made after 11:00AM and before 3:30PM on one day shall be performed by 11:00 AM the **following** day. It is further intended to perform inspections in the order in which received subject to routing economy, subsequently there may be occasions when the response time shall be extended through no fault of the City of New Iberia.

Mandatory Inspections by our Department are as follows:

1. Slab/Rough-In Inspection.
2. Open wall/Open Ceiling.
3. Final Inspection.

NOTE: THERE IS A CHARGE OF \$50.00 FOR ALL PARTIAL INSPECTIONS AND RE-INSPECTIONS WHICH MUST BE PAID TO THE CITY OF NEW IBERIA PERMIT AND INSPECTION DEPARTMENT PRIOR TO RECEIPT OF THIS TYPE OF INSPECTION.

PERMIT & INSPECTION INFORMATION



Hilda Daigre Curry
Mayor

**Permit & Inspection Department
457 E. Main Street - Room 412
New Iberia, LA 70560
(4th Floor City Hall)**

**For more Permit & Inspection information:
phone - (337) 369-2354
fax - (337) 369-2390**
