



## ST. TAMMANY PARISH

PATRICIA P. BRISTER  
PARISH PRESIDENT

Revised 03/08/2018

### REQUIREMENTS FOR RESIDENTIAL PLAN REVIEW

#### New Constructions, additions and remodel

- Completed Permit Application
- Assessment # / Parcel #(10 digit number from Assessor's Office 985-809-8180 [www.stpao.org](http://www.stpao.org))
- Legal Description of Property (recorded copy of title, deed, cash sale)
- Survey of Property (shall indicate flood zone; submitted on 11"x17" format or smaller)
- Plot Plan (drawn to scale including proposed and existing structures and set back lines; electronic pdf format or 11"x17" format or smaller)
- State Board of Health: L. H. S. 47 permit to install on site sewerage disposal system for individual sewerage systems (985-893-6296)
- Department of Engineering: Completed Engineering Residential Permit Data Form 985-809-7448
- Development: Impact fees, Conditional Use, Administrative or Land Clearing Permits 985-898-2529
- 911 Addressing (985-898-4911)
- Stormwater Agreement and Stormwater Site Plan
- Complete set of plans, foundation plans must be stamped by a Louisiana Licensed architect or engineer; in electronic PDF format. (If the property is in a "V" Flood Zone, Every page of the plans are required to be stamped by a Louisiana Licensed architect or engineer)
  - All plans shall be site specific (lot # etc. included on plans)
  - All plans shall indicate Designer's name, address and phone number
  - All plans shall indicate design criteria and wind speed (structure specific) per 2009 IRC
- All Residential Contractors shall have a current registration with St. Tammany Parish Department of Planning & Development
- All Home Owner/Contractors shall have signed and notarized Louisiana State Homeowner affidavit (available in the Department of Planning & Development)

#### Fee Schedule (All fees are due at the time of application)

- New Construction \$105.00 + 0.10 per sq ft (under beam)
- Addition: \$80.00 + 0.10 per sq ft (under beam)
- Remodel: \$75.00 + \$5.00/\$1000.00 of contract amount
- Plan Review \$50.00 + 0.01 per sq ft (under beam)
- Impact Fees \*contact the office to determine if applicable

DEPARTMENT OF PLANNING & DEVELOPMENT

P.O. BOX 628 | COVINGTON, LOUISIANA | 70434 | [PERMITS@STPGOV.ORG](mailto:PERMITS@STPGOV.ORG) | 985-898-2574 OR 985-646-4166  
[WWW.STPGOV.ORG](http://WWW.STPGOV.ORG)



**PROPERTY OWNER INFORMATION:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
City: \_\_\_\_\_ Email: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Fax #: \_\_\_\_\_

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
City: \_\_\_\_\_ Email: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Fax #: \_\_\_\_\_

**CONTRACTOR INFORMATION:**

(Please check one of the following forms of notification)

Name: \_\_\_\_\_  Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  Cell: \_\_\_\_\_  
City: \_\_\_\_\_  Email: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Fax #: \_\_\_\_\_

**DESIGN PROFESSIONAL:**

Name: \_\_\_\_\_  Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  Cell: \_\_\_\_\_  
Fax #: \_\_\_\_\_

**ARCHITECT/ENGINEER:**

Name: \_\_\_\_\_  Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  Cell: \_\_\_\_\_  
Fax #: \_\_\_\_\_

I acknowledge that this permit becomes invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced or is not completed within 2 years of issuance of the permit. I have read and examined this application in its entirety and have completed the appropriate sections of this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. The proposed work is authorized by the owner of record and that I am or have been authorized by the owner to make this application as the authorized agent and agree to conform to all applicable laws of this jurisdiction.

I acknowledge that if the property is within a Flood Hazard Area, upon completion of the project and prior to the availability of a Certificate of Occupancy from St. Tammany Parish, an Elevation Certificate, signed and stamped by a licensed Land Surveyor or P. E. shall be submitted to the St. Tammany Parish Flood Administrator.

I acknowledge that it is the contractor's responsibility to ensure that a stamped set of "Approved" plans by St. Tammany Parish is required to remain on the jobsite throughout construction. It is the contractor's responsibility to obtain a copy of such plans from St. Tammany Parish Department of Planning & Development, the Professional of Record, or the owner.

I understand that Permit Fees are Non-Refundable or Transferable

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office Use

**Plan Review Fees:** \_\_\_\_\_ **Payment Method:** \_\_\_\_\_

**Permit Fees:** \_\_\_\_\_ **Total Fees Paid:** \_\_\_\_\_

**Impact Fees:** \_\_\_\_\_



## ST. TAMMANY PARISH

PATRICIA P. BRISTER  
PARISH PRESIDENT

Revised 04-19-2016

### Engineering Residential Permit Data Form

The following information is designed to assist you in applying for a residential building permit. If you have any questions please contact, the Department of Engineering at (985) 809-7448.

1. Please check all that apply and answer the following questions:
  - A. Is this property within a subdivision? If Yes, Please provide the name of the subdivision.  
 Yes  No Name of Subdivision \_\_\_\_\_
  - B. Is this property on a portion of roadway that is constructed and open for building?  
 Yes  No
  - C. Is the roadway asphalt, gravel or other?  
 Asphalt  Gravel  Other \_\_\_\_\_
  - D. What flood zone is the property?  A  B  C  V
  - E. Is the property in a critical drainage area?  Yes  No
  - F. Is the property less than 90 feet in width?  Yes  No
  - G. Has or is fill being placed on the property?  Yes  No  
\*If the answer is **YES**, please check the following box which applies:  
 Fill will be placed above natural ground.  
 The grade of the property will be modified but there will *not* be a net increase of fill.

**\*Proceed to Item No. 2 and No. 3 below.**

2. If property is in a subdivision with an approved drainage plan and hydrology study, then an Existing and Proposed Grade Elevation Form is not required. *Please contact the Engineering Department for a copy of the As-Built Drainage plan for your lot.*
3. If the property is not in a subdivision with an approved drainage plan and hydrology study, an additional form may be required (please see attached examples):
  - A. If in Flood Zone A, any size lot- **Existing and Proposed Grade Elevation Form** is required.
  - B. If in critical drainage area, Flood Zone C or B, any size property, not in a critical drainage area- **Existing and Proposed Grade Elevation** is required.
  - C. If property is less than 90 feet in width, Flood Zone C or B, not in a critical drainage area- **Existing and Proposed Grade Elevation** is required.
  - D. If property is greater than 90 feet in width not in a critical drainage area- Existing and Proposed Grade Elevation is not required.

**Sediment control measures are required on all construction sites adjacent to any public drainage easement, R.O.W., waterways or catch basin when more than 50% of the lot area is being disturbed.**

By \_\_\_\_\_  
Signature Date



ST. TAMMANY PARISH

PATRICIA P. BRISTER  
PARISH PRESIDENT

## St. Tammany Parish Stormwater Agreement

Contractor: \_\_\_\_\_ Business Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

- I will maintain compliance with the St. Tammany Parish Stormwater Ordinance, Section 115-106 on all new construction projects in St. Tammany Parish. <sup>1</sup>
- I will allow reasonable access on my project site for both scheduled and unscheduled St. Tammany Parish stormwater and/or drainage inspections.
- I will employ adequate stormwater Best Management Practices (BMPs) on my new construction projects to control erosion, contain sediment on site, and prevent construction pollutants from entering stormwater conveyances and waterways.
- I will perform regular inspections and maintenance on stormwater BMPs to prevent adverse stormwater impacts related to my project.
- When applicable to my project, I will maintain compliance with either the LPDES General Permit for Discharges of Stormwater from Construction Activities Five Acres or More, for large construction activities, as defined by LDEQ in Master General Permit LAR100000 or the LPDES Stormwater General Permit for Small Construction Activities, one to less than five acres, as defined by LDEQ in Master General Permit LAR200000.<sup>2</sup>
- I will make the Stormwater Pollution Prevention Plan (SWPPP) available on site for scheduled Parish stormwater and/or drainage inspections, if the project is a small or large construction site, as defined by LDEQ in the permits identified above.
- I have read the Guide to Stormwater Requirements for New Construction provided on the reverse side of the St. Tammany Parish Stormwater Agreement and initialed the Guide in the area indicated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<sup>1</sup> Please refer to St. Tammany Parish Ordinance Section 115-106 for an explanation regarding the relationship between state and parish stormwater requirements.

<sup>2</sup> LPDES Master General Permits for Stormwater Discharges from Construction Activities (Large and Small) are available on the LDEQ website; the LDEQ website address is provided on the reverse side of this document.



ST. TAMMANY PARISH  
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## GUIDE TO STORMWATER REQUIREMENTS FOR NEW CONSTRUCTION<sup>1</sup>

Small Construction Sites that are less than 1 acre and are not of part of a common plan of development

- No LPDES General Stormwater Permit required
- St. Tammany Parish Stormwater Agreement and Stormwater Site Plan required

Small Construction Sites that are at least 1 acre to less than 5 acres and are not a part of a larger common plan of development):

- LPDES Stormwater General Permit LAR200000 required
- Make SWPPP available on site for scheduled Parish drainage/stormwater inspections
- Post notice at construction site noting location of SWPPP, contact name, telephone, LDEQ Permit number, and a brief description of the project
- St. Tammany Parish Stormwater Agreement and Stormwater Site Plan required

Small Construction Sites that are part of a common plan of development:

- LPDES Stormwater General Permit LAR100000 or LAR200000 required<sup>2</sup>
- Make SWPPP available on site for scheduled Parish drainage/stormwater inspections
- Post notice at construction site noting location of SWPPP, contact name, telephone, LDEQ Permit number, and a brief description of the project
- St. Tammany Parish Stormwater Agreement and Stormwater Site Plan required

Large Construction Sites (5 Acres or More):

- LPDES Stormwater General Permit LAR100000 Required
- Make SWPPP available on site for scheduled Parish drainage/stormwater inspections
- Post notice at construction site noting location of SWPPP, contact name, telephone number, LDEQ permit, Agency Interest Number, and a brief description of project
- St. Tammany Parish Stormwater Agreement and Stormwater Site Plan required






### For more information:

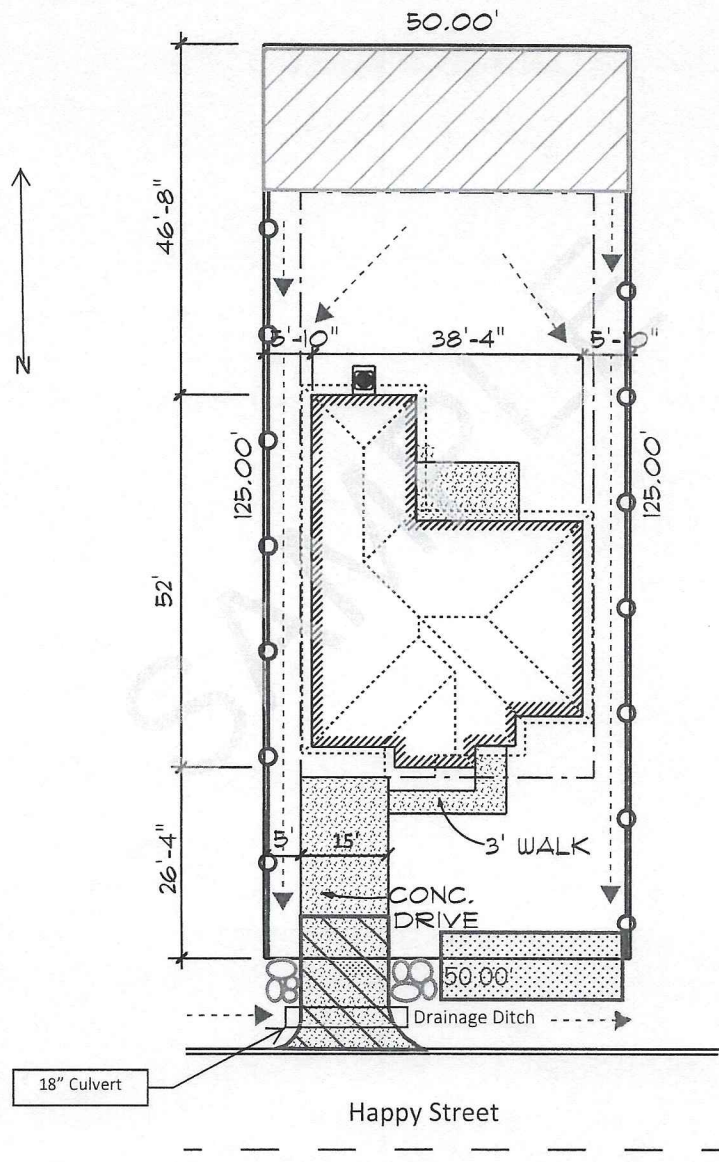
- St. Tammany Parish Stormwater Website: [www.stpgov.org/stormwater-information](http://www.stpgov.org/stormwater-information)
- St. Tammany Parish Department of Development/Engineering
  - Phone: 985-809-7448
  - E-mail: [stormwater@stpgov.org](mailto:stormwater@stpgov.org)
- LDEQ Website: [www.deq.louisiana.gov](http://www.deq.louisiana.gov)

<sup>1</sup> This is for guidance purposes only. It is the responsibility of the owner/contractor to comply with all state, federal, & local stormwater requirements.


<sup>2</sup> LPDES permit type is based on the total amount of disturbed area within the common plan of development. See LPDES General Permits and/or LDEQ website for additional guidance regarding definitions of large construction sites, small construction sites, and common plan of development.

Stormwater Control Legend:

	Silt Fence		Exit Pad
	Rip Rap		Vegetated Buffer
			Erosion Mat



**PLOT PLAN/STORMWATER SITE PLAN**

	Home Design by:	PLANS FOR: Imagination Builders 1234 EZ Street/Covington, LA 70435 Lot 14, Happy Life Subdivision, Phase 1 ST. TAMMANY PARISH, LA	SHEET 1 of 1								
	<b>Home Sweet Home Design Service, LLC</b> www.homesweethomedesign.com 985-555-1234		Scale: 1" = 20'  10/10/2016								
<b>NOTES:</b> 1. This property is not located in the floodplain. 2. All drainage to roadside ditch. 3. Ultimate discharge to Lake Pontchartrain via Cane Bayou.	<table border="1"> <thead> <tr> <th>CODE</th> <th>LIV AREA</th> <th>AREA U.B.</th> <th>INDEX</th> </tr> </thead> <tbody> <tr> <td>A3</td> <td>1422</td> <td>1456</td> <td>6097</td> </tr> </tbody> </table>	CODE	LIV AREA	AREA U.B.	INDEX	A3	1422	1456	6097		
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A3	1422	1456	6097								



ST. TAMMANY PARISH  
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PARISH PRESIDENT

## Stormwater Site Plan Checklist

Owner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Construction Co: \_\_\_\_\_ Permit: \_\_\_\_\_

Site Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

*\*Please fill in Checklist & Stormwater Site Plan for submission with permit application.*

1. \_\_\_\_\_ Show North arrow
2. \_\_\_\_\_ Label property/lot dimensions
3. \_\_\_\_\_ Show proposed structures/development with distances from lot lines (including driveways).
4. \_\_\_\_\_ Show all natural and manmade drainages such as drainage ditches, canals, bodies of water, and swales, with distances from building/grading pad sites.
5. \_\_\_\_\_ Indicate drainage flow across property
6. \_\_\_\_\_ Show all storm drains, yard drains, culverts, catch basins, etc.
7. \_\_\_\_\_ Show all dirt stockpiles, material storage areas, portable toilets, and trash containers..
8. \_\_\_\_\_ Define limitation of grading area and/or grassy buffers (see questions below)
  - a. Is entire lot to be graded and/or filled? \_\_\_\_\_ YES or \_\_\_\_\_ NO
  - b. Will any grassy buffer remain around perimeter of graded/filled area? \_\_\_\_\_ YES or \_\_\_\_\_ NO  
If yes, please indicate location and size on plan.
9. \_\_\_\_\_ Show all proposed erosion and sediment protection measures or Best Management Practices (BMPs) utilized to protect drainage infrastructure, roadways, and neighboring properties from sedimentation, erosion, construction debris, or construction related pollutants.
10. \_\_\_\_\_ A stabilized construction entrance/exit is required on all sites to prevent sediment tracking onto roadway.

*NOTE: See attached sample stormwater site plan for guidance in creating a stormwater site plan specific to your site.*



**ST. TAMMANY PARISH**

PATRICIA P. BRISTER  
PARISH PRESIDENT

4-18-2016

**Request for address directions to jobsite**

Permit Number: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

- Eastern St Tammany
- Lacombe Area
- Western St Tammany

**DESCRIBE IN DETAIL DIRECTIONS TO YOUR JOB SITE:**

Indicate nearest intersection, major highways, any landmarks, nearest municipal address, and even or odd side or street etc. Please use North, South, East and West when describing directions.

Street \_\_\_\_\_

Subdivision \_\_\_\_\_

Directions \_\_\_\_\_

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Failure to complete the above information will result in delay of permit issuance



# CONTRACTOR'S JOB REGISTRATION

Sales & Use Tax Department  
P.O. Box 1229 • Slidell, LA 70459  
(985) 726-7786 • (985) 726-7787 • (985) 726-7788



**BUILDER'S TRADE NAME:** \_\_\_\_\_  
(Full Name as Displayed on Signs/Advertising)

**LEGAL NAME:** \_\_\_\_\_

**LEGAL TYPE:**  Sole Proprietor  Corporation  Partnership  LLC  Self-Build

**CONTRACTOR'S LICENSES:** LA # \_\_\_\_\_ St. Tammany Occupational # \_\_\_\_\_

**BUILDER'S ADDRESS:** Street \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Telephone # \_\_\_\_\_

**TOTAL COST or CONTRACT AMOUNT for Completed Structure:** \$

**Construction TYPE:**  New  Renovation  Addition  Other: \_\_\_\_\_

**Construction CLASSIFICATION:**  Residential  
 Commercial \_\_\_\_\_  
(Name of Project/Business)

**JOBSITE ADDRESS:** Subdivision \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_  
Unit/Lot # \_\_\_\_\_

Will building materials or equipment be purchased or brought in from outside St. Tammany Parish and used in this project?  
 Yes  No

If YES, list Out-of-Parish Suppliers, Supplier Location, & Material Provided:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you answered **NO** and this situation changes, notify this Authority before goods are delivered in this parish, or verify supplier is registered to collect taxes for St. Tammany Parish by calling our office at (985) 726-7777. **All materials are subject to 4.75% - 5.75% St. Tammany Parish Sales and/or Use Tax.** THIS REGISTRATION IS NOT ASSIGNABLE OR HERITABLE AND IS VALID FOR THIS JOB ONLY. BY SIGNING BELOW, I CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN ARE ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Applicant Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



ST. TAMMANY PARISH  
PATRICIA P. BRISTER  
PARISH PRESIDENT

Revised 05-09-2016

Date \_\_\_\_\_

**WRITTEN SCOPE OF WORK**

COMMERCIAL

RESIDENTIAL

(PLEASE CIRCLE ONE OF THE ABOVE)

Location of property where work will commence:

\_\_\_\_\_

Please indicate below scope of work to be performed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_  
(OWNER, CONTRACTOR, OR AGENT)



# St. Tammany Parish Communications District #1

## 9-1-1 Addressing

Under the scenarios listed below, are the required documents needed to assign addresses to property owners, contractors, or utility companies.

Permit Addressing	Individual Address Request	Contractor Address Request	Utilities Address Request	Other
*Enter information into MyPermitNow *City of Covington, Mandeville, and Slidell do their own addressing	*Address Request Form *Survey *Property description from deed	*Address Request Form *Sub-division plot	*Address Request Form *Plot or *XY GPS Location or *Map	*Address Request Form *Survey *Property description from deed

NOTE: The addressing process will take 3-5 days from the time our office receives all necessary documents. No walk-in request.

### HOW DO I RECEIVE AN ADDRESS FOR MY PROPERTY?

- 1) Complete an address request form (with good contact information).
- 2) Copy of survey and property description from deed.
- 3) Email address request form, survey, and property description to [address@stp911.org](mailto:address@stp911.org) .
- 4) Or fax documents to 985-898-4974
- 5) To get more information call 985-898-4911.

### WHAT HAPPENS AFTER MY ADDRESS IS ISSUED?

Our office will send you a copy of your address request form with your address and with a unique certificate #.

# St. Tammany Parish Communications District

## 9-1-1 Addressing Request Form

Email Completed form to address@stp911.org or Fax Completed form to 985-898-4974	Date: <input style="width: 80%;" type="text"/>	What do you need? New address: <input type="checkbox"/> Verification of existing address: <input type="checkbox"/> Change Existing Address: <input type="checkbox"/>
Name	<input style="width: 100%;" type="text"/>	
Contact phone	<input style="width: 100%;" type="text"/>	
Home email address	<input style="width: 100%;" type="text"/>	
<b>Property Information</b>		
Property Owner	<input style="width: 100%;" type="text"/>	
Property Assessment ID	<input style="width: 100%;" type="text"/>	
Verifying/Change of Existing Address	<input style="width: 100%;" type="text"/>	
City	<input style="width: 60%;" type="text"/>	Zip Code <input style="width: 30%;" type="text"/>
Subdivision	<input style="width: 100%;" type="text"/>	
Subdivision Lot	<input style="width: 20%;" type="text"/>	Parcel <input style="width: 40%;" type="text"/>
Phase	<input style="width: 30%;" type="text"/>	
Road property is located off of?	<input style="width: 100%;" type="text"/>	
What is the nearest intersecting road?	<input style="width: 100%;" type="text"/>	
How far and what direction is it from the nearest intersection to the location?	<input style="width: 100%;" type="text"/>	
Land or Structure? If Structure, what kind?	<input style="width: 100%;" type="text"/>	
Does the property have its own driveway or share access?	<input style="width: 100%;" type="text"/>	
Nearby neighbors name and/or address?	<input style="width: 100%;" type="text"/>	
<b>Notes</b>		
<input style="width: 100%; height: 100%;" type="text"/>		
I understand that the 911 GIS Coordinator will assign an address based on the information I have furnished herein (Legal description-Site/Plot Plan). I further understand if the information which I provided is subsequently found to be in error, a change in address may be required. I hereby agree to hold St. Tammany Parish Communications District and its officers/employees harmless in the event of such an address change. I also understand that issuance of an address is not to be interpreted as approval to build on the lot specified on this application.		
Electronic Signature:	<input style="width: 80%;" type="text"/>	Date: <input style="width: 15%;" type="text"/>
<b>For Official Use Only!</b>		
<b>Single Address:</b>	<b>Multiple Addresses:(Write each point on a separate sheet of paper)</b>	
Address	<input style="width: 100%;" type="text"/>	
City	<input style="width: 60%;" type="text"/>	Zip Code <input style="width: 30%;" type="text"/>
Subdivision	<input style="width: 100%;" type="text"/>	
Master Street Address Guide Valid	<input type="checkbox"/>	Certificate Number <input style="width: 50%;" type="text"/>
USPS AMS Notified	<input type="checkbox"/>	Permit Number <input style="width: 50%;" type="text"/>



**ST. TAMMANY PARISH**

PATRICIA P. BRISTER  
PARISH PRESIDENT

**Gas Permit**

Permit Number \_\_\_\_\_ Date \_\_\_\_\_

Next Day Inspection \_\_\_\_\_

Company Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Customer Name \_\_\_\_\_

Jobsite Address \_\_\_\_\_

Residential Filing  
Drops \_\_\_\_\_

Commercial Filing  
Contract  
Amount \_\_\_\_\_

Mechanical Contractor \_\_\_\_\_

Permit Fee \_\_\_\_\_

Clerk \_\_\_\_\_



**ST. TAMMANY PARISH**

PATRICIA P. BRISTER

PARISH PRESIDENT

**Plumbing Permit**

Permit Number \_\_\_\_\_ Date \_\_\_\_\_

Next Day Inspection \_\_\_\_\_

Company Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Customer Name \_\_\_\_\_

Jobsite Address \_\_\_\_\_

Type of Fixture	# of Fixture	Type of Fixture	# of Fixture
Dishwasher		Bidet	
Garbage Disposal		Closets	
Wash Machine		Bath Tubs	
Floor Drain		Showers	
Lavatories		Laundry Tub	
Kitchen Sink		A/C Trap	
Barn Sink		Misc	

**NOTICE**

Any person who performs plumbing work as defined by the Louisiana Plumbing Law, LaRS 1377, shall possess a license issued by the Louisiana State Plumbing Board. A master plumber shall properly designate his employing entity to the board. Any questions concerning compliance shall be addressed to the Board.

Plumbing Contractor \_\_\_\_\_

Permit Fee \_\_\_\_\_

Contract Amount  
(Commercial Only) \_\_\_\_\_

Clerk \_\_\_\_\_



**ST. TAMMANY PARISH**

PATRICIA P. BRISTER

PARISH PRESIDENT

**Electrical Permit**

Permit Number \_\_\_\_\_ Date \_\_\_\_\_

Next Day Inspection \_\_\_\_\_

Company Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Customer Name \_\_\_\_\_

Jobsite Address \_\_\_\_\_

Description of Work \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Circuits: \_\_\_\_\_

Utility Company \_\_\_\_\_

Electrical Contractor \_\_\_\_\_

Permit Fee \_\_\_\_\_

Contract Amount  
(Commercial Only) \_\_\_\_\_

Clerk \_\_\_\_\_