



JOHN F. YOUNG, JR.
PARISH PRESIDENT

**JEFFERSON PARISH
LOUISIANA**
OFFICE OF
INSPECTION AND CODE ENFORCEMENT

Our Mission Is:

“Provide the services,
leadership, and vision to
improve the quality of life in
Jefferson Parish.”

TIFFANY SCOT WILKEN
DIRECTOR

Permitting Process Being Streamlined

To address efficiency concerns related to the plan review and permitting processes, Jefferson Parish President John Young, Jr. formed a work group including developers Henry Shane, Jack Stumpf, and Larry Kornman, Home Builders Association of Greater New Orleans Executive Vice President Jon Luther, Realtor Lynda Nugent-Smith, Appraiser Ken Kuebel, and JEDCO Executive Director Lucien Gunter to work with the department of Inspection and Code Enforcement and administration

Initial results of the work group's efforts are:

- An on-site representative will no longer be required for inspections provided approved plans are accessible at the site for the inspector. A representative of the permittee may choose to be present to discuss results. Otherwise, an inspection slip will be left along with the stamped plans. There will be exceptions to this process, including construction on an *occupied* home or a tunneling job.
- Trade meters will now be released once each trade's final inspection is passed with the exception of circumstances where the inspector and/or the chief have concerns about an unsafe condition. Individual releases will not allow occupancy until the final inspection.
- Currently, a final elevation certificate must be provided for the Parish file because it bears the “live” stamp of the inspecting professional. Form and Slab elevation certificates will now be accepted via mail, by fax, or by e-mail **provided that emails are sent directly to Inspection and Code Enforcement by the survey company**. Additionally, the receptionist in each Code Enforcement office will accept elevation certificates without the need to sign in and wait.
- Currently, an applicant can sign in and have his plans reviewed “same day.” Commercial plans may be left for a complete review within 15 days. The review deadline is now reduced to 10 days and Code Enforcement will open drop off review to include residential plans.
- Certificates of Occupancy (Completion) are currently mailed upon request. Code will expand this delivery by e-mailing or faxing the Certificate upon request.
- On a trial basis beginning on November 15, 2011, an applicant will have the option to schedule a second-visit appointment to address deficiencies with the same plan reviewer as the initial visit. This appointment will be the first review of the day – at 7:45 or 8:00 a.m. Code will re-visit this trial procedure on December 15th to assess its effectiveness.

The work group will continue to meet to develop additional efficient and helpful procedures.