



Kisatchie-Delta Regional Code Compliance Office
Rapides Area Planning Commission
1405 Frank Andrews Blvd, Alexandria, LA 71303
Phone: 318-487-5401 Fax: 318-487-5406

Requirements for Obtaining a Residential Permit

- Step 1.** Pick up the construction permit application from your municipality.
- Step 2.** Fill out all information on the construction permit application.
- Step 3.** Visit your local municipal office to see what, if any prior approvals and local permits are required before construction can begin. (ex. flood zone, zoning requirements, sewer approval)
- Step 4.** After the application has been filled out completely, return the construction application along with one set of construction drawings to the municipality. Engineered drawings are required for structural steel construction or any construction outside the scope of the 2006 IRC only. (\$200 plan review fee due at this time). See the **Minimum Residential Plan Submittal Requirement sheet**.
- Step 5.** The code official and inspectors will review the application and drawings for code compliance. If any more information is required, the inspector will contact you.
- Step 6.** The code official or inspector will contact you when the application/permit is approved and ready to be picked up. All permit/inspection fees are due at this time. See the **Residential Fee Schedule sheet**.
- Step 7.** You are now ready to start construction.
- Step 8.** Please request inspections 24 hours in advance. Inspection requests can either be phoned or faxed into the office. At each inspection, the inspector will leave an inspection notice and sticker notifying you of the result of the inspection. Once an inspection has been approved, you may move onto the next phase. See the **Residential Inspection Guidelines sheet**.
- Step 9.** When all final inspections have been approved, a certificate of occupancy will be signed and sent to you from the building official.