

City of Shreveport



Your Guide to
Building Permits & Inspections
and the
Metropolitan Planning Commission



Congratulations on taking the first step toward your home or business improvement project! Whether you are completing a simple renovation, constructing an addition, building a new home, developing a new commercial building, or opening a business at an existing location, there are established procedures that must be followed to ensure your project complies with all current building codes and regulations.

This document will help you follow these procedures from the start of your project to the final inspection.

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What does the Division of Permits & Inspections do?

The Division of Permits and Inspections is primarily responsible for monitoring the construction of all buildings in the City of Shreveport and the Parish of Caddo, enforcement of the City of Shreveport's Comprehensive Building Codes and applicable local ordinances, assuring compliance with Water & Sewerage ordinances and policies, and providing administrative support for related activities.

What is a building permit?

A building permit is an official certificate of permission issued by your local authority to a contractor or homeowner to construct, enlarge, or alter the interior or exterior of a building. The purpose of the permit is to insure that the work being performed meets all building and Zoning codes currently in effect.

Who Issues Permits?

The City's Permits and Inspections Division issues construction permits for all of Caddo Parish except for within the Town of Greenwood & Oil City limits. We are located on the 1st floor, Suite 130, in Government Plaza, 505 Travis Street, and can be reached by phone at (318) 673-6100.

The preferred method of submitted your application online using mgoconnect.org (MGO). MGO can also be used for checking the status of your permits, responding to plan review requests for additional information, scheduling inspections, payments, and all other permit related activities.



It only takes a few minutes to create your account. You will receive an automated verification call from area code (985) once answered your account will be active.

If you need assistance setting up your account please call MGO 866-957-3764 and they will be happy to assist you.

When is a Permit Required?

A permit is required for most construction and remodeling projects. This includes most electrical, plumbing and HVAC work.

When is a Permit Not Required?

Below is a list of work that does not need to be permitted. (For a full list please see ICC 2021 International Residential Code, Section R105.2, Work exempt from permit)

Building:

- Painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work.
- Other than storm shelters, one-story detached accessory structures, provided that the floor area does not exceed 200 square feet (18.58 m²). Check with Zoning for structures under 200 sq ft.

- Prefabricated swimming pools that are less than 24 inches (610 mm) deep.
- Fences not over 7 feet high. Check with Zoning for fences under 6 ft.
- Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
- Swings and other playground equipment.
- Decks not exceeding 200 square feet (18.58 m²) in area, that are not more than 30 inches (762 mm) above grade at any point, are not attached to a dwelling and do not serve the exit door required by Section R311.4.

Electrical:

- Listed cord-and-plug connected temporary decorative lighting.
- Reinstallation of attachment plug receptacles but not the outlets therefor.
- Replacement of branch circuit overcurrent devices of the required capacity in the same location.
- Electrical wiring, devices, appliances, apparatus, or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
- Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.



Mechanical:

- Portable heating appliances.
- Portable ventilation appliances.
- Portable cooling units.
- Steam, hot- or chilled-water piping within any heating or cooling equipment regulated by this code.
- Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
- Portable evaporative coolers.
- Self-contained refrigeration systems containing 10 pounds (4.54 kg) or less of refrigerant or that are actuated by motors of 1 horsepower (746 W) or less.

Plumbing:

- The stopping of leaks in drains, water, soil, waste, or vent pipe; provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
- The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes, or fixtures.



I live in Caddo Parish; do I need a permit?

As of 05/17/2021 Caddo Parish has required that all construction in Caddo Parish is to be permitted using the same criteria as if the location is within the limits of the City of Shreveport. This does not include projects located within the city limits of the Town of Greenwood & Oil City. Contact them directly for permitting.

Who Can Apply for a Permit?

Most rely on the contractor they have hired to send in the application and plans for review. As an owner you may also apply for your building permit. All electrical, plumbing, and HVAC work must be performed by registered and licensed contractors who will register permit against your building permit. Please note that if you the homeowner pull the permit that all residential work valued over \$7,500.00 requires a *Homeowner's Exemption from Licensure* as required by the State of Louisiana. Commercial projects over \$50,000.00 require a licensed contractor.

How long does the review process take?

For simple projects with properly completed plans, application reviews can often be completed in one or two days. Large or complex commercial projects will have to be submitted to the State Fire Marshal. This will take approximately three weeks; you may ask Fire Prevention for a ruling. Please be aware this is State Law and they have limited discretion.

What is required when I apply for a permit?

Depending on what type of building permit application you are submitting, the following documents, at a minimum, should be attached to your application. Of course, new construction and

additional projects will need to include a complete set of plans and specifications.

Site Plan

Construction Plan(s)

Statement of Work

Copy of Contract (if submitted by a contractor)

You will be advised of any additional documents required once your application is submitted. Your application will not be approved until all required documents requested are attached to your application.

How are plans reviewed?

Plans are reviewed by the Permits and Inspections Division and other City Departments to assure that the requirements of the current codes and ordinances are met.

Depending on the complexity of your project it may include reviews by the following departments for compliance:

- Standard Building Code (which includes NEC, plumbing, HVAC, and other requirements.)
- Drainage/Storm Water Control
- Flood Hazard Prevention
- Fire Prevention
- State Fire Marshal Rules and Regulation
- Cross Lake Pollution Control
- Caddo Parish
- Water & Sewer
- Engineering
- Zoning
- State Fire Marshal

You will be notified if any plan deficiencies are found during review and a plan review letter will be sent.

What must a complete set of plans and specifications include?

The plans and specifications which accompany a permit application must be prepared in detail sufficient for the City's reviewers to determine if all code requirements are met.

Required submittals must include:

- Site (plot) plan to scale (showing existing and proposed landscaping), size and location of all utilities, all structures proposed and existing, paving, parking, drainage, grade, elevations, or contours.
 - Foundation plan with details to scale.
 - Floor plan to scale – labeled rooms/spaces.
 - Exterior and interior elevations, and wall sections.
 - Schedules for doors, windows, room finishes, and framing details.
 - Heating, ventilation, and air conditioning plans to scale, to include duct layout, CFM's or Manual J Form.
 - Details on proposed alterations and renovations.



What is the permit cost for my project?

Permit fees are established by City ordinance and vary based on the scale of the project. If work begins without a permit, the permit fee will be doubled and other penalties may be imposed. (See Page 12)

When will my permit be issued?

Permits are issued as soon as all plans and specifications have been reviewed, approved, and payment is made. You will receive an email with the permit invoice attached notifying you when payment is needed. This can then be paid through MGO, in person at 505 Travis St. or by mail.

I am not sure what permit type I need, who can I call?

Commercial Plan Review (318) 673-6104

Residential Plan Review (318) 673-6105

If you need assistance with mgoconnect.org concerning your account or software issues, please call them direct at:

(866) 957-3764

How can I verify my contractors' qualifications?

State Licensure

A Contractor's State License can be verified through the Louisiana State Licensing Board for Contractors (LSLBC).



There are several types of State Licenses, Residential, Commercial, Home Improvement, and Roofing. A contractor with a Home

Improvement License is limited to residential projects not in excess of \$50,000 and must have hold the classification of Residential Roofing. They are not permitted to perform structural work on an existing structure, nor be able to build an outbuilding. Home Improvement Registrants may still perform roofing work within the dollar limits, excluding structural modifications or repairs. This license does not include the installation of swimming pools.

All roofing contractors must have either a Residential Roofing or Residential Construction license.

Contractors registered with the LSLBC complete a certification qualifying them in specific types of construction.

Contractors who are not licensed through the LSLBC are limited in the value of the work they can perform. Residential work is limited to \$10,000, and commercial work is limited to \$50,000.

All plumbers must be licensed through the State Plumbing Board for Plumbers. This license without the license from the Louisiana State Licensing Board for Contractors limits the value of the work they can perform to under \$7500.

Please visit www.lslbc.louisiana.gov for more information on contractor licensure.

City Registration

Anyone desiring to engage in any residential or commercial construction, electrical, mechanical, or plumbing activities within the jurisdiction must register with the permits and inspections division to engage in said activity. This registration requires annual renewal for all trades and the maintaining of current liability insurance.

Can I Be My Own General Contractor?

Yes, homeowners can apply for the building permit for their project. Please refer to Louisiana R.S 37:2150-2165 for specific information on new home construction. You may need to supply an Affidavit Claiming Exemption from Licensure for the work you are performing. Our office can supply you with this document.

The Inspection Process

Depending on the work you are doing, the inspection process could require one inspection or multiple inspections. The outline below gives an example of the inspection process for an addition to your home. If you are doing a renovation that does not include concrete work, then your inspection process would begin with the building 2nd Inspection. If you are hiring sub-contractors for electrical, plumbing or HVAC work on your project, they must call in their own inspections. As the owner or general contractor, you are responsible for scheduling the building inspections only.

The inspection process for your permit will be tailored to your scope of work. The inspection flow example is based on a Residential Addition Permit.

******IMPORTANT******

ALL SUB-CONTRACTORS (ELECTRICAL/PLUMBING/HVAC) MUST HAVE PASSED THEIR INSPECTIONS IN EACH GROUP BEFORE YOU CALL FOR THE BUILDING INSPECTION IN THAT GROUP. DO NOT INSULATE OR HANG DRYWALL UNTIL YOUR BUILDING FRAMING INSPECTION HAS BEEN APPROVED.

1st INSPECTIONS

Plumbing 1st rough (for pipes in your foundation)

Building footing inspection and/or building 1st inspection (inspection of concrete forms for footing or foundation)

2nd INSPECTIONS for Trades

Plumbing rough (inspection of plumbing in walls)

Electrical rough (inspection of wiring in walls)

HVAC rough (inspection of ductwork in walls)

Building 2nd Rough (drywall can be hung after this inspection)

Building framing inspection.. (roof, windows & doors installed, building secure)

FINAL INSPECTION for Trades

Plumbing final (All plumbing work complete)

Electrical final (All electrical work complete)

HVAC final (All HVAC work complete)

Building Final Inspection

Building final

Sec. 22-1. - Schedule of permit and inspection fees.

The schedule of permit fees for any person approved to receive a permit for all construction shall be:

(1) *Commercial construction (new construction and new additions).*

- a) New Construction permit fee will be calculated at \$5.25 per \$1,000.00 or a fraction thereof of the contract price up to \$5,000,000.00; thereafter, \$2.63 per \$1,000.00 of contract price.
- b) Contract prices will be rounded to the next \$1,000.00 when between \$1,000.00's.
- c) In the absence of a contract for new construction, the permit fee will be calculated at \$0.50 per square foot for all occupancies except storage occupancies, which will be \$0.21 per square foot.
- d) The minimum permit fee will be \$31.50.
- e) Permit fees for repairs, alterations, or renovations will be \$5.25 per \$1,000.00 or fraction thereof. In the

absence of a contract or affidavit, the permit fee will be calculated at \$0.53 per square foot.

- f) The permit fees for miscellaneous construction (fences, paving, retaining walls, fire sprinklers, etc.) will be calculated at \$5.25 per \$1,000.00 and will not require a separate permit when included in initial plans and permit. This needs to be noted on the permit application when applying for the permit; otherwise, a separate permit and fee will be required.
- g) Twenty-five percent of the permit fee will be added for new construction, remodels, and additions plan reviews.

(2) Residential construction.

- a) Permit fees for new construction will be calculated at the following rates per square foot:

Dwelling (one, two, or three units): \$0.13.

Townhouses and patio homes: \$0.21.

Accessory uses: \$0.05.

- b) All other residential uses: \$0.21.
- c) Residential occupancies with three or more units will be considered commercial and the permit fee will be calculated accordingly.
- d) Permit fees for repairs, alterations, and renovations will be calculated at the rate of \$4.20 per \$1,000.00 of contract value.
- e) The contract will be rounded to the next \$1,000.00.
- f) The owner or contractor must submit a copy of the signed contract or an affidavit stating contract price on all work other than new construction, which is calculated on square footage. A contract cover sheet

indicating location, type of work, contract price, and the signatures of owner and contractor without all the general or special conditions may be used. Also, an itemized work order with a total contract price, signed by the owner and contractor, is acceptable.

- g) The minimum permit fee is \$31.50.
- h) Miscellaneous construction (fences, paving, retaining walls, swimming pools, etc.) permit fees will be calculated at the rate of \$4.25 per \$1,000.00 of contract amount, Note, that fencing, paving, and retaining walls have a special provision in the absence of a contract or affidavit.
- i) The gross footage of the structures will be used in calculating the fee for new construction.
- j) No extra fee will be charged for the driveway when constructed with the dwelling initially.

(3) Working without a permit.

- a) Any person, firm, or corporation commencing work which requires a permit as described in this section without first obtaining the required permit shall be assessed double the cost of the applicable permit fee plus a penalty of \$100.00.
- b) Any structure moved into the City of Shreveport without first obtaining a permit shall be immediately moved offsite at the owner's expense prior to applying for a permit and a penalty of \$500.00 plus the permit fee shall be assessed.
- c) No permit shall be issued to any person firm, or corporation who, at the time of application, has an outstanding permit that is in violation of any of the requirements of that permit until such time as the violation has been corrected.

(4) Inspections outside the city limits. There shall be a fee in the amount of \$68.25 per inspection for inspections performed for all building permits issued outside the city limits.

(5) Inspections inside the city limits. There shall be a fee in the amount of \$68.25 per inspection for inspections performed for all new commercial projects, commercial remodel projects, commercial additions, new residences, residential remodels, and residential additions with respect to all building, electrical, HVAC, and plumbing permits issued inside the city limits with the exception of stand-alone permits.

(6) Reinspection fees. If for any reason an inspection is not approved and a reinspection is required, then a fee of \$68.25 will be charged for each reinspection performed inside the city limits and a fee of \$68.25 will be charged for each reinspection performed outside the city limits.

Additional Requirements for Commercial Businesses inside City Limits.

All commercial businesses require a Certificate of Occupancy to legally open for business regardless of whether construction was performed or the location is move-in ready.

The certificate for all businesses within the City of Shreveport are managed by the Shreveport Metropolitan Planning Commission. If your business is located with city limits please review the information in the following chapter Your Commercial Project & The Shreveport Metropolitan Planning Commission (MPC).

Additional Requirement for Commercial Businesses outside City Limits.

A Certificate of Occupancy is required prior to occupancy, regardless of whether construction was performed or the

location is move-in ready. At this time there is no Certificate of Occupancy for Home Businesses outside of city limits.

The Certificate of Occupancy can be applied for and inspections schedule once your building permit has finalized.

This inspection includes all work completed under the building permit, as well as any existing areas of the building not included in the project, to ensure compliance with applicable codes and regulations.

Application for this certificate can be made through your MGO account. The application can be found under Get Started on a New Application/Caddo Parish Certificate of Occupancy.

Still Need Help? Contact the Permits Office

For answers to questions, concerns or problems involving what is required for your permit application, plan review, or code interpretations, please contact our office.

Commercial Plan Review	(318) 673-6104
Residential Plan Review	(318) 673-6105
Building Permit Inspections	(318) 673-6106
Electrical Permits	(318) 673-6115
Plumbing Permits	(318) 673-6116
HVAC Permits	(318) 673-6106



The Shreveport Metropolitan Planning Commission (Zoning Office)

What Does the Shreveport Zoning Office Do?

The Shreveport Zoning Office, through the Shreveport Metropolitan Planning Commission (MPC), helps ensure that property in the city is used and developed according to local zoning laws.

The MPC Zoning office determines:

- What types of businesses or homes are allowed in certain areas.
- How close buildings can be to property lines.
- How tall buildings can be.
- How much parking is required.

Before you build, expand a business, subdivide property, or change how a property is used, the Zoning Office reviews your proposal to make sure it meets city regulations.

They also handle:

- Rezoning requests
- Variances and special use permits
- Subdivision and site plan approvals

If your project requires a more comprehensive review, the Zoning Office can direct you to the appropriate planner or department within the MPC to ensure you receive the guidance needed for your specific project.

If you're unsure whether your project is allowed, the Zoning Office can help guide you through the process before you apply for permits.

In Simple Terms

The Zoning Office answers this question:

“Can I legally use or develop this property the way I want to?”

Before construction or business operations begin.

The Zoning office also works in conjunction with the Division of Permits and Inspections doing permit plan review.

The Zoning Office can be reached by calling:
(318-673-6442)

Your Commercial Project & The Shreveport Metropolitan Planning Commission (MPC)

What is the MPC?

The Shreveport Metropolitan Planning Commission is the local agency responsible for guiding land use and development within the City of Shreveport in accordance with the Unified Development Code (UDC), the comprehensive set of regulations that governs how property may be used and developed. *Business located outside of Shreveport City Limits will have this information reviewed by the Division of Permits & Inspections.*

They review zoning requests, site plans, subdivisions, rezoning applications, variances, and special use permits to ensure that development follows adopted regulations and long-range planning goals.

The Unified Development Code (UDC) includes standards for zoning districts, permitted land uses, building placement, setbacks, signage, parking, landscaping, and other development requirements. In simple terms, the UDC explains **what can be built, where it can be built, and how it must be developed**, and the Metropolitan Planning Commission helps administer and enforce those standards.

Does my project need to be reviewed by the MPC?

You should contact the Shreveport Metropolitan Planning Commission (MPC) when your project involves zoning, land use, or site development approval under the Unified Development Code (UDC).

Common Examples:

Opening or Expanding a Business

- You want to open a business at an existing location and need to confirm the zoning allows that use.
- You are changing the type of business (for example, retail to restaurant).
- You need a Special Use Permit.

New Construction

- Building a new commercial building.
- Constructing a multi-family development.
- Developing property that has never been built on.

Residential Projects

- Subdividing property into multiple lots.
- Building multiple homes on one tract.
- Requesting a zoning change from residential to commercial.

Site Changes

- Major site plan modifications.
- Adding parking areas or expanding a building footprint.
- Requesting a variance for setbacks, height, or other zoning standards.
- New Signage installation.

Property Changes

- Rezoning property.
- Requesting a zoning verification letter.
- Combining or replatting lots.

What about a home business?

Yes — **home-based businesses are included.**

- You should contact the **Shreveport Metropolitan Planning Commission (MPC)** if you plan to operate a business from your home.
- Under the Unified Development Code (UDC), home occupations are typically allowed in residential zoning districts, but they must meet specific standards. For example:
 - The business must be **secondary to the residential use.**
 - There may be limits on **employees who do not live in the home.**
 - Restrictions may apply to **signage.**
 - There may be limitations on **customer traffic.**
 - Outdoor storage or visible commercial activity is often prohibited.
 - Even if a home-based business does not require construction, it may still require zoning verification or approval to ensure compliance with UDC regulations.

In short: If you are operating a business from your home — even something small — it is best to check with MPC first to confirm it meets zoning requirements.

What is the MPC looking for?

Certain business types are restricted to the various zoning districts and development standards, as published in the UDC. Zoning is the legal, municipal process of dividing land into districts (zones) to regulate how property is used, developed, and designed.

Contact a Planner at 318-673-6480 or visit Suite 440 located on the 4th floor of Government Plaza to determine the following:

- Confirm the property's zoning classification.

- Verify whether your proposed land use is permitted within the designated zoning district.
- Review development standards, such as specific restrictions on uses.
- Identify overlays, such as the Historic Preservation Overlay Districts.
- Determine required approvals. For instance, some uses may require a special approval by the Metropolitan Planning Commission or Zoning Board of Appeals.

If your use is not permitted, you may need to:

- Rezone your property to the appropriate district.
- Request a special use or conditional use permit.
- If your development plans deviate from the code requirements, a variance may be needed.

Site Plan Review

Many commercial, multi-family, and large-scale projects—and some modifications to existing developments—require site plan review before a building permit or occupancy. This formal process, separate from the building permit, evaluates a project’s external, environmental, and community impacts to ensure compliance with land use policies, compatibility with surrounding properties, and provide a legally binding preliminary approval.

To determine whether site plan review is required prior to proceeding with development or business plans.

Contact a Planner at 318-673-6480 or visit Suite 440 located on the 4th floor of Government Plaza.

If required, applications may be submitted to www.mgoconnect.org using the Apply Online for Planning and Zoning. The application type is Site Plan Approval or Site Plan Modification, as applicable.

Important: If required, Site Plan approval must be obtained before a building permit can be approved.

How does this affect my building permit?

The Shreveport Metropolitan Planning Commission (MPC) must review and confirm that your proposed use of the property located within the limits of the City of Shreveport complies with the Unified Development Code (UDC) and zoning regulations before a building permit can be issued.

What is a Certificate of Occupancy

A Certificate of Occupancy (CO) is required showing that any land, building or structure, and its business type are in compliance with all permits and occupancy guidelines according to the provisions of this Code, the building code, approval conditions, and all other pertinent ordinances. This certificate can be applied for once all building permits are finalized. *Note: Certificates of Occupancy for locations outside of the limits of the City of Shreveport are managed by the Division of Permits & Inspections.*

It shall be unlawful to occupy any building or structure unless a full, or temporary certificate of occupancy has been issued by the Zoning Administrator.

How do I apply for MPC Permits?

The preferred method of submitted your application online is using mgoconnect.org (MGO). MGO can also be used for checking the status of your permits, responding to plan review requests for additional information, scheduling inspections, payments, and all other permit related activities.



It only takes a few minutes to create your account. You will receive an automated verification call from area code (985) once answered your account will be active.

Use the Apply Online for Planning and Zoning option on the front page.

- Applications for a Certificate of Occupancy (CO): may be submitted at www.mgoconnect.org using the Apply Online for Planning & Zoning tab. The application type is Certificate of Occupancy – Commercial or Certificate of Occupancy – Home Occupation.
- The application type For Site Plan Approval is Site Plan Approval or Site Plan Modification, as applicable.

Still have questions? Contact Us, we will be happy to answer your questions.

Shreveport Metropolitan Planning Commission
(318) 673-6480

***Provided for you by the City of Shreveport
Department of Public Works
Division of Permits & Inspections***

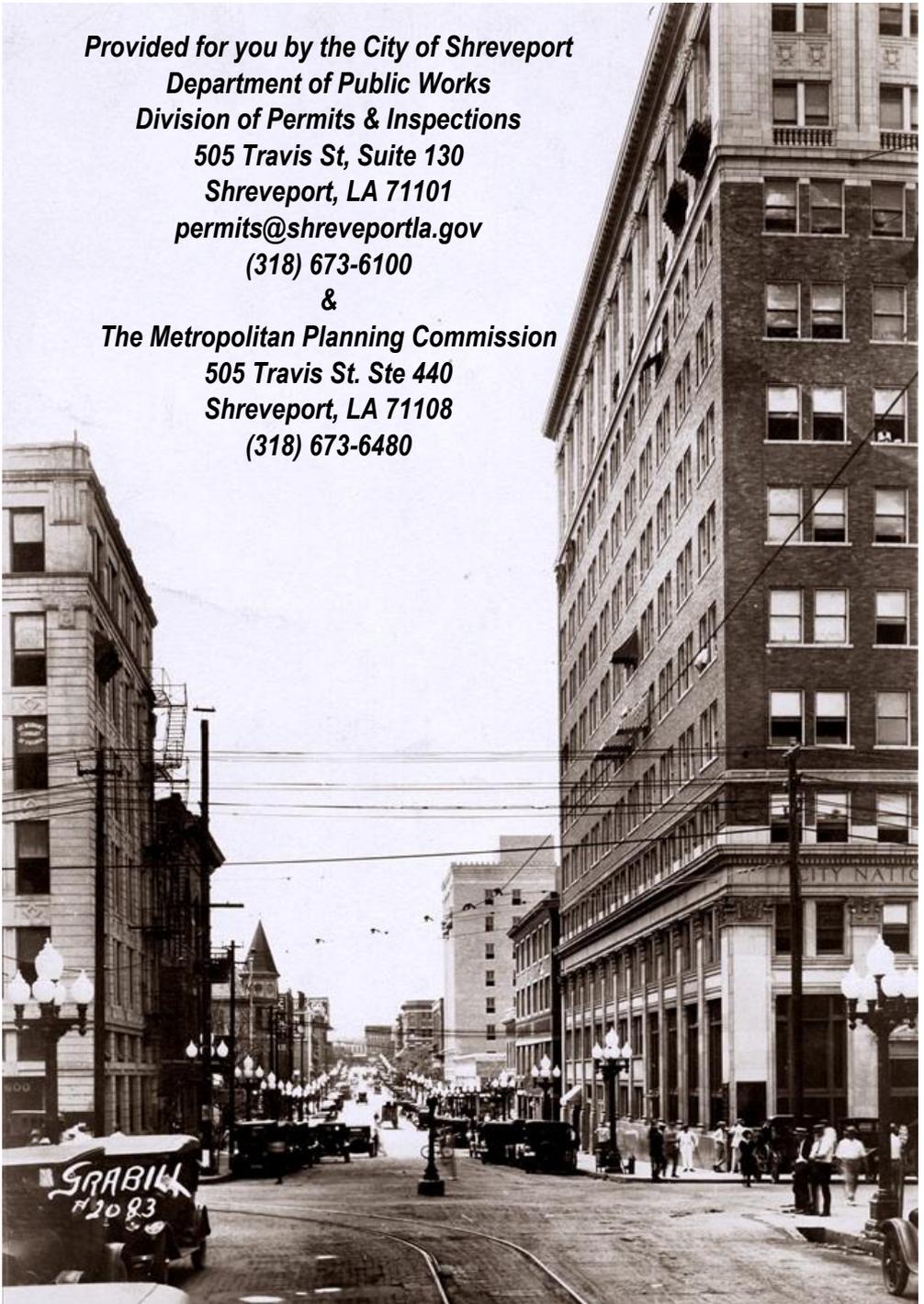
***505 Travis St, Suite 130
Shreveport, LA 71101
permits@shreveportla.gov***

(318) 673-6100

&

The Metropolitan Planning Commission

***505 Travis St. Ste 440
Shreveport, LA 71108
(318) 673-6480***



This information is a general guide. Requirements vary by project and property. Applicants are responsible for complying with all applicable regulations. If you have questions or concern contact the Metropolitan Planning Commission or the Permits Division early in your planning process if you need information or clarification.