Department of Development
Permit & Inspection Division – Plumbing Department

City of Baton Rouge
Parish of East Baton Rouge

300 N. 10th St.
Baton Rouge, Louisiana 70802
(225) 389-3230

November 7, 2018

TO: ALL MASTER PLUMBERS, GAS FITTER CONTRACTORS, & POOL INSTALLERS

FROM: Craig Blanchard, Chief Construction Inspector (Plumbing)

SUBJECT: 2019 License Renewal

License Renewal Information

Once again it is license renewal time and enclosed are the license renewal application instructions. You must submit your completed application and applicable renewal fees to the Plumbing Section by **December 31st** of the current year. Applications submitted after December 31st will be assessed a late fee of ten dollars ($10.00) per month until March 1st of the license year. If you fail to renew your license before March 1st, you will be required to re-apply in the same manner as a new applicant.

Along with your license renewal application, you must also submit the following documentation:

1. A current copy of your insurance certificate.
2. A current copy of your surety bond continuation certificate.
3. A copy of your State of Louisiana – Department of Revenue & Taxation Sales Tax Registration Certificate.
4. A copy of your State Plumbing license (if applicable) indicating expiration date.
5. A copy of your state issued gas fitter certificate.

The cost for renewing your license will be as follows:

(a)	Plumbing Work Certificate	$100.00
(b)	Gas Certificate	$ 50.00
(c)	Pool Installer	$ 50.00

General Information

- Please be reminded that state oversight of the rules and regulations pertaining to code enforcement is the responsibility of the Louisiana State Uniform Construction Code Council (LSUCCC). Should you have any questions pertaining to the current code please contact Mark Joiner at Louisiana State Uniform Construction Code Council (LSUCCC).
- Deviations from the code are not allowed unless enacted and approved by the LSUCCC. Also, code adoption is the responsibility of the LSUCCC. Please visit their website at http://www.dps.louisiana.gov/lsuccc/ to view the currently adopted codes.
- Permits must be purchased prior to commencement of work or the job is subject to a double permit fee charge. To aid us in processing the permit in a timely manner please supply on the plumbing application the correct address and building project numbers if applicable.
- The installation of generators requires a building permit. Requests for plumbing gas permits will not be processed until the building permit has been issued.

- **PLEASE NOTE THAT IN OCTOBER OF 2011, THE PERMIT & INSPECTION DIVISION IMPLEMENTED A NEW WEB-BASED PERMITTING SYSTEM CALLED MYPERMITNOW**. We encourage each of you to log on to www.mypermitnow.org and click on the "Customer Portal" tab and follow the instructions to create your own unique, secure login. This will allow you to access all of your projects. The new system will also allow you to apply and pay for permits online, schedule inspections as well as receive automated notifications of inspection results.

- The ordinance now allows for before and after hours non-emergency inspections for a fee of $150.00 each, payable prior to inspection. All requests for non-emergency inspections shall be made during normal working hours and will be subject to the availability of Inspection Division personnel. The final determination of emergency versus non-emergency status will be by the Building Official or his duly authorized representative. For after hours, emergency inspections, contact the Department of Public Works Dispatcher at (225)389-2070.

We appreciate your cooperation in the past and look forward to working with you in 2019.

Craig Blanchard
Chief Construction Inspector (Plumbing)

Enclosures