

**TOWN OF GREENWOOD
PERMIT & INSPECTION PROCEDURES**

1. Applicant must fill out the application completely.
2. All fees must be paid to the Town of Greenwood and Steve Grayson before the permit can be issued.
3. The application is not the permit.
4. State license number must be checked with Louisiana State Licensing Board
5. Residential new, addition & remodel permits cannot be issued until the plan review is complete.
6. Commercial new, addition & remodel permits cannot be issued until the plan review is complete and a fire marshal letter has been provided.
7. A copy of all permits must be provided to Steve Grayson. Receipt attached to the permit.
8. All inspection request and any other questions must be called in to Steve Grayson (318-426-4992). Special time and appointments can be requested to make the inspection. All inspections will be made within 48 hours of the inspection request.
9. On new, additions and remodel permits; electrical, plumbing, mechanical & building inspections will be made at the same time.
10. The following inspections are required:

ELECTRICAL

Saw Service

1st – under slab (concrete encased electrode and under slab conduit)

2nd – Wall rough

3rd – final

Temporary Power (trench depth if applicable)

MECHANICAL

1st – rough (supply, return, exhaust & outside air duct), condensate pipe

2nd – final (unit placement, duct pressure test, final connections)

PLUMBING

1ST – under slab with pressure test on drain & water pipe

2nd – wall rough (pressure test on water pipes and gas pipes), main vent thru roof

3rd – final (fixture connection of all drain, vent, water and gas piping)

BUILDING

1st – foundation (footing depth and width, slab thickness & elevation, vapor barrier, re-bar placement)

2nd – wall rough (stud spacing, king & jack studs, headers, ceiling joists, roof rafters and supports, roof decking, wall insulation, bracing & vapor barrier)

3rd - final