

Occupancy Permit Information

The purpose of the following procedures is for the protection of life, health and welfare in the building environment through the adoption and enforcement of building codes and ordinances.

Application Procedure for Occupancy Permit:

1. Applications are processed in the front entrance lobby of the Inspection Division located at 300 North 10th Street, Monday thru Friday, 7:30am - 3:45pm. All applicants will be assisted on a first come, first serve basis.
2. The application and permitting procedure will take approximately 10 to 20 minutes to complete. The following information is needed when applying:
(A) Name of Owner: (B) Address of location: (C) Name/Type of business: (D) Name of tenant: (E) Square footage:
3. Once the permit has been issued, inspections will be performed the following business day between the hours of 7:00 am and 4:00 pm.

The following minimum items are required for inspection:

- a) **The water must be on.**
- b) **The building must be open/unlocked.**
- c) **Municipal number or suite number must be posted.**
- d) **The occupancy permit shall be posted on the building.**

4. Once inspections are approved and all fees have been paid, the record room will notify the appropriate utility company(s) approving the electric and/or gas services to be connected. Applicant must contact the utility company to establish an account for service.
5. -Residential homes & mobile homes vacant over 6 months require occupancy inspection.
-Commercial buildings require occupancy inspection and Fire inspection (or State Fire Marshal for Institutional occupancies, daycares, schools, etc)
 - a) Health Inspection required for FOOD service or sales. Contact State Dept of Health and Hospitals at (225) 242-4860.
6. **Fees:** Occupancy permit is \$40. Occupancies within the city limits of Baton Rouge for commercial uses required Fire Prevention Inspection and will be charged an additional \$25. Checks not accepted.
7. As required by Section 110 of the International Building Code, a building shall not be occupied until after the Building Official has issued a "Certificate of Occupancy". This will be mailed to the applicant after all required inspections are approved.

