



Permit Checklist for Electrical Trade in Concordia Parish

- Apply for Permit at the Parish Permit Office (4001 Carter St. Vidalia, LA 71374 Rm 1)
- Building Permit will then be issued to proceed with electrical work
- Post the building permit at the work location.
- Call building inspector for electrical inspection when work is completed including wiring from meter to service panel and all points of use
- Permit office will contact the Electric Company / be sure you have applied for an account at this address with the Electric Co
- Building Official will approve Certificate of Completion to be issued.
- Certificate of Completion will be issued by Parish Permit Office



Permit Checklist for New Construction in Concordia Parish

- Apply for address at the 911 Office (4001 Carter St. Vidalia, LA 71373 Suite A first floor)
- Get Legal Description from Clerk of Courts Office (4001 Carter St. Vidalia, LA 71373 Rm 5)
- Apply for Septic System permit at the Parish Health Department (905 Mikey Gilley Ave, Ferriday, LA 71334)
- Apply for Permit at the Parish Permit Office (4001 Carter St. Vidalia, LA 71373 Rm 1) bring in 911 and Septic System permit paperwork and make application. Bring in Plans to be reviewed. Contractor name and information or home owner affidavit
- Plans will be reviewed by Building Official and plan review letter issued
- Flood Determination will be made by Parish Floodplain Administrator
- Preliminary Elevation Certificate is required if in Zone "A" by licensed surveyor. If in zone "X" permit will be issued with no elevation certificate required
- Building Permit will then be issued to proceed with home construction
- Call building inspector for 1. Ground Plumbing, 2. Slab Inspection 3. Rough In frame, mechanical, electrical and plumbing, 4. Insulation Inspection 5. Electrical service 6. Final Inspection
- Call Health Department for inspection of Septic System when installed/ Septic System must be approved before electric service can be released
- Bring in all application paperwork to Permit Office at the Police Jury Office
- Final elevation certificate required if in Zone "A"
- Permit office will contact the Electric Company / be sure you have applied for an account at this address with the Electric Co
- Building Official will approve Certificate of Occupancy to be issued.
- Certificate of Occupancy will be issued by Parish Permit Office



Permit Checklist for Manufactured Home in Concordia Parish

- Apply for address at the 911 Office (4001 Carter St. Vidalia, LA 71373 Suite A first floor)
- Get Legal Description from Clerk of Courts Office (4001 Carter St. Vidalia, LA 71373 Rm 5)
- Apply for Septic System permit at the Parish Health Department (905 Mikey Gilley Ave, Ferriday, LA 71334)
- Apply for Permit at the Parish Permit Office (4001 Carter St. Vidalia, LA 71373 Rm 1) bring in 911, Tax Assessors and Septic System permit paperwork and make application.
- Flood Determination will be made by Parish Floodplain Administrator
- Preliminary Elevation Certificate is required if in Zone "A" by licensed surveyor. If in zone "X" permit will be issued with no elevation certificate required
- Building Permit will then be issued to proceed with manufactured home installation
- Call Health Department for inspection of Septic System when installed/
Septic System must be approved before electric can be released
- After electric and plumbing is completed call for Inspection by IBTS building inspector
- After inspection passes the Permit office will be contacted by inspector to release power
- Bring all paperwork including complete building permit application back to Permit Office
- Final elevation certificate required if in Zone "A"
- Permit office will contact the Electric Company / be sure you have applied for an account at this address with the Electric Co
- Building Official will approve Certificate of Occupancy to be issued.
- Certificate of Occupancy will be issued by Parish Permit Office



Permit Checklist for Camp Construction in Concordia Parish

- Apply for address at the 911 Office (4001 Carter St. Vidalia, LA 71373 Suite A first floor)
- Get Legal Description from Clerk of Courts Office (4001 Carter St. Vidalia, LA 71373 Rm 5)
- Apply for Septic System permit at the Parish Health Department (905 Mikey Gilley Ave, Ferriday, LA 71334)
- Apply for Permit at the Parish Permit Office (4001 Carter St. Vidalia, LA 71373 Rm 1) bring in 911 and Septic System permit paperwork and make application. Bring in Plans to be reviewed. Contractor name and information or home owner affidavit. Provide Camp affidavit copy where filed in Clerk of Courts office.
- Flood Determination will be made by Parish Floodplain Administrator
- Preliminary Elevation Certificate is required if in Zone "A" by licensed surveyor. If in zone "X" permit will be issued with no elevation certificate required
- Building Permit will then be issued to proceed with camp construction
- Call building inspector for electrical service inspection
- Call Health Department for inspection of Septic System when installed/ Septic System must be approved before electric service can be released
- Bring in all application paperwork to Permit Office at the Police Jury Office
- Final elevation certificate required if in Zone "A"
- Permit office will contact the Electric Company / be sure you have applied for an account at this address with the Electric Co
- Building Official will approve Certificate of Completion to be issued
- Certificate of Completion will be issued by Parish Permit Office