

DEPARTMENT OF SAFETY AND PERMITS
CITY OF NEW ORLEANS

LATOYA CANTRELL
MAYOR

ZACHARY SMITH
DIRECTOR

Date: 9/17/2019

To: Mechanical and Electrical Inspectors, Permit Intake Staff, and all Licenseholders

From: Zachary Smith, AIA, Director

Subject: Electrical, Mechanical, and Fuel Gas Permit Applications

This is to inform all individuals of recent changes pertaining to electrical, mechanical, and fuel gas permit applications related to documentation required for permitting, in line with Section 105 of Chapter 26-15 of the municipal code. Effective September 5th, 2019, every application accepted over the counter, in the mail, or online must be accompanied by documentation of work between the established parties. Established parties shall be defined as a Class A licensed contractor or representative of a company with a Class A license holder responsible for any work done covered by ICC code and designated as requiring a permit, and the responsible party (i.e. contractor, homeowner, representative thereof) for the location of work being done under said permits. Supporting documentation may consist of, but is not limited to, signed contracts, signed invoices, signed proposals, or signed letter or signed email of intent of work. These documents must clearly indicate all parties to the agreement, give a clear description of the work being done, the address of the location involved, the value or price for said work, and must be signed by representatives of each party, with the parties clearly identified by printed name and title.

No permits shall be accepted without this documentation. Please direct any further questions to your division supervisor.

