Residential Renovation & Home Improvement Checklist

*Start to Finish Permit Guide for **Renovations** & **Improvement** to **Single**- & **Two**- **Family Homes***
*Terms have explanations available in the **Permit Glossary** Companion Document*

Requirement	Expectation			Check
Permits Can be Filed, Tracked & Managed via the Permit Portal "OneStop" (onestopapp.nola.gov)				
Permit Status: **APPLICATION SUBMITTED**				
File a "RENO" Permit	Applicant must create a OneStop account & file a "RENO" permit online			
Create a Permit Description	Provide a summary of work to be performed. See "Permit" in the Permit Glossary for an example or template of a permit description			
Upload the Following Documents to the Permit via Onestop				
Contractor License	A residential construction license is required for jobs $50k or greater			
Contract	Must include signed & printed names of the owner & contractor, date & terms of agreement, job estimate & address; estimate can be separate			
Itemized Costs/Job Value	Listed cost(s) to perform the work including labor and materials			
Plans	Submit plans showing the current and/or proposed conditions. See "Plans" in the Permit Glossary for more guidance			
File a Historic Preservation Permit for Work Performed at/to Historic Sites				
Historic Preservation Agency & Permit Type	**VCC** Permit	Work to historic properties in the French Quarter		
	HDLC Permit	Work to historic properties outside of French Quarter		
Permit Status: **APPLICATION REVIEWED**				
Resolve Application Comments [As Needed]	Applicant resolves any comments sent by permit reviewers requesting changes to the application documents and/or additional documents			
Permit Status: **PERMIT APPROVED**				
Documents Approved	The supplied documents were approved; permit fees should be paid now			
Make a Payment	Pay permit fees can be paid online via the permit portal OneStop; permit statuses automatically update **from *approved* to *issued* after payment**			
Permit Status: **PERMIT ISSUED**				
Post Permit at Work Site	A digital copy of the permit is available under the permit documents via OneStop; Obtain a copy of the permit and post it visibly at the job site			
START WORK	Approved work can start; ***EXCEPT work handling HVAC, Electrical, Plumbing, Gas** and/or **water heaters; additional permits are needed***			
Trade Permits are Applied For via OneStop [Exception: PLMB Permits]				
Licensed Contractors File Sub-Permits for Trade Work [As Applicable]	*Permit Type*	*Applicant*	*Required for Scopes Involving*	
	SERV Permit	Electrician	Electrical work including fixtures & outlets	
	HVAC Permit	Mechanic	Heating, Vent. & Air Conditioning system(s)	
	FGAS Permit	Plumber	Gas & Gas water heaters	
	FGAS Permit	Plumber	**Electric water heaters also**	
	PLMB Permit	Plumber	Plumbing systems & water meters; PLMB permits are filed with & inspected by SWBNO	
START TRADE WORK	***Trade work for a job can START once** a permit for that trade has been applied for, approved, paid for & posted at the job site*			
REQUIRED INSPECTIONS [As ***Applicable***]				
*Inspections **MUST** be requested by permit holders or the licensed contractor who performed the permitted work*				
Foundation	Should be performed while rebar is exposed, before pouring concrete			
Trade Rough-In(s) *[Per Trade]*	A frame-level inspection required for any modifications to plumbing, electrical, gas, and/or HVAC systems below drywall			
Framing ("Open Wall")	An inspection of a building's framework beneath insulation; occurs after all trade rough-in inspections have been passed (per OneStop)			
Trade Final(s) *[Per Trade]*	A final inspection of any modified trade system(s) once their installation or repair has been complete			
Final Building	The last & minimum inspection required for all issued RENO permits; no further work is scheduled to take place at the site			

Inspections are finalized once** their status says "Passed"* | ***Inspection statuses** may be tracked via OneStop* | ***Inspections may be requested by** emailing <inspections@nola.gov> or calling **(504) 658-7200** | **Third party inspection reports are accepted** from eligible parties; those results are processed in the order received & may be **subject to verification

[1]***Commercial** Buildings*: *Include **Mixed Use** & **Multi-Family** (Three or More Apartments) Properties*
[2]***Residential** Buildings*: *Limited to **Single-** & **Two**- Family Homes; Anything Else is **Commercial** (or Accessory) Use*
This Document Should be Used with an Understanding that Additional Items May Be Required as Needed

CLOSING ACTIONS			
Upload Closing Documents	*Piling Affidavit*	When piles have been driven in earth	
	FEMA Certificate	For substantial improvement projects	
	Final Lot Survey	For any changes in a lot's surface area	
Sub-Permits Finalized	Sub-Permits (for historic preservation and/or trades) have been closed		
Permit Status: **PERMIT CLOSED** [Certificate of Occupancy]			
C.O. Issued	Permit requirements satisfied & building approved for occupancy		
Permit Status: **METER RELEASED**			
Meter Released	A permanent meter will be released (as needed) after a C.O. is issued		

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