

PLAQUEMINES PARISH GOVERNMENT PROCEDURES FOR BUILDING PERMIT

- I. Permit application must include:
1. Plaquemines Parish Building Application (Carbon Copy Form)
 - a. Print and sign name at the bottom right-hand corner on both forms
 - b. Louisiana State Contractor's License and copy signed contract by both parties
 - c. Owner acting as builder must submit Affidavit Claiming Exemption From Licensure form (provided by Permit Office) with subcontractors contract agreement
 - d. All agents must provide letter from authorized personal to handle any permit affairs
 2. Two complete sets of stamped plans for applicable projects
The following must be stated on plans: (additional documentation may be needed upon plan review)
 - a. Plans are required to be stamped on all sheets by a Louisiana Architect/Engineer
 - b. Plans are required to state compliance with all 2015 IRC/IBC Codes including design for high wind regions (Effective Feb. 1st, 2018)
 - c. Site plan on legal size paper, 8 ½ x 14, must be submitted and legible
 - d. If structure requires flood vents, they must be certified by Architect/Engineer
 3. Elevation Certificate Requirements: (Effective January 15, 2021)
 - a. Construction Benchmark (submitted when applying for permit)
 - b. Tops of Forms Certificate and a Survey showing forms with set-back measurements (submitted prior to getting a pre-pour inspection for foundation)
 - c. Final Elevation Certificate (must include pictures & submitted prior to final inspection)
 - d. If structure includes flood vents, they must be shown on final elevation certificate
 - e. All elevations must be done by a licensed surveyor (stamped & signed)
 4. Copy of cash sale
 5. Current survey showing servitudes, right of ways, and easements
 6. Provide Home Owners Association Approval when applicable
 7. Permit fees are paid by check or money order
 8. Army Corp Approval is required when driving piling within 1500 feet of the Mississippi River Levee or 300 feet of (NOV) back levee canal.

MODULAR HOMES FOLLOW THE SAME REQUIREMENTS AND SUBMIT REVIEW FROM THE THIRD PARTY INSPECTOR ON THAT PARTICULAR MODULAR. (REVIEW LETTER MUST INCLUDE THE INSPECTOR'S ICC CERTIFICATION NUMBER AND LSUCCC REGISTRATION NUMBER)

- II. Permit processing includes:
1. Permit application is entered into database
 2. If needed, permit is sent to Departments or Council for review & approval
 3. Permit review starts when ALL information is received by permit technician
 4. Permit is approved by Building Official after reviews/approvals are completed
 5. Permit process is 5-7 working days process if no additional reviews/approvals are needed
 6. You will be called to pick up permit ONLY if you have plans if not it will be mailed
 7. Please have PLACARD visible on job site at all times
 8. Keep the reviewed and returned plans on site at ALL times
 9. Address of site must be visible from road
 10. Certificate of Occupancy will be issued within 10 days working days of final providing all needed documentation is in the file

SUBCONTRACTORS MUST BE LICENSED AND FILE ALL PERMITS PRIOR TO DOING WORK.
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