

PLAQUEMINES PARISH GOVERNMENT

PROCEDURES FOR BUILDING PERMIT

- I. Permit application must include:
 1. Plaquemines Parish Building Application (Carbon Copy Form)
 - a. Both forms must be completely filled out
 - b. Print and sign name at the bottom right-hand corner on both forms
 - c. Copy of Louisiana State Contractor's License
 - d. Owner acting as builder is required to submit a notarized Affidavit Claiming Exemption From Licensure (provided by Permit Office)
 2. Two complete sets of stamped plans for applicable projects
The following must be stated on plans:
 - a. Plans are required to be stamped on all sheets by a Louisiana Architect/Engineer
 - b. Plans are required to comply with 2012 IRC/IBC
 - c. Plans are required to have correct wind exposure
 - d. All plans are to withstand 130 MPH wind loads
 - e. A site plan no larger than 8 ½ X 14 must be submitted and legible
 - f. If structure requires flood vents, they must be certified by Architect/Engineer
 3. Elevation Certificate Requirements:
 - a. Construction Benchmark (submitted when applying for permit)
 - b. Tops of Forms (submitted prior to getting a Pre-Pour 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 including servitudes, right of ways, and easements
 6. Provide Home Owners Association Approval when applicable
 7. Permit fees are paid by check or money order ONLY
 8. Army Corp. Approval is required when driving piling within 1,500 feet of the Mississippi River Levee or 300 feet of (NOV) back levee canal.

MODULAR HOMES FOLLOW THE SAME REQUIREMENTS, BUT MUST ALSO SUBMIT REVIEW FROM THE THIRD PARTY INSPECTOR ON THAT PARTICULAR MODULAR. (REVIEW LETTER MUST INCLUDE THE INSPECTORS 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 review/approvals are completed by departments and plan reviewer)
 5. Process takes approximately 5-7 working days if no department review is needed
 6. Please have PLACARD visible on job site at all times
 7. You will be called to pick up permit ONLY if you have plans
 8. Keep the reviewed and returned plans on site at ALL times
 9. Address of site must be visible from road

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

333 F. Edward Hebert, Bldg 300, Belle Chasse, LA
(504) 934-6210

28082 Highway 23, Port Sulphur, LA
(504) 934-6310

APPLICATION FOR BUILDING AND CONSTRUCTION PERMIT

PLAQUEMINES PARISH DEPARTMENT OF PERMITS

Port Sulphur, Louisiana 70083

DIST. _____

Receipt No. _____

BUILDING PERMIT NO. _____

ZONING DISTRICT _____

Elec. Permit No. _____

Date _____

Gas Permit No. _____

Permit Fee \$ _____

Plumb. Permit No. _____

Permit Clerk _____

Heat Permit No. _____

COB _____ Folio _____ Tax Receipt No. _____

Refrig. Permit No. _____

FIA (FIRM) Zone _____ Panel No. _____

Required Base Flood Elevation _____

OWNER _____

ADDRESS _____

Phone No. _____

SOCIAL SECURITY NO. _____

Property Owner _____

Project Site _____

Directions to Site _____

TYPE OF CONSTRUCTION: Residential _____ Commercial _____ Industrial _____ Other _____

SPECIFIC PURPOSE: _____

No. of Persons _____ No. Stories _____ Bldg _____ Ft. Height _____ Fence _____ Ft. Height _____

FOUNDATION GRADE _____ FOUNDATION TYPE _____ CULVERT SIZE _____ PUBLIC SEWER _____ SEPTIC TANK _____

ROOF TYPE _____ ROOF FINISH _____ OUTSIDE WALL FINISH _____

PROPOSED ELEVATION OF FIRST FLOOR OF BUILDING _____

TOTAL SQ. FT. _____

CONTRACTOR _____

ESTIMATED VALUE _____

ADDRESS _____

ARCHITECT _____

CIVIL ENGINEER _____

PHONE NO. _____ LICENSE NO. _____

I certify that the construction or reconstruction for which this permit is issued, will be in accordance with the Building Code Ordinance No. 15, Ordinance No. 605 as amended, the Plaquemines Parish Flood Plain Management Ordinance, and any other ordinances governing construction or reconstruction of buildings and improvements in the Parish of Plaquemines. The undersigned acknowledges that this permit does not authorize construction or placement contrary to existing title restrictions or the Parish Zoning Ordinance No. 142..

APPROVED _____

DATE _____

OWNER OR AGENT _____

ANNEX "A" MUST BE COMPLETED BEFORE THIS APPLICATION WILL BE CONSIDERED.

PLEASE READ CAREFULLY THE IMPORTANT NOTES ON THE REVERSE SIDE OF THIS SHEET.

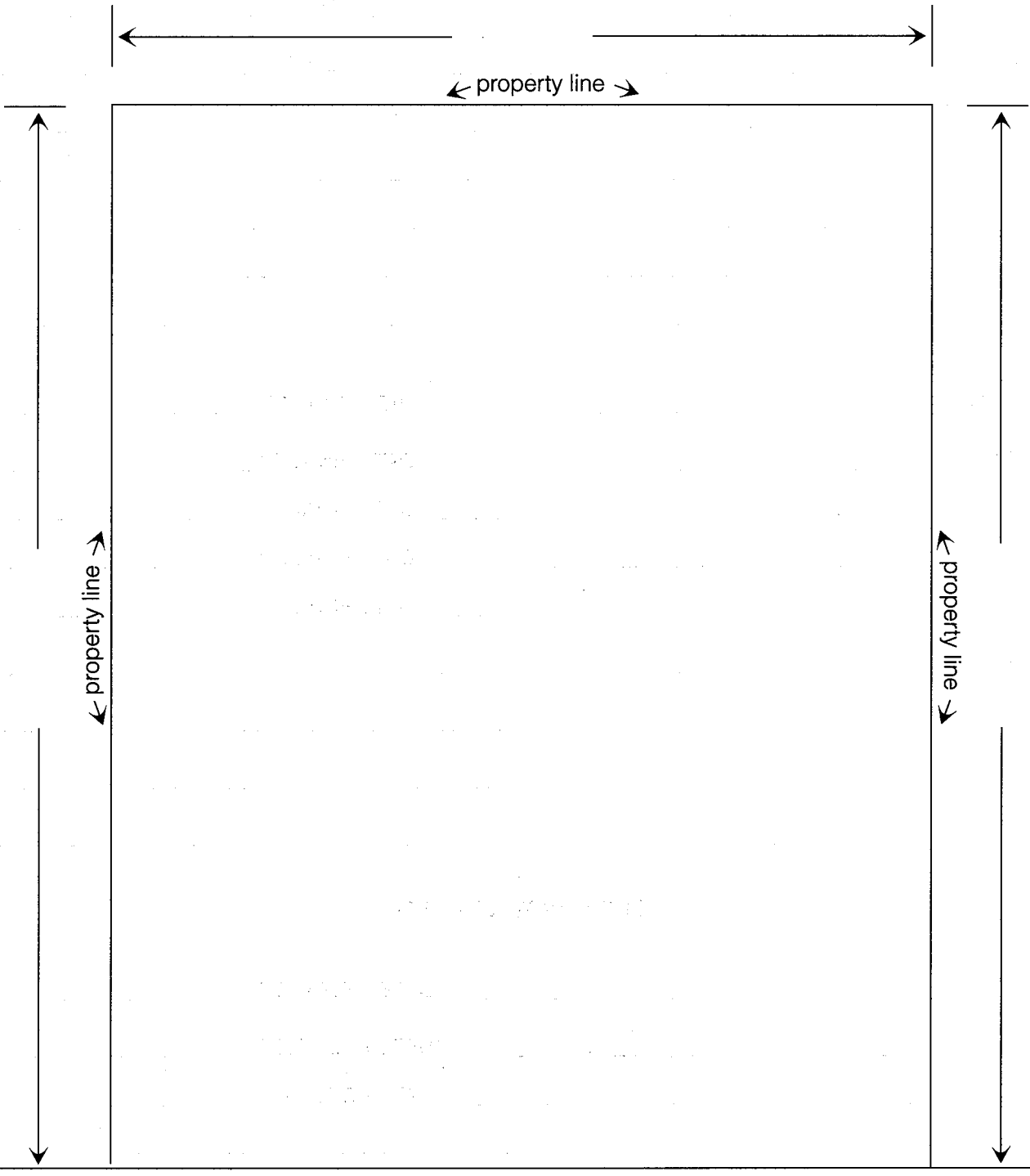
NOTE: THIS PERMIT WILL EXPIRE ONE (1) YEAR FROM THE DATE APPROVED.

ANNEX "A"

OWNER _____ BUILDING PERMIT NO. _____

IS THIS A CORNER LOT? YES NO DATE _____

DRAW PLOT PLAN: A separate application must be made for each proposed structure. Include all existing structures along with proposed structure. If commercial or industrial, designate proposed parking area and loading area.



(Street)

Front of Lot

Approved _____ Date _____ Owner or Agent _____

NOTE: Permit for Building and Construction will expire one (1) year from date of approval.