

**Plaquemines Parish Department of Permits**  
**Procedures for Construction Permit**

- I. Permit application must include:
  1. Plaquemines Parish Construction Application
    - a. Both pages completely filled out
    - b. Print & sign name at bottom right-hand corner of pages
  2. Vicinity map
  3. Complete set of detailed drawings
  4. Permit fees (See attached Ordinance Nos. 03-77 & 03-109)
  5. Copy of cash sale (If property has been purchased within the past year), lease or consent from landowner
  6. Applicant or Agent needs to contact the State of Louisiana for state and federal approvals.
    - a. Corps of Engineers (504-862-2255)
    - b. Dept. of Natural Resources (225-342-7591)
    - c. Dept. of Transportation & Development (225-388-0491)
    - d. Dept. of Environmental Quality (225-219-5337)
    - e. Dept. of CPRA (225) 342-7308
  7. Permit fees are paid by check or money order.
- II. Permit processing includes:
  1. Permit application is typed into computer database.
  2. Copy of application is sent to (7) Parish Department Supervisors for approval.
    - a. Safety Department
    - b. Health Department
    - c. Engineering Department
    - d. Director of Operations
    - e. Mineral Department
    - f. Flood Control
    - g. Land Department ( Needs a copy of state and federal approvals, before giving individual approval)
  3. Once all approvals are sent by supervisors, the permit is prepared to go before Council. (Meetings are every 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month.
  4. Once the permit is approved by the Council, there is a waiting period for the resolution. (Approx. 4-6 weeks)
  5. A verbal can/will be given to start the work. At least 24 hour notice must be given before equipment is moved on the job site and notification of completion is required.
  6. Once the resolution is received, a copy of the permit will be mailed or picked up, if specified.
  7. **You must post your placard and keep it away from moisture**

**NO WORK IS TO COMMENCE UNTIL A CONSTRUCTION  
PERMIT IS APPROVED FROM THE OFFICE**

#### CONSTRUCTION PERMIT FEES

*\$8.00 per \$1,000.00 of estimated cost of residential construction, which shall include dredging, bulkheads, erosion control structures, wharves, and all such similar construction. The maximum fee for a petroleum related residential construction permit shall be \$900.00*

*\$18.00 per \$1,000.00 of estimated cost of commercial construction, which shall include dredging, bulkheads, erosion control structures, wharves, and all such similar construction. The maximum fee for a petroleum related commercial construction permit shall be \$1,800.00.*

*\$2160.00 shall be collected for specifically mineral construction permits, which shall include dredging, installation of pipelines, drilling activities, construction of platforms, production facilities, bulkheads, erosion control structures, wharves, drilling work over operations and all such similar construction.*

(b) Beginning on January 1, 2021 and each subsequent year thereafter, building permit fees and construction permit fees shall be increased by an amount equal to the product of the fees established in Subsection (a) of this Section times a number equal to a percentage increase in CPI over a 12-month period, calculated by using the most recently published CPI and the CPI published 12 months earlier. "CPI" for this Section shall mean the Consumer Price Index for Urban Wage Earners and Clerical Workers (1982-1984=100), U.S. City Average, All Items, Not Seasonally adjusted as published by the United States Department of Labor, Bureau of Labor statistics of the United States Department of Labor.

(c) Building Permit applications shall expire one (1) year from the date of approval of the application, if the applicant fails to take any action. Expired applications shall be renewed not more than two (2) times, each renewal not to exceed one (1) year. The fee for any and all renewals shall be thirty-percent (30%) of the cost of the original permit application adjusted by the CPI. This paragraph shall not apply to non-building Construction permits."

#### SECTION 4

The Secretary of this Council is hereby authorized and directed to immediately certify and release this Ordinance and that Parish employees and officials are authorized to carry out the purposes of this Ordinance, both without further reading and approval by the Plaquemines Parish Council.

WHEREUPON, in open session the above Ordinance was read and considered section by section and as a whole.

Council Member Newberry seconded the motion to adopt the Ordinance.

The foregoing Ordinance having been submitted to a vote, the vote resulted as follows:

YEAS: Council Members John L. Barthelemy, Jr., Stuart J. Guey, Benedict Rousselle,  
Trudy Newberry, Carlton M. LaFrance, Richie Blink and Mark Cognevich

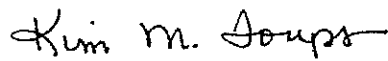
NAYS: None

ABSENT: Council Members W. Beau Black and Corey Arbourgh

PRESENT BUT NOT VOTING: None

And the Ordinance was adopted on this the 26<sup>th</sup> day of September, 2019.

I hereby certify the above and foregoing to be a true and correct copy of an Ordinance adopted by the Plaquemines Parish Council at a meeting held in the Pointe-a-la-Hache Courthouse Council Chambers, 18055 Highway 15, Pointe-a-la-Hache, Louisiana, on Thursday, September 26, 2019.



Secretary



# State of Louisiana

JOHN BEL EDWARDS  
GOVERNOR

## COASTAL PROTECTION AND RESTORATION AUTHORITY Letter of No Objection (LNO) Submission Requirements

**Please note: CPRA will only accept electronic submissions for permit requests. All requests must be sent to our processing inbox at [CPRArequest@la.gov](mailto:CPRArequest@la.gov). Please contact Rick Dugas, 337-482-0658 or [rick.dugas@la.gov](mailto:rick.dugas@la.gov), for general questions.**

It is the responsibility of the agent/applicant to submit the permit request to all regulatory agencies having jurisdiction over the proposed activity.

A Letter of No Objection (LNO) request submission to CPRA must include the following:

1. A dated written summary specifying the work to be performed, the agent and/or applicant's name, address, and daytime phone number and agent and/or applicant's email address. The LNO application must include all work and/or current installations that are located at the proposed work site.
2. A map incorporating a "North" arrow (to provide proper site orientation) must be included, clearly depicting the limits of the proposed work. All requests must include specific latitude and longitude coordinates, adjacent roadways, levee systems, waterways, section/township/range, and/or nearest levee station or river mile.
3. Proposed work and current installations must include distances from nearby levee systems (centerline of levee), the banks of adjacent waterways, public roadway rights-of-way, depths of borings or installations, and limits of excavation.
4. CPRA requires final work products. Final work products deemed necessary for the granting of an LNO associated with a project shall be stamped (construction ready, design, reports, as-built differing significantly from the final plans, etc.) by each professional engineer responsible for his or her relevant field of practice.
5. A project that requires a geotechnical analysis must be stamped by a Professional Licensed Civil Engineer registered in the State of Louisiana.
6. All topographical and bathymetric surveys must be stamped by a Professional Licensed Surveyor registered in the State of Louisiana.

For requests related to heavy hauls or soil drilling, please note the following additional information:

7. Heavy haul/levee crossing requests with loads greater than 72,000 pounds must include a slope stability analysis by Method of Planes (preferred by USACE) and/or Spencer's method. This work must be stamped by a Professional Licensed Engineer registered in the State of Louisiana. All electronic input data filed must be included.
8. USACE regulation ER-1110-1-1807, issued 31 December 2014, addresses drilling in dam and levee earth embankments and/or their earth and rock foundations.  
([http://www.publications.usace.army.mil/Portals/76/Publications/EngineerRegulations/ER\\_1110-1-1807.pdf](http://www.publications.usace.army.mil/Portals/76/Publications/EngineerRegulations/ER_1110-1-1807.pdf))

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APPLICATION FOR CONSTRUCTION PERMIT  
PLAQUEMINES PARISH DEPARTMENT OF PERMITS

RECEIPT NO. \_\_\_\_\_ PERMIT NO. \_\_\_\_\_

DATE: \_\_\_\_\_ PERMIT FEE: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ PERMIT CLERK: \_\_\_\_\_

APPLICANT \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE NO. \_\_\_\_\_

Type of Construction: Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Seismic \_\_\_\_\_

DESCRIPTION OF PROPOSED WORK:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOCATION OF PROPOSED WORK:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BASE OF OPERATION:

- (1) Location:
- (2) Phone No. at location:
- (3) Mailing address at location:
- (4) Agent in charge at base of operation:

**EXAMPLE  
INFORMATIONAL PURPOSE ONLY  
MUST FILE  
PERMIT  
IN THE OFFICE**

PROPERTY OWNER: \_\_\_\_\_

(Attach a copy of authorization from property owner)

LEASE OWNER: \_\_\_\_\_

(Attach a copy of authorization from lease owner)

ESTIMATED COST: \$ \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_

THIS APPLICATION WILL NOT BE CONSIDERED UNLESS ALL QUESTIONS ON THE APPLICATION AND ANNEX "B" ARE COMPLETED AND A COMPLETE SET OF PLANS AND SPECIFICATIONS OF THE PROPOSED WORK ARE ATTACHED.

**NOTICE:** THIS OFFICE MUST BE NOTIFIED NO LESS THAN 24 HOURS PRIOR TO THE TIME YOUR EQUIPMENT IS MOVED TO THE JOB SITE.

**EXAMPLE**

**INFORMATIONAL PURPOSE ONLY**

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_ AGENT OR REPRESENTATIVE (SIGNATURE) \_\_\_\_\_

NOTE: This permit will expire one (1) year from date approved.

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

# INFORMATIONAL PURPOSE ONLY

## ANNEX "B"

PLEASE ANSWER ALL QUESTIONS WHICH ARE APPLICABLE

(IF MORE SPACE IS NEEDED, ATTACH ANOTHER SHEET OF PAPER)

1. List number and type of earth moving equipment to be used in proposed work: (land or water, size, h.p., draft, bucket size, tonnage, boom length)
2. List number and type of barges to be used in proposed work:  
(size, draft, and type of use)
3. List number and type of work boats and tugs to be used in proposed work:  
(size, draft, horsepower of each)
4. Drilling operation: (location, depth of drilling, land or water rig)
5. Method and route of transporting equipment to location:  
(if water route, attach plat showing proposed route in red)
6. Attach drawing showing proposed location of rig and accessory buildings, oil pits, and any other related structures, showing the distance from such structures to highways, levees, drainage canals, buildings, or any other public improvements.
7. If this becomes a production well, show method of storage and transportation of raw materials.
8. Other information:

**EXAMPLE  
INFORMATIONAL  
PURPOSE ONLY  
MUST FILE  
PERMIT  
IN THE OFFICE**

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SPECIFICATIONS OR CONDITIONS OF PERMIT APPROVAL:

**EXAMPLE  
INFORMATIONAL PURPOSE ONLY  
MUST FILE  
PERMIT  
IN THE OFFICE**

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APPROVED

DATE

AGENT OR REPRESENTATIVE (SIGNATURE)