

# Requirements for Residential Permits

(Including Accessory Structures, Additions,  
New Residences, and Remodels)

***MUST BRING THE FOLLOWING TO PERMIT OFFICE TO  
RECEIVE PERMIT:***

- **Completed Permit Application** (from Permit Office or download from website)
- **Assessment #/Parcel #** (10 digit number from the Assessor's Office 985 809-8180/www.stassessor.org)
- **Legal Description of property** (title, deed, or cash sale)
- **Survey of the Property** (indicating Flood Zone – this is usually included in the paperwork in the act of sale)
- **Plot Plan** – a site plan which shows the property, the existing structures, and where any accessory structures will be. It also shows the setbacks from the property lines. This is usually generated from a survey of your property.
- **L.H.S. 47** – State Board of Health Permit to install an on site sewage disposal system – if installing one. (Dept. of State Health and Hospitals - (985) 893- 6296 or (985) 646-6448)
- **Completed Dept. of Engineering Residential Drainage Data Form** (Dept. of Engineering – 892-2552)
- **State Highway Dept. Approval** ( if access to the site is from a State controlled road)

- **Conditional Use, Administrative or Land Clearing Permits** (from the Dept of Planning – 898-2529)
- **Completed Sheriff’s Job Registration Form** (if the job totals \$20,000 or more)
- **Complete set of stamped plans** (unless building an accessory structure less than 500 square feet, then plans can be unstamped) – drawings created by a LA registered Architect or Civil Engineer showing name, address and phone number, and official stamp.

These include: **1. Foundation Plan** – shows how the building is supported, **2. Hurricane Strapping Details** – based on the Wind Speed Map of your area, which shows how the roof rafters are secured to the wall, and how the bottom plate of the wall is secured to the foundation. **3. Floor Plan**—a drawing of the floor plan showing all dimensions and use of all the spaces **4. Elevation Views**

- **FEES FOR PERMITS :**

New Construction --	\$105 +	.10 per square foot under beam
Additions --	\$ 80 +	.10 per square foot
Remodel --	\$ 75 +	5.00 per \$1000 of contract
Mobile Home --	\$ 85 +	.10 per square foot under beam
Plan Review --	\$ 50 +	.01 per square foot under beam