



**ST. JOHN**  
PLANNING & ZONING

**COMMERCIAL PERMIT APPLICATION**

TO SUBMIT APPLICATION ONLINE VISIT [WWW.MYGOVERNMENTONLINE.ORG](http://WWW.MYGOVERNMENTONLINE.ORG)

**OFFICE USE ONLY**

Permit No: _____	Date Requested: _____
Parcel #: _____	Council District / At Large: _____
Zoning District: _____	Historic District: Y / N      Design Rev. Corridor: Y / N
Lot, Sq., Subdivision: _____	

**APPLICANT INFORMATION**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY OWNER INFORMATION** (ALL owners must be listed and must sign)

Same as above? (circle one) **YES / NO** If **NO**, do you have a Letter of Authorization or signed Contract? **YES / NO**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRACTOR INFORMATION**

Business: \_\_\_\_\_ Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ License #: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY INFORMATION**

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

Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_

Parcel # (required): \_\_\_\_\_ Property Size (square feet): \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



**COMMERCIAL PERMIT APPLICATION**

**OFFICE USE ONLY**

Permit No: \_\_\_\_\_

**PLEASE DESCRIBE PROJECT IN DETAIL:**

\_\_\_\_\_

\_\_\_\_\_

Value: \$ \_\_\_\_\_ Square Footage: \_\_\_\_\_

**PLEASE CHECK ALL THAT APPLY**

<input type="checkbox"/> Renovation	<input type="checkbox"/> Electrical	<input type="checkbox"/> Demolition
<input type="checkbox"/> Generator	<input type="checkbox"/> Gas	<input type="checkbox"/> Elevation
<input type="checkbox"/> Solar Panels	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Other
<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Mechanical	

*Master permit: primary permit fees shall include the fees for sub-permits, provided that all applicable subcontractor qualifier signatures are on the application and plans include the details of all subcontractor work. Failure to include the required information at the time of application shall require that a separate permit be issued with the appropriate fees being charged to the applicant. Current registration/license, when applicable, is required at the time of submittal.*

PERMIT TYPE	BASE FEE	INSPECTION	TECH FEE	TOTAL
Generator	\$1000	-	\$10	\$1010
Demolition	\$50	\$50	\$10	\$110
Parking Lot	\$1 per 500 sq. ft.	\$50	\$10	TBD
Solar Panel Installation	\$500	-	\$10	\$510
Trade (Gas, Generator, Mech., Plumbing)	\$125	-	\$10	\$135
Renovation	\$0.25 x sq. ft. (\$500 min)	\$50	\$10	TBD
Elevation	\$750	\$50	\$10	\$810

*NOTE: St. John the Baptist Parish has not examined nor reviewed the title of any portion of land in this application, or any restrictive covenants or restrictions placed on said property. Any action of the Parish in this matter does not: (1) imply that the applicant's title or ownership is valid, (2) that there are or are not any restrictive covenants or other restrictions on said property, or (3) that any restrictive covenants or restrictions that may be on said property are enforceable or are not enforceable.*

*NOTE: Within sixty (60) days of submission of minimum application requirements, this application will become null and void. By signature of this application, the applicant agrees and understand that all permit fees are non-refundable.*

*NOTE: All fees will be doubled for all after-the-fact permits and when information provided on an application is falsified. All fees are non-refundable.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



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Permit No: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS**

- Completed and signed application.
- Signed contract.
- Recorded copy of Act of Sale, Judgment of Possession, or Deed to the property, and lease (if applicable).
- Payment of Fees, payable by credit card, check or money order to: "St. John Parish Council".

**AS NEEDED SUBMITTAL REQUIREMENTS**

- Letter of No Objection from the Pontchartrain Levee District and/or Lafourche Basin Levee District, U.S. Army Corps of Engineers (MVNLeveePermits@usace.army.mil), and Office of Coastal Protection and Restoration (CPRArequests@la.gov) if work is within 1500' of the mainline Mississippi River levee, or if otherwise applicable.  
**Levee Districts: West bank – 225-265-7545/ East bank – 225-869-9721.**
- Copy of Contractor's License.
- Review and approval by the Floodplain Manager to determine compliance with the National Flood Insurance Program and SJBP Code of Ordinances.

*NOTE: Additional permits and/or approvals may be required, such as sign permit, sewer/water taps, road crossing permit, demolition permit, DEQ permit, etc.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



## COMMERCIAL PERMIT APPLICATION

### COMMERCIAL CONSTRUCTION INSPECTION GUIDELINES

SERVICE	AGENCY	PHONE
Temporary Power Pole	South Central	985-655-1070
In-ground plumbing/site de-grassing	South Central	985-655-1070
Foundation (pre-pour)	South Central	985-655-1070
Submit Under Construction Elevation Certificate, signed & stamped by a licensed land surveyor, if in a flood zone	Planning & Zoning	Submit in person, online, or by email
Preliminary Zoning/ <b>1st Inspection</b> : setbacks met, port-o-let on-site, dumpster/trash retention on-site	Planning & Zoning	985-651-5565
<b>ALL ABOVE REQUIREMENTS MUST BE MET AND APPROVED BY ST. JOHN THE BAPTIST PARISH PLANNING &amp; ZONING DEPARTMENT <u>PRIOR</u> TO POURING THE FOUNDATION.</b>		
SERVICE	AGENCY	PHONE
Electrical rough-in	South Central	985-655-1070
Plumbing top out	South Central	985-655-1070
Mechanical rough-in	South Central	985-655-1070
Framing	South Central	985-655-1070
Roof	South Central	985-655-1070
Insulation	South Central	985-655-1070
Final Electrical/Final Gas/Final Plumbing	South Central	985-655-1070
Attic Insulation	South Central	985-655-1070
Final Building (Certificate of Compliance)	South Central	985-655-1070
First sewer inspection: inspection of <b>uncovered</b> lines after connection to the public sewer system	South Central	985-655-1070
Second sewer inspection	South Central	985-655-1070
Finished Construction Elevation Certificate - signed & stamped by a licensed surveyor if in a flood zone	Planning & Zoning	Submit in person, online, or by email
Final Zoning / <b>2nd Inspection</b> : port-o-let removed, debris removed, no damage to street/curb/public area, driveway & sidewalk installed & approved	Planning & Zoning	985-651-5565

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



## COMMERCIAL PERMIT APPLICATION

### FLOOD ELEVATION ACKNOWLEDGEMENT

I, the undersigned, do hereby acknowledge that I have been advised that the proposed structure is located in a Special Flood Hazard Area, as determined by the Federal Emergency Management Agency (FEMA). I have been advised of the minimum elevation of this/these structure(s) as determined on the Flood Insurance Rate Map (FIRM). I further understand that ALL structures MUST be constructed at or above the required base flood elevation. This includes attached and detached structures, air conditioning units, water heaters, washing machines, and dryers.

In order to ensure that all Floodplain Regulations are met I understand that I MUST submit to the Department of Planning & Zoning a Building Under Construction Elevation Certificate (Forms Elevation) **PRIOR** to pouring concrete foundation (slab on grade foundation) or **PRIOR** to vertical construction after placement of piers or columns (elevated pier foundation). FAILURE TO SUBMIT THE REQUIRED INFORMATION WILL RESULT IN A STOP WORK ORDER BEING PLACED AGAINST FURTHER CONSTRUCTION ACTIVITY UNTIL REQUIRED INFORMATION IS SUBMITTED TO THE DEPARTMENT OF PLANNING & ZONING AND APPROVED.

I also understand and acknowledge that a Finished Construction Elevation Certificate MUST be submitted to the Department of Planning & Zoning once the construction is complete, all machinery and/or equipment such as furnaces, hot water heaters, heat pumps, air conditioners, elevators and their associated equipment have been installed and the grading around the building is complete. A Certificate of Occupancy will not be issued until ALL required documentation is received and approved by the Department of Planning & Zoning.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



## COMMERCIAL PERMIT APPLICATION

### COASTAL ZONE MANAGEMENT ACKNOWLEDGEMENT

In accordance with Louisiana Revised Statute 49:214.21 et seq., the State of Louisiana administers a Coastal Zone Management Program in order to protect, develop, and restore the resources of the state’s coastal zone. Because the entirety of St. John the Baptist Parish lies within the state-defined coastal zone, any work that involves the placement of fill/slab, site clearance, dredging, or other related activity must be approved by issuance of or exemption from a Coastal Use Permit. Other activities regulated through a Coastal Use Permit include subdivisions, drainage facilities, and energy infrastructure.

In order to streamline the Coastal Use Permit determination process, applicants may submit a Joint Permit Application to determine if a proposed project requires a Coastal Use Permit or a United States Army Corps of Engineers 404 Permit. If you need any assistance filling out your Joint Permit Application, please contact the Louisiana Department of Natural Resources Office of Coastal Management at 225-342-0884. You can find the Joint Permit Application online at the following websites:

[http://workflow.dnr.state.la.us/sundown/cart\\_prod/pkg\\_dnr\\_wf.initiate](http://workflow.dnr.state.la.us/sundown/cart_prod/pkg_dnr_wf.initiate)

<http://dnr.louisiana.gov>

### ACKNOWLEDGEMENT

I, the undersigned, acknowledge that I have been advised of the State of Louisiana’s Coastal Zone Management program and understand that a Coastal Use Permit and/or United States Army Corps of Engineers 404 Permit may be required for work within the state-defined Coastal Zone. Further, I understand and acknowledge that I am solely responsible for fines and penalties if my proposed project is found to be in violation of the State of Louisiana’s Coastal Zone Management Program and Section 404 of the Federal Clean Water Act.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date