



RESIDENTIAL PERMIT APPLICATION

TO SUBMIT APPLICATION ONLINE VISIT 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: _____

Parcel ID #: _____

Property Size (square feet): _____

Applicant's Signature

Date



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PLEASE DESCRIBE PROJECT IN DETAIL:

Value: \$ _____ Square Footage: _____

PLEASE CHECK ALL THAT APPLY

- | | | |
|--|---|------------------------------------|
| <input type="checkbox"/> Accessory Building | <input type="checkbox"/> Pool / In Ground | <input type="checkbox"/> Culvert |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Pool / Above Ground | <input type="checkbox"/> Gas |
| <input type="checkbox"/> Renovations / Re-Roof | <input type="checkbox"/> Addition | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Mechanical | <input type="checkbox"/> Relocation / Elevation | <input type="checkbox"/> Generator |

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	\$200	-	\$10	\$210
Addition	\$0.45xsq.ft (\$500 min)	\$50	\$10	TBD
Minor Renovation (under \$5000)	\$25	\$50	\$10	\$85
Minor Renovation (\$5000-\$10000)	\$100	\$50	\$10	\$160
Major Renovation (\$10001 and above)	\$200	\$50	\$10	\$260
Re-Roof	\$50	-	\$10	\$60
Accessory (one or more walls)	\$0.23xsq.ft (\$75 min; \$500 max)	\$50	\$10	TBD
Accessory (no walls < than 500 sq. ft.)	\$75	\$50	\$10	\$135
Accessory (no walls > than 500 sq. ft.)	\$200	\$50	\$10	\$260
Attached Patio Cover	\$75	\$50	\$10	\$135
Demolition	\$50	\$50	\$10	\$110
Structure Elevation	\$500	\$50	\$10	\$560
Structure Relocation	\$250	\$50	\$10	\$310
Trade	\$125	-	\$10	\$135
Above Ground Pool (\$0-\$5000)	\$25	\$50	\$10	\$85
Above Ground Pool (\$5000-\$10000)	\$100	\$50	\$10	\$160
Above Ground Pool (\$10001-above)	\$200	\$50	\$10	\$260
In Ground Pool	\$200	\$50	\$10	\$260

Applicant's Signature

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SUBMITTAL REQUIREMENTS

- Completed and signed application.
- Recorded copy of Act of Sale or Deed to the property.
- One complete set of construction plans, including site plan, which indicates all dimensions, building setbacks, and parking spaces, etc., 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.
- Review and approval of Floodplain Manager **ONLY** if in an AE or VE flood zone. Plans will be reviewed to determine compliance with National Flood Insurance Program regulations.
- Copy of contract and contractor's license, if applicable.
- Culvert Permit Fee Estimate, if applicable (contact Public Works at 985-652-4815 for estimate).

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.

Applicant's Signature

Date



RESIDENTIAL PERMIT APPLICATION

RESIDENTIAL 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/ 1st Inspection : setbacks met, port-o-let on-site, dumpster/trash retention on-site	Planning & Zoning	985-651-5565
ALL ABOVE REQUIREMENTS MUST BE MET AND APPROVED BY ST. JOHN THE BAPTIST PARISH		

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
sewer inspection: inspection of uncovered 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 land surveyor, if in a flood zone	Planning & Zoning	Submit in person, online, or by email
Final Zoning/ 2nd Inspection : 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