



ST. JOHN
PLANNING & ZONING
PERMIT APPLICATION

Permit No: _____	Date Requested: _____
Zoning District: _____	
OFFICE USE ONLY	

APPLICANT INFORMATION:

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

PROPERTY OWNER INFORMATION:

Same as above (circle one) **YES / NO**

If no, do you have a Letter of Authorization or a signed Contract? **YES / NO**

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

CONTRACTOR INFORMATION:

Name: _____

Mailing Address: _____ License No.: _____

Phone: _____ Email: _____

LOCATION OF WORK:

Address: _____

Applicant's Signature

Date



ST. JOHN
PLANNING & ZONING
PERMIT APPLICATION

PLEASE DESCRIBE PROJECT IN DETAIL:

Project Value: \$ _____ Square Footage: _____

Please check all that apply:

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

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 appropriate fees being charged to the applicant. Current registration/license, when applicable, is required at the time of submittal.

Permit Type	Permit Fees
Detached accessory structure without walls	\$75 if less than 500 sq. ft.; \$200 if over 500 sq. ft.
Detached accessory structure (1 or more walls)	\$0.23 per square foot (\$75 min.; \$500 max; no fee if less than 200 square feet)
Renovations	Minor under \$5,000....\$25 plus trades Minor \$5,000 to \$10,000....\$100 plus trades Major \$10,001 and above....\$200 plus trades
Trade permits	\$125 each
Zoning inspection fee	\$50
Technology fee	\$10
3/4" water meter deposit	\$50
3/4" water meter connection fee	\$750

Applicant's Signature

Date



ST. JOHN
PLANNING & ZONING
PERMIT APPLICATION

REQUIRED SUBMITTAL DOCUMENTS:

- _____ 1. Completed and signed application.
- _____ 2. Copy of Deed / Act of Sale to property (recorded copy only).
- _____ 3. One complete set of construction plans, including site plan, which indicates all dimensions, building setbacks, and parking spaces, etc., if applicable.
- _____ 4. **Payment of fees – payable by check, money order or credit card. See page 2 for table of common fees.**

AS-NEEDED SUBMITTAL DOCUMENTS:

- _____ 1. 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 (CPRA – CPRArequest@la.gov) if work is sub-surface and within 1500’ of the mainline Mississippi River levee, or if otherwise applicable. **(Levee Districts: Westbank – 225-265-7545/ Eastbank – 225-869-9721).**
- _____ 2. Review and approval by the Floodplain Manager **ONLY** if in an AE or VE flood zone. Plans will be reviewed to determine compliance with National Flood Insurance Program regulations.
- _____ 3. Copy of contract and contractor’s license, if applicable.
- _____ 4. Culvert Permit Fee Estimate, if applicable (contact Public Works at 985-652-4815 for estimate).

Applicant’s Signature

Date

Within sixty (60) days of submission of minimum application requirements, this application will become null and void. By signature of this application, applicant understands that permit fees are non-refundable.