

ST. JOHN

THE BAPTIST PARISH

PLANNING AND ZONING
102 E. Airline Highway, LaPlace, Louisiana, 70068
(985) 651-5565 Fax (985) 653-9808

SINGLE-FAMILY RESIDENTIAL NEW CONSTRUCTION PERMIT APPLICATION

PERMIT #: _____	DATE REQUESTED: _____	ZONING DISTRICT: _____	
COUNCIL DISTRICT: _____	DIVISION: _____	FLOOD ZONE: _____	BFE: _____
(OFFICE SECTION)			

APPLICANT(S): _____

APPLICANT MAILING ADDRESS: _____

APPLICANT PHONE #: _____ APPLICANT EMAIL: _____

PROPERTY OWNER(S): _____

OWNER MAILING ADDRESS: _____

OWNER PHONE #: _____ OWNER EMAIL: _____

CONTRACTOR: _____ LICENSE #: _____

CONTRACTOR ADDRESS: _____

CONTRACTOR PHONE #: _____ CONTRACTOR EMAIL: _____

CONSTRUCTION ADDRESS: _____

SUBDIVISION: _____ LOT #: _____ SQUARE #: _____

PARCEL #: _____ PROPERTY SIZE (SQUARE FEET): _____

LIVING AREA (SQ. FT.): _____ ACCESSORY AREA (SQ. FT.): _____ TOTAL AREA (SQ. FT.): _____

VALUE OF STRUCTURE: \$ _____ CORNER LOT: _____ YES _____ NO

MAX. HEIGHT OF STRCTURE(S) _____ ANY STRUCTURES CURRENTLY ON THE PROPERTY? _____

IF YES, ARE THEY TO BE DEMOLISHED PRIOR TO CONSTRUCTION? _____

ADDITIONAL COMMENTS: _____

Applicant Signature

Date

SUBMITTAL REQUIREMENTS:

- _____ 1. Completed and signed application.
- _____ 2. Copy of Deed/Act of Sale to property.
- _____ 3. Land survey, if available.
- _____ 4. One complete set of construction plans **(11"x17" size)**, including site plan that indicates all actual dimensions, building setback dimensions, parking spaces **(2 required)**, and driveway. Plans MUST contain a statement that indicates the building codes the structure was designed to and that structure was designed to meet the 120mph wind load requirement. **(See attached "New Residential Permit Plan Submittal Checklist")**
- _____ 5. Letter of No Objection from the Pontchartrain Levee District and/or Lafourche Basin Levee District, U.S. Army Corps of Engineers, and Office of Coastal Protection and Restoration **ONLY** if work is deeper than 2' into the ground **AND** within 1500' of the mainline Mississippi River levee. **(Westbank – 225-265-7545/ Eastbank – 225-869-9721)**
- _____ 6. Grade Certificate/Benchmark Certificate signed and dated by a licensed land surveyor **ONLY** if in an AE or VE flood zone. Also, a VE Design Certificate signed by a registered professional engineer or architect, if in a VE flood zone.
- _____ 7. Copy of contractor's license, if applicable.
- _____ 8. Health Department approval, if applicable, for On-Site Wastewater Treatment Systems.
- _____ 8. Payment of fees **(check or money order only made payable to St. John the Baptist Parish Council)**
 - Permit fee- Residential new construction: **\$0.45 per square foot**
 - Planning & Zoning Inspection fee: **\$50.00**
 - Technology fee: **\$10.00**
 - Wastewater fee--**\$750.00 (FOR NEW INSTALLATIONS)**
 - ¾" Residential Water Fees:
 - Meter deposit-**\$50.00**
 - Connection fee-**\$750.00**
 - 1" Residential Water Fees:
 - Meter deposit-**\$150.00**
 - Connection fee-**\$1000.00**
 - ¾" Irrigation Water Fees: **(BACKFLOW PREVENTION DEVICE REQUIRED)**
 - Meter deposit-**\$25.00**
 - Connection fee-**\$750.00**

***NOTE-Additional permits may be required, such as culvert permit, road crossing permit, demolition permit, etc.**

Applicant Signature

Date

CONSTRUCTION SITE REQUIREMENTS:

During construction the owner or contractor shall have the following on site:

- 1) A port-o-let for use by workers on the project.
- 2) A dumpster of suitable size to contain trash and waste material from the construction site in order to eliminate jobsite trash and materials from spilling or blowing over into surrounding properties. If the owner or contractor has two or more jobsites adjacent to each other, one dumpster and port-o-let may be shared by the said job-sites, at the discretion of the parish building inspector.
- 3) The contractor or owner may, in lieu of a dumpster, erect a screened-in area or other trash retaining structure on-site so as to contain trash until proper disposal is possible.
- 4) The building permit placard shall be posted and shall remain visible from the roadway.
- 5) The approved set of plans must be on-site during the entirety of the construction project.

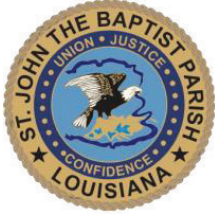
MUNICIPAL ADDRESS:

St. John the Baptist Parish Code of Ordinances, Section 36-6.-Uniform numbering system.

- a.) The residents and commercial establishments must place their municipal numbers as close as possible to the front entrance of their house, apartment, or business.
- b.) The numbers must be of a size four inches or larger and of a color that is easy to distinguish from the street.
- c.) The placing of numbers on a U.S. mail receptacle located some distance from the house or business will not suffice the purpose or intent of this section although such markings are duplication since the mailing address and house location are the same.

Applicant Signature

Date



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CERTIFICATE OF NON-OCCUPANCY AS PER ORDINANCE 86-78

I hereby certify that the single family residence under construction or completed, but not occupied, at the address listed below qualifies for a waiver of the monthly garbage service charge. I further certify that I will advise the St. John the Baptist Parish Utilities Department when this single-family residence no longer qualifies for the exemption, and that I am aware that the penalty for violating the ordinance is a fine of not more than \$500.00 or, by imprisonment of not more than (30) thirty days, or both.

Name on Account

Account Number

Service Address

Applicant Signature

Received By

Date



ST. JOHN

THE BAPTIST PARISH

Single-family Residential New Construction Inspection Guidelines

You must call for an inspection during each phase of construction.

1. Temporary power pole **CALL 1-985-655-1070 (SOUTH CENTRAL)**
2. In-ground plumbing/site de-grassing **CALL 1-985-655-1070 (SOUTH CENTRAL)**
3. Foundation (pre-pour) **CALL 1-985-655-1070 (SOUTH CENTRAL)**
4. "Building Under Construction" Elevation Certificate, signed and stamped by a licensed land surveyor, if in an AE or VE flood zone. **SUBMIT CERTIFICATE TO PLANNING & ZONING**
5. Planning & Zoning 1st inspection: **CALL 985-651-5565 (PLANNING & ZONING)**
 - Setbacks met
 - Port-o-let on site
 - Dumpster on site OR screened-in area to retain trash

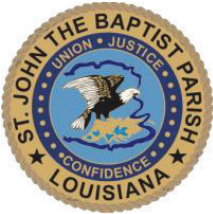
ALL OF THE ABOVE REQUIREMENTS MUST BE MET AND APPROVED BY ST. JOHN THE BAPTIST PARISH DEPARTMENT OF PLANNING & ZONING PRIOR TO POURING THE FOUNDATION.

6. Electrical rough-in **CALL 1-985-655-1070 (SOUTH CENTRAL)**
7. Plumbing top out **CALL 1-985-655-1070 (SOUTH CENTRAL)**
8. Mechanical rough-in **CALL 1-985-655-1070 (SOUTH CENTRAL)**
9. Framing **CALL 1-985-655-1070 (SOUTH CENTRAL)**
10. Insulation **CALL 1-985-655-1070 (SOUTH CENTRAL)**
11. Final electrical **CALL 1-985-655-1070 (SOUTH CENTRAL)**
12. Final mechanical **CALL 1-985-655-1070 (SOUTH CENTRAL)**
13. Final plumbing **CALL 1-985-655-1070 (SOUTH CENTRAL)**
14. Attic Insulation **CALL 1-985-655-1070 (SOUTH CENTRAL)**
15. Final building (Certificate of Compliance) **CALL 1-985-655-1070 (SOUTH CENTRAL)**
16. First sewer inspection: inspection of uncovered lines after connection to the public sewer system. (see attached sewer specifications) **CALL 985-651-6800 (UTILITIES DEPARTMENT)**
17. Second sewer inspection **CALL 985-651-6800 (UTILITIES DEPARTMENT)**
18. "Finished Construction" Elevation Certificate, signed and stamped by a licensed land surveyor, if in an AE or VE flood zone **SUBMIT CERTIFICATE TO PLANNING & ZONING**
19. Planning & Zoning 2nd inspection: **CALL 985-651-5565 (PLANNING & ZONING)**
 - Construction debris removed from property
 - Port-o-let removed from property
 - No construction related damage to street/curb or other public property
 - Driveways & sidewalks installed and approved

ALL OF THE ABOVE REQUIREMENTS MUST BE MET AND APPROVED BY ST. JOHN THE BAPTIST PARISH DEPARTMENT OF PLANNING & ZONING BEFORE THE CERTIFICATE OF OCCUPANCY WILL BE ISSUED.

Applicant Signature of Acknowledgement

Date



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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 insure 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.

CONSTRUCTION ADDRESS

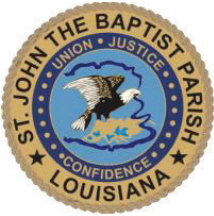
PERMIT NUMBER

APPLICANT SIGNATURE

DATE

PERMIT CLERK SIGNATURE

DATE



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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 address:

http://workflow.dnr.state.la.us/sundown/cart_prod/pkg_dnr_wf.initiate or at

<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 Signature

Date



South Central Regional Construction Code Council

5058 W. Main Street Houma, Louisiana 70360
P.O. Box 1870, Gray, Louisiana 70359
Toll Free at 1-866-95-PERMIT or (985) 655-1070

MyPermitNow.Org

**New Residential / Residential Additions / Res Accessory / Renovation
Permit Plan Submittal Check List**

Project Type: New Residential, Residential Addition, Res Accessory or Renovation

Applicable Building Codes:

- IRC 2015 International Residential Code (Excluding Chapter 11 “Energy Efficiency”)
- IRC 2009 International Residential Code Chapter 11 “Energy Efficiency” Only
- IBC 2015 International Building Code (where applicable)
- NEC 2014 National Electric Code
- ICC 600 2014 ICC Standard for Residential Construction in High-Wind Regions
- WFCM 2015 Wood Frame Construction Manual for One and Two Family Dwellings
- LSUCC LAC 17:I.Chapter 1- Louisiana State Uniform Construction Code & Amendments (Formerly LAC55:VI.301.A)
- .

Provide the following items for plan review where applicable:

NOTE: Use this check list for One- and Two-Family Dwellings and Townhouses. More than Two-Family dwellings (i.e. apartments) use commercial plan submittal check list. Townhouses are the exception to having more than Two-Family Dwellings regulating per IRC in that they can be a group of 3 or more attached units in which each unit extends from foundation to roof and with a yard or public way on at least two sides. Also note, detached storage sheds and/or garages are regulated as “Residential Accessory Structures”. All others (i.e. homes, habitable pool houses, mother in-law suites, etc...) are regulated as New Residential.

NOTE: For construction other than new residential or additions (i.e. renovations), only those areas below describing the scope of work will be applicable.

Building Plans:

 Site Plan

Site plan shall include:

- Distances of the proposed building from interior property lines
- Location/distances of other existing building relative to new proposed building

(Note: Any Residential structure less than 5 feet from an interior property line will require a minimum 1 hour

rated exterior wall. See requirements for fire walls under "Floor Plan" requirements.)

Floor Plan

Floor plans shall include the following:

- ___ Room names and/or uses;
- ___ Additions (if applicable): If permit is for a residential addition, then plan documents shall include names of existing rooms and/or uses. Plans for addition shall also include "Before and After" floor plan layout of existing parts of building (i.e. walls or windows to be removed and/or relocated).
- ___ Door and Window locations & sizes;
- ___ Type and locations of any required fire resistance rated construction used in the project. If proposed project is not using prescriptive designs as allowed per IBC chapter 7, and identified as such, then applicant and/or designer shall identify the listed tested assemblies, from an approved testing agency, used to achieve the fire resistance rating of the proposed construction (UL, ETL, FM, GA, WP, WH, etc.) including joints in the assemblies. *(All Two Family dwellings [duplexes] shall have a minimum 1 hour separation between each unit from floor to roof decking. All town houses shall have a minimum 2 hour fire separation wall with no plumbing or mechanical in wall from floor to roof decking.)*

Elevation drawing

Elevation drawings shall include:

- ___ Vertical distance from grade to the average height of the highest roof surface;
- ___ Vertical distance from each floor to each ceiling plate height. (Note: Wall heights between floor and ceiling plate greater than 10 feet required design/seal/signature by registered architect or engineer.)
- ___ Opening locations;
- ___ For 140mph V-ult / 110mph V-asd wind zones and above, documents should clearly identify methods used for opening protection (i.e. single plywood panel alternative (1st and 2nd Stories only) or Large Missile Impact Glazed window)

Electrical drawing

Electrical drawings shall include general lighting and outlet locations. Drawings may be diagrammatic only in nature for most projects. Professional design may be required for larger projects with complex electrical requirements.

Mechanical drawing

Mechanical plans (HVAC) shall include at a minimum an approved HVAC ACCA Manual J, Manual S Compliance Report and Manual D. Manual D duct layout drawing which is produced by the Manual D software shall include duct sizes.

HVAC ACCA MANUAL J, MANUAL S Compliance Report, AND MANUAL D reports shall be submitted to and approved by this office prior to beginning any mechanical work. Whether this report is provided and approved prior to issuing permit or after permit has been issued, any changes made on the project not correctly reflected in the above noted Manual's, shall be re-submitted (in its entirety) and approved before continuing work on mechanical system (i.e. changes in type insulation, R-values used, changes in un-vented attic vs. vented attic, type or size of equipment as noted on Manual S) [IRC M1401.3 and M1601.1].

Energy Details

- ___ Plans shall include details to type and R-value of insulation to be used in walls, ceilings and floors (as applicable). Minimums R-13 walls, R-30 ceiling, R-13 floors (where applicable).
- ___ Spray Foam Insulation (if applicable): IF SPRAY FOAM IS TO BE USED OR SPRAY FOAM IS LATER DECIDED TO BE USED AFTER PERMIT APPROVAL AND START OF CONSTRUCTION, THEN APPLICANT/CONTRACTOR SHALL RESUBMIT NEW HVAC ACCA MANUAL J, S and D

COMPLIANCE REPORTS. NEW COMPLIANCE REPORTS SHALL INDICATE THE USE (I.E. WALL, CEILING, RAFTERS, VENTED OR UNVENTED ATTIC APPLICATION) AND TYPE OF SPRAY FOAM INSULATION. APPLICANT/CONTRACTOR SHALL ALSO PROVIDE PRODUCT INFORMATION AND/OR ICC ES REPORT NUMBER FOR VERIFICATION OF PRODUCT USE AND R-VALUE THICKNESS REQUIREMENTS PRIOR TO INSTALLATION AND INSPECTION.

___ **Plumbing Plan** (*recommended but not necessary for one- and two-family dwellings and/or townhomes*)

___ **Structural Plan**

Structural plans and/or architectural plans shall include the following:

___ Gravity and Wind design criteria

___ Floor live loads

___ Roof Live load

___ Basic windspeed (V-*asd*) design of proposed construction (*must meet minimum design wind speed for location*)

___ Wind Exposure Category

___ Metal Building Manufacturer's erection drawings (*where applicable*)

Note: Metal building manufacture's drawings maybe supplied after permit issuance prior to foundation pre-pour inspection provided you supply a "Design Load Certification Letter" from the manufacture within plan documents.

___ **Foundation Plan**

Foundations for Metal Buildings shall be designed/signed/sealed by registered architect or engineer. All Residential accessory buildings (site built or pre-fab) shall be supported on and anchored to a permanent foundation system (i.e. poured concrete spread footings, monolithic slab etc.) when greater than 300 square feet. Residential accessory structures less than 300 square feet shall properly anchored per pre-fab manufacturer and/or building code requirements for ground anchors. Note: Maximum soil bearing capacities for prescriptive designs assumed 1500psf. All raised building foundation systems greater than 36 inches or pile supported foundations shall be designed/signed/sealed by registered architect or engineer.

Foundation drawing shall include the following:

___ Foundation types, locations, sizes, depths, shapes, thicknesses, and materials (piers, piles, footings, walls, slabs, etc);

___ Specifications for the type, mix ratio, and minimum compressive strength of concrete (where applicable)

___ Reinforcing details, specified strength or grade, placement and sizes;

___ Imbedded anchoring locations, size and depth;

___ Slab layout for recesses, void, and other irregularities;

___ **Framing/Building/Wall section plans**

Framing/Building/Wall section plans shall include the following details:

___ Floor and roof framing plans (as applicable);

___ Structural members - Materials used, Sizes, and spacing;

___ Main Wind Force Resisting System- Sufficient detail provide to demonstrate that the structure has been designed to withstand the indicated design loads;

___ Locate lateral bracing, ties, clips, sheathing or other elements and materials used to reinforce or otherwise provide stability to the structure and provide continuous path for loads from roof to grade.

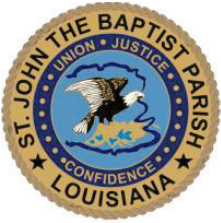
___ Anchorage details. Indicate types, locations, sizes and spacing;

___ Design loads must be included within the construction documents in a manner such that the design loads are clear for all parts of the structure. (see wind and gravity requirements above)

- ___ Wall sections of each bearing wall condition, interior and exterior, to indicate a continuous load path through the structure from the roof to the foundation at each condition;
- ___ Drawings should clearly indicate the components required to resist wind forces and to achieve the required “continuous load path” from roof peak to foundation anchorage.
- ___ Structural members identified;
- ___ Materials provided;
- ___ Dimensions provided;
- ___ Light Frame (wood) construction – Plans are required to be signed/sealed by an architect or engineer with specific framing and bracing details when roof pitches exceed 12 on 12 or exterior wall heights exceed 10 feet between floor and ceiling plate heights.

The following items may not always be required to be provided within the plan drawings but will reduce plan review turnover time and reduce problems during field inspection if indicated on the drawings and made aware to owner/contractor:

- ___ Windows in rooms used for sleeping indicated to meet minimum emergency escape and rescue opening sizes per IRC 310.
- ___ Windows indicate correct design pressure ratings (i.e. DP/HR rating) for proposed wind speed location. (*Note: Window DP/HR AAMA Manufacturer’s sticker shall remain on windows until verified by inspector.*)
- ___ Garage doors (*as applicable*) indicate correct design pressure ratings and/or design wind speed for proposed wind speed location on plan. (*NOTE: Applicant will be required to provide garage door specs upon framing or final inspection if not already attached to door.*)
- ___ Protection of openings required in “Wind Borne Debris Regions” (140mph V-ult / 110mph V-asd or greater). Method provided to be indicated as either Large Missile Impact glazing or approved window covering complying with ASTM E 1996 and ASTM E 1886 or substituted with 7/16” wood structural panel with a maximum span of 8 feet [IRC 301.2.1.2]. Panel shall be pre-cut to match the framing surrounding the opening containing the product with the glazed opening. Panels shall be predrilled as required for the anchorage method and shall be provided with the attachment hardware per IRC Table R301.2 (2) or ASCE 7 upon inspection. NOTE: 7/16 wood structural panel cannot substitute the required design load performance requirements (DP/HR rating). Plywood alternative only allowed were a single 4 X 8 sheet can cover the entire opening.
- ___ Plans should indicate correct insulation to be used and if later changed after permit and start of construction to spray foam, then applicant/contractor shall notify building code inspection department (SCPDC) of those proposed changes (SEE SPRAY FOAM REQUIREMENTS UNDER ENGERGY REQUIREMENTS ABOVE).



ST. JOHN

THE BAPTIST PARISH

Department of Public Utilities

1801 W. Airline Highway, LaPlace, Louisiana, 70068
(985) 651-6800 Fax (985) 651-7731

SEWER INSPECTIONS FOR NEW INSTALLATIONS

SEWER INSPECTIONS:

A **FIRST INSPECTION** of sewer lines is required once you connect to the public sewer system, but before you cover the sewer lines. After your sewer line has been inspected and backfilled, you must call the Utilities Department for a **SECOND INSPECTION**. The **SECOND INSPECTION** is to verify that you have installed a sewer box level to the ground at final grade over the 4-inch check valve (*box optional*), 4-inch cleanout (*box optional*), and 6-inch cleanout (*box required*). The property must be to final grade when installed.

INSPECTION DEFINITIONS:

FIRST INSPECTION- Inspection of uncovered lines after connection to the public sewer system.

SECOND INSPECTION- Inspection for box covers level to the ground at final grade. Property must be to final grade when installed.

**PLEASE CALL THE UTILITIES DEPARTMENT AT (985) 651-6800 TO
SCHEDULE A SEWER INSPECTION.**