



ST. JOHN
PLANNING & ZONING

**COMMERCIAL / INDUSTRIAL
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



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PROJECT DETAILS:

Are there any structures currently on the property? *(Please circle one)*: **YES / NO**

If **YES**, are they to be demolished prior to construction? *(Please circle one)*: **YES / NO**

Proposed use: _____

For requested **potable water meters**, provide the size of the potable line *(if applicable)*: _____

For requested **irrigation water meters**, provide the size of the irrigation line *(if applicable)*: _____

For requested **fire line taps**, please provide the size of the fire line *(if applicable)*: _____

For **new sewer taps**, list number of employees per 8 hour shift: _____

Project Value: \$_____ Gross Square Footage: _____

Note: St. John the Baptist Parish has not examined nor reviewed the title of any portion of land indicated on 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. Further, by signature of this application, applicant understands that permit fees are non-refundable.

Applicant's Signature

Date



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REQUIRED SUBMITTAL DOCUMENTS:

- _____ 1. Completed and signed application.
- _____ 2. Copy of Deed/Act of Sale to property (recorded copy only) and lease, if applicable
- _____ 3. Detailed set of complete plans – one hard copy and digital copy, if available. Please contact South Central Planning for any building code review questions at 985-655-1070.
 - Plans must include entire scope of work and details including utility connections, site plan showing setbacks, landscaping, parking, etc. to verify compliance with Parish regulations.
- _____ 4. Office of State Fire Marshal approval for **life safety only** required. Contact (225) 925-4911 or submit online at sfm.dps.louisiana.gov.
- _____ 5. Wastewater User Application completed, signed, and submitted with \$100.00 fee to the Department of Utilities at 434 Elm Street, Laplace. (Check or Money Order only).
- _____ 6. **Payment of fees.** Planning and Zoning will determine the fee schedule for your project, including, but not limited to:
 - Permit fee - New construction is calculated at \$0.50 per square foot. Renovations at \$0.25 per square foot. Trade permits fees are included in these rates; i.e. are **not** calculated separately. Minimum permit fee is \$500.00. \$500 fee re-roof and solar installations.
 - Planning & Zoning Inspection Fee - \$50.00 / Technology Fee - \$10.00
 - Additional fees required for new water/sewer installations

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, and Office of Coastal Protection and Restoration (CPRA) if work is 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.
- _____ 3. Copy of contract and contractor's license, if applicable.
- _____ 4. Health Department approval, if applicable. Contact (985) 536-3535 to determine applicability.
- _____ 5. Culvert permit, if needed. Contact Department of Public Works (985) 652-4815.
- _____ 6. Stormwater Pollution Prevention Plan (SWPPP) / Stormwater Management Plan (SWMP) for sites greater than 1 acre in size.
- _____ 7. DOTD approval, if project is located on a state highway. Please contact (985) 375-0100 to determine applicability and submit plans.

<p>Army Corps of Engineers: MVNLeveePermits@ usace.army.mil</p> <p>CPRA: CPRArequest@la.gov</p>

Note: additional permits and/or approvals may be required, such as sign permits, road crossings, demolition permits, DEQ permit, Certificate of Appropriateness, etc.