



ST. JOHN
PLANNING & ZONING

COMMERCIAL PERMIT APPLICATION

TO SUBMIT APPLICATION ONLINE VISIT WWW.MGOCONNECT.ORG/CP/PORTAL

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



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PLEASE DESCRIBE PROJECT IN DETAIL:

Value: \$ _____ Square Footage: _____

PLEASE CHECK ALL THAT APPLY

| | | |
|---------------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Renovation | <input type="checkbox"/> Electrical | <input type="checkbox"/> Re-Roof |
| <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 |
| Parking Lot | \$1 per 500 sq. ft. | \$50 | \$10 | TBD |
| Solar Panel Installation | \$500 | - | \$10 | \$510 |
| Trade (Gas, Mechanical, Plumbing) | \$125 | - | \$10 | \$135 |
| Renovation | \$0.25 x sq. ft. (\$500 min) | \$50 | \$10 | TBD |
| Elevation | \$750 | \$50 | \$10 | \$810 |
| Re-Roof | \$500 | \$50 | \$10 | \$560 |

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.

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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".
- Office of State Fire Marshal approval for **life safety only** required. Contact (225) 925-4911 or submit online at sfm.dps.louisiana.gov.

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.
- Health Department approval, if applicable call (985)444-5639.
- 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/ 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 PLANNING & ZONING DEPARTMENT <u>PRIOR</u> TO POURING THE FOUNDATION. | | |
| 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 Insultation | South Central | 985-655-1070 |
| Final Building (Certificate of Compliance) | South Central | 985-655-1070 |
| First 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 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

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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 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.

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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 websites:

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