JACLYN HOTARD
Parish President

CONNIE POWELL, JD
Director

ST. JOHN
PLANNING & ZONING

RESIDENTIAL 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: _____

Parcel ID #: _____

Property Size (square feet): _____

_____ _____
Applicant's Signature Date

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PLEASE DESCRIBE PROJECT IN DETAIL:

_____

_____

Contract Value: $_____ Square Footage: _____

PLEASE CHECK ALL THAT APPLY

☐ Accessory	☐ Gas	☐ Pool
☐ Addition	☐ Mechanical	☐ Elevation/ Relocation
☐ Renovation	☐ Plumbing	☐ Re-Roof
☐ Generator	☐ Electrical	☐ 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 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
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
Accessory (< 200 sq. ft.) no utilities	$0	$50	$10	$60
Accessory (200 sq. ft. or greater; one or more walls)	$0.23 x sq. ft. ($75 min; $500 max)	$50	$10	TBD
Accessory (200 to 500 sq. ft.; without walls)	$75 plus trade fees	$50	$10	$135
Accessory (> than 500 sq. ft.; without walls)	$200 plus trade fees	$50	$10	$260
Attached Patio Cover (Aluminum only)	$75	$50	$10	$135
Demolition	$50	$50	$10	$110
Generator	$200	-	$10	$210
In Ground Pool	$200	$50	$10	$260
Minor Renovation ($0- $5000)	$25	$50	$10	$85
Minor Renovation ($5000-$10000)	$100	$50	$10	$160
Major Renovation ($10001 and above)	$200	$50	$10	$260
New Construction/Addition	$0.45 x sq. ft.	$50	$10	TBD
Re-Roof	$50	-	$10	$60
Structure Elevation	$500	$50	$10	$560
Structure Relocation	$250; + trades	$50	$10	$310
Trade	$125	-	$10	$135

_____ _____
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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 and building setbacks.

☐ 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***.

☐ Completed Assessor's Form, if applicable.

☐ Review and approval of Floodplain Manager to determine compliance with the National Flood Insurance Program and SJBP Code of Ordinances.

☐ 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.

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.

_____ _____
Applicant's Signature Date

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RESIDENTIAL INFORMATION FOR ASSESSOR'S OFFICE

By order of the Regular Session of the Louisiana Legislature, R.S. 47:1957(B) was amended by Act 829, St. John the Baptist Parish Assessor's Office is now required to have the following information on all permits located in the parish:

Name of property owner: _____

Address: _____

Living Area (square feet): _____

# of Bedrooms: _____ # of Bathrooms: _____ # of Stories: _____

Heating and Cooling (circle one) : Central Window Space Wall

Fireplace: **YES / NO** If yes, how many? _____Garage: **YES / NO** if yes, square footage? _____

Construction Type (circle one): Slab Pier Combination

NOTE: All improvement projects will be reassessed by the Assessor's office and will result in an increase of taxes. For additional information please contact or visit the Assessor's Office.

_____ _____
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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 PLANNING & ZONING DEPARTMENT PRIOR 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
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