



## RESIDENTIAL NEW CONSTRUCTION PERMIT APPLICATION (SINGLE-FAMILY)

TO SUBMIT APPLICATION ONLINE VISIT [WWW.MGOCONNECT.ORG/CP/PORTAL](http://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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#### **PROJECT DETAILS**

1. Are there any structures currently on the property? (circle) **YES / NO**

If **YES**, are they to be demolished prior to construction? \_\_\_\_\_

2. Potable line water meter size requested: \_\_\_\_\_

3. Irrigation line water meter size requested: \_\_\_\_\_

4. Contract Value: \$ \_\_\_\_\_ Gross Square Footage: \_\_\_\_\_

5. Will construction require fill? (circle) **YES / NO**

If **YES**, what is the quantity (cubic yards)? \_\_\_\_\_

6. # of Bedrooms: \_\_\_\_\_ # of Bathrooms: \_\_\_\_\_ # of Stories: \_\_\_\_\_

7. Total Living Footage of New Construction: \_\_\_\_\_ Total Square Footage of Accessory/Garage: \_\_\_\_\_

8. Structure Dimensions

Height: \_\_\_\_\_

Length: \_\_\_\_\_

Width: \_\_\_\_\_

9. Setbacks

Front: \_\_\_\_\_

Rear: \_\_\_\_\_

Left Side: \_\_\_\_\_

Right Side: \_\_\_\_\_

10. Is a variance required? (circle) **YES / NO**

If **YES**, what type of variance? \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
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### 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 job sites adjacent to each other, one dumpster and port-o-let may be shared by said jobsites 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 four inches or larger and 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 meet the purpose or intent of these requirements.

*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: Additional permits and/or approvals may be required, such as sign permit, road crossing permit, demolition permit, DEQ permit, etc.*

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_



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#### **SUBMITTAL REQUIREMENTS**

- ☐ Completed and signed application.
- ☐ Recorded copy of Act of Sale, Judgment of Possession, or Deed to the property.
- ☐ Land survey.
- ☐ One (1) detailed set of complete construction plans (11"x17"), including site plan indicating all actual 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 120 mph wind load requirement (see attached New Residential Permit Plan Submittal Checklist). For plan review questions, please contact South Central Planning at 985-655-1070.
- ☐ Copy of Contractor's License.
- ☐ Completed Information For Assessor's Office Form.
- ☐ Health Department approval, if applicable call (985) 444-5639.
- ☐ Signed and Completed Public Works Inspection Form.
- ☐ Construction Drawing Elevation Certificate (*prior to permitting*).
- ☐ Under Construction Elevation Certificate and Form Survey (*prior to pouring foundation*).
- ☐ Final Elevation Certificate and Final Survey (*after completion*).
- ☐ Payment of fees, payable by credit card, check or money order to: "St. John Parish Council".

#### **AS NEEDED SUBMITTAL REQUIREMENTS**

- ☐ Signed contract.
- ☐ 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 - CPRArequests@la.gov) 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.***
- ☐ Drainage plan and Post Construction Survey if fill quantity exceeds four (4) cubic yards.
- ☐ Review and approval by the Floodplain Manager to determine compliance with the National Flood Insurance Program and SJBP Code of Ordinances.
- ☐ Utilities Inspection/Estimation Form (*water/sewer taps*).

#### **FEE SUMMARY**

- |                          |                     |
|--------------------------|---------------------|
| 1. Base                  | \$ 0.45/square foot |
| 2. Technology Fee        | \$10.00             |
| 3. Zoning Inspection Fee | \$50.00             |

*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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### 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, by imprisonment of not more than (30) thirty days, or both.

Name on Account: \_\_\_\_\_

Account Number: \_\_\_\_\_

Service Address: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By



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### RESIDENTIAL NEW CONSTRUCTION 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 new residential construction 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

Type of Home (circle one): Brick Brick/Siding Brick/Stucco Siding Wood Stucco Asbestos

Type of Roof (circle one): Composite Galvanize Painted Metal Aluminum Shingle Slate

Year Home was built: \_\_\_\_\_ Cost of Home: \_\_\_\_\_ Cost of Land: \_\_\_\_\_

*NOTE: All New Construction 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.*

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_



## RESIDENTIAL NEW CONSTRUCTION PERMIT APPLICATION (SINGLE-FAMILY)

### RESIDENTIAL NEW 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 and Form Survey, signed & stamped by a licensed land surveyor	Planning & Zoning	Submit in person, online, or by email
Preliminary Zoning/ <b>1st Inspection</b> : setbacks met, port-o-let on-site, dumpster/trash retention on-site	Planning & Zoning	985-651-5565
<b>ALL ABOVE REQUIREMENTS MUST BE MET AND APPROVED BY ST. JOHN THE BAPTIST PARISH PLANNING &amp; ZONING DEPARTMENT <u>PRIOR</u> TO POURING THE FOUNDATION.</b>		

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 Insulation	South Central	985-655-1070
Final Building (Certificate of Compliance)	South Central	985-655-1070
First sewer inspection: inspection of <b>uncovered</b> 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 and Final As-Built Survey, signed & stamped by a licensed land surveyor	Planning & Zoning	Submit in person, online, or by email
Final Zoning/ <b>2nd Inspection</b> : 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 \_\_\_\_\_



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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 Design 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.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date





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Date Requested: \_\_\_\_\_

Lot, Sq., Subdivision: \_\_\_\_\_

### 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://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



## RESIDENTIAL NEW CONSTRUCTION PERMIT APPLICATION (SINGLE-FAMILY)

### SEWER INSPECTION PROCESS & SPECIFICATIONS

#### PROCESS

**First Inspection** is required once connected to the public sewer system, but **before** covering the sewer lines. After the sewer line is inspected and backfilled, contact South Central for the Second Inspection.

**Second Inspection** is to verify the installation of the sewer box is 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.

**PLEASE CALL SOUTH CENTRAL AT 985-655-1070 TO SCHEDULE SEWER INSPECTIONS.**

#### SPECIFICATIONS

The following specifications shall govern the materials and methods to be employed in the installation of residential or commercial sewers and their tie-in to the sewer system.

##### **1. Intent:**

It is the intent of these specifications to insure tight workable sewers that will minimize infiltration and involve a minimum of maintenance on the part of both the property owner and the Utilities Department.

##### **2. Excavations:**

All excavations shall be carried to a depth and grade for bedding the bottom of the pipe barrel on undisturbed soil. If the trench is inadvertently cut too deep or to improper grade at any point the bottom shall be brought to proper grade for bedding the pipe with clam shells or a mixture of equal parts of river sand and clam shells. No excavated material or any material other than specified above shall be placed in the trench below the pipe. The width of the excavation should in no case exceed 18" at an elevation 6" above the top of the pipe.

##### **3. Pipe and fittings:**

Must be in accordance with the Louisiana State Plumbing Code, 2013 edition. No building sewer shall be less than 4 inches in size.

##### **4. Installation of Pipe:**

###### **4.1 Bedding:**

The pipe shall be bedded either on the undisturbed soil of the trench bottom or a bedding composed of river sand or a mixture of equal parts of river sand and clam shells. The trench bottom or bedding shall be relieved in way of each ball or coupling so that all weight is uniformly supported by the full length of the pipe barrel. As the laying of the pipe progresses select material from the excavation shall be worked around the pipe up to the centerline taking care to maintain the pipe alignment and grade.

###### **4.2 Laying and Jointing:**

**4.2-1** All pipe shall be laid true to line and grade in accordance with the La State Plumbing Code, 2013 edition.

**4.2-2** All water shall be excluded from the trench during laying and jointing.

**4.2-3** All changes in direction shall be made with "wye" and bend fittings providing a cleanout at each change of direction.

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**4.2-4** The use of cement mortar joints or joints using any rigid material is expressly prohibited. All joints shall be carefully made in strict accordance with the pipe manufacturer's instructions, taking special care to exclude all foreign material from the sealing surfaces and to fully seat each joint. If it is necessary to cut a length of pipe, the cut end shall be joined by a special adapter furnished by the pipe manufacturer for this express purpose. In connecting to pipe or joint of a different manufacturer, the connection shall be made by using an adapter supplied by that pipe manufacturer or as supplied by Fernco Joint Sealer Company or an approved equal and in all cases expressly designed by the manufacturer for the two pipes and joints involved.

**4.2-5** The actual connection to the sewer will be made through an increaser where required and a 6-inch "wye". From the outlet of the "wye" a 6-inch cleanout will be extended to within 6" of the ground surface. The cleanout and extension will not be installed until after the line has passed the **FIRST INSPECTION** from South Central.

**4.2-6** A 4 x 4 x 6 check valve must be installed within 3' from the house.

**4.2-7** A plastic or metal box must be placed over the 6-inch cleanout. The box must be plainly marked "sewer".

### 5. Traps and Vents:

To eliminate a potential hazard, the property owner shall insure and certify as a condition to receiving permission to tie into the sewer that all fixtures and particularly those with concealed piping such as tubs, showers, and washing machines are properly trapped and vented prior to connection to the sewer system.

### 6. Roof and Area Drains:

The property owner shall insure and certify as a condition to receiving permission to tie into the sewer system that no roof drains, swimming pools or other non-sanitary features are or will be connected in the sewer system.

### 7. Septic Tanks:

To eliminate a potential hazard, the property owner will insure and certify as a condition to receiving permission to connect to the sewer system that all septic tanks within ninety days will be pumped out and filled with river sand.

### 8. Inspection and Test:

Prior to backfill, the property owner shall call South Central to schedule the **FIRST INSPECTION**. The inspector shall walk the pipe to ensure that each length is firmly bedded and undisturbed by his weight on any portion of the pipe. The inspector may, admit a 3" diameter wooden ball through the cleanout at the house to check for adequate slope and freedom from obstructions. Evidence of any significant infiltration, failure to freely pass the ball, cracked pipe or fitting, improper bedding, improper joints and/or any deviation from these specifications will be grounds for rejection and refusal of connection to the sewer system until all deficiencies are corrected.

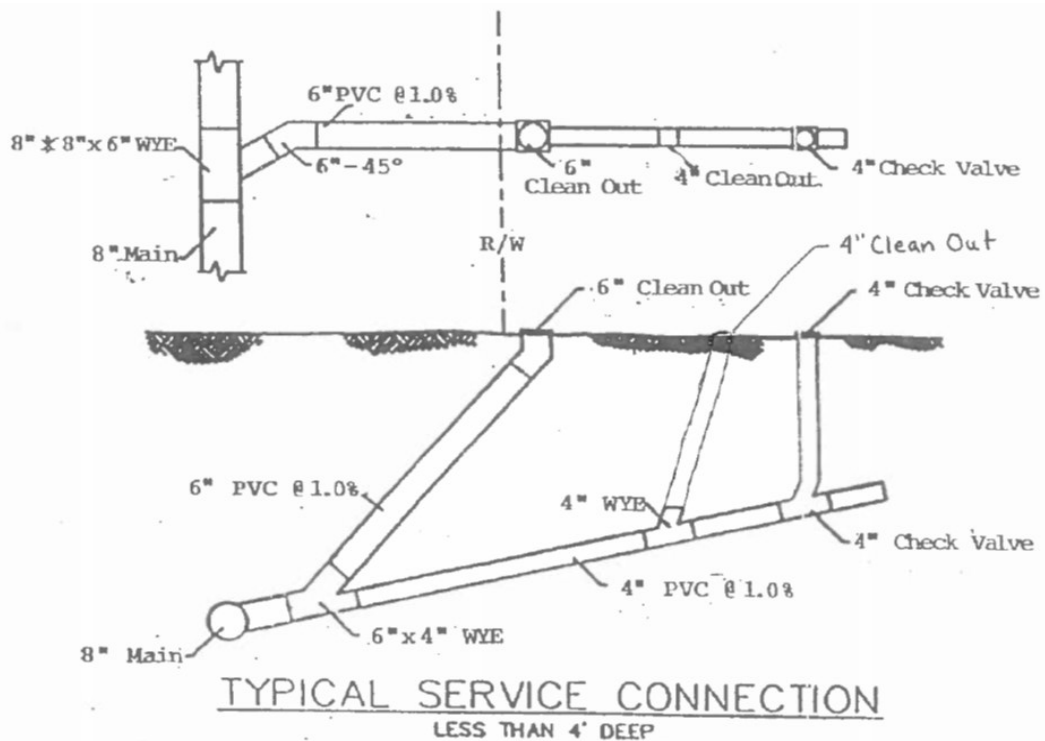
### 9. Backfill:

After the **FIRST INSPECTION** has been approved, the property owner shall backfill with selected material from the excavation and install the boxes at final grade. Once this is complete, the property owner shall call South Central Utilities for the **SECOND INSPECTION**.

#### PLEASE NOTE THE FOLLOWING:

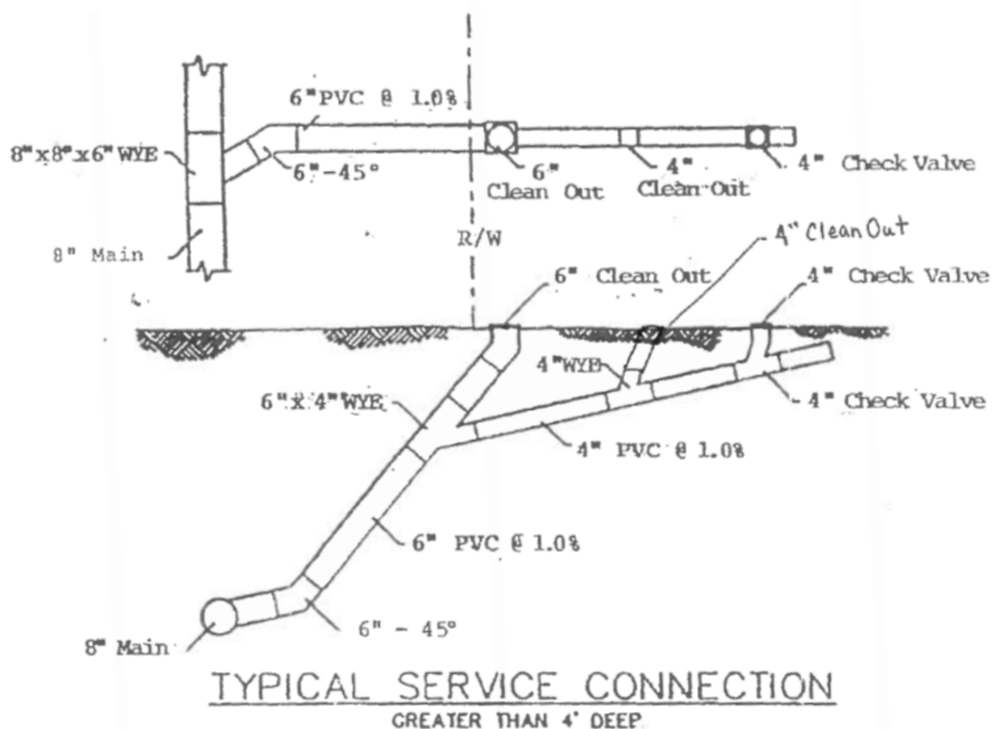
- Before backfilling, contact South Central to schedule the First Inspection.
- 6-inch clean out -45 degrees (*must be able to open box and access cleanout*).
- No 90 degree from house connection to check valve-must be two 45 degrees.
- 6-inch clean out — plastic or metal box (box is required).
- 4-inch check valve — plastic or metal box (box is optional).
- Additional 4-inch clean outs — plastic or metal box (box is optional).
- Boxes must be plainly marker "sewer" or nothing marked on it.
- Boxes marked "water" will be rejected.
- Metal ring is required if in the driveway.
- Parish maintains 6-inch cleanout. Customer maintains 4-inch check valve and 4-inch cleanout.

## CLEANOUT REQUIRED EVERY 45'



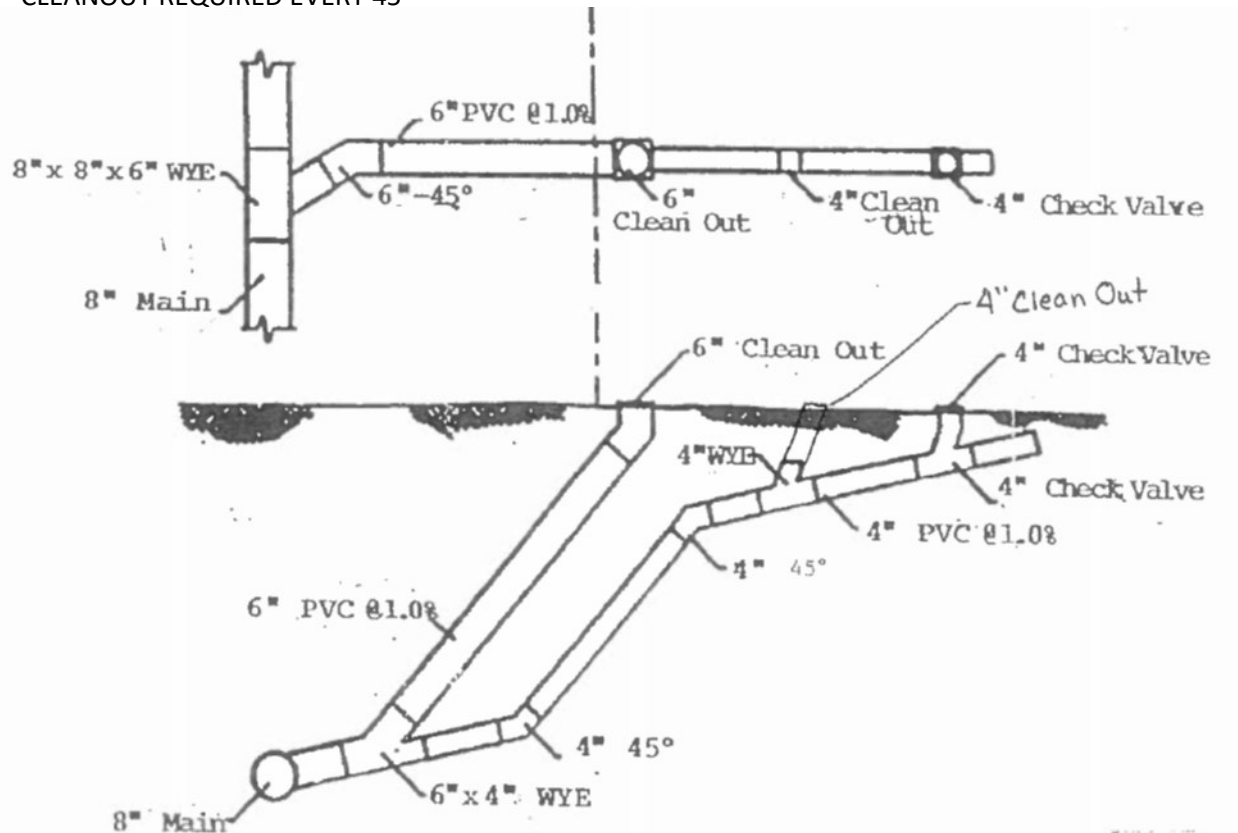
- 6" Cleanout = box REQUIRED! Boxes are optional on 4" cleanout & check valve.
- Parish maintains 6" cleanout. Customer maintains 4" check valve and 4" cleanout.

## CLEANOUT REQUIRED EVERY 45'



- 6" Cleanout = box REQUIRED! Boxes are optional on 4" cleanout & check valve.
- Parish maintains 6" cleanout. Customer maintains 4" check valve and 4" cleanout.

CLEANOUT REQUIRED EVERY 45'



### TYPICAL SERVICE CONNECTION

GREATER THAN 4' DEEP - ALTERNATE 1

Boxes are **required** on 6" cleanout. Boxes are **optional** on 4" cleanout and 4" check valve.

Parish maintains 6" cleanout. Customer maintains 4" check valve and 4" cleanout.