

JACLYN HOTARD
Parish President



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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COMMERCIAL ADDITION/ ACCESSORY/ 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 commercial construction located in the parish:

Name of property owner: _____

Address: _____

Square footage: _____

of Rooms: _____ # of Bathrooms: _____ # of Stories: _____

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

Construction Type (circle one): Slab Pier Combination

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

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

Year Building was built: _____ Cost of Building: _____ 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



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SUBMITTAL REQUIREMENTS

- Completed and signed application.
- Recorded copy of Act of Sale, Judgment of Possession, or Deed to the property, and lease .
- Signed contract.
- Copy of Contractor’s License.
- Office of State Fire Marshal approval for **life safety only** required. Contact (225) 925-4911 or submit online at sfm.dps.louisiana.gov.
- 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 detail including utility connections, site plan showing setbacks, landscaping, parking, etc. to verify compliance with Parish regulations.
- Payment of Fees, payable by credit card, check or money order to: “St. John Parish Council”.

AS NEEDED SUBMITTAL REQUIREMENTS

- Completed Information For Assessor’s Office Form *(required for renovations only)*.
- SWPPP *(see pages 15; 17-19 for additional information)*.
- Stormwater Management Plan *(see pages 15; 19-21 for additional information)*.
- Pre-Developed Site/Stormwater Drainage Plan and Proposed Site/Stormwater Drainage Plan *(see pages 15; 21-22 for additional information)*.
- 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.
- Health Department approval, if applicable call (985)444-5639.

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



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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

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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