

SAINT CHARLES PARISH

Department of Planning and Zoning

P.O. Box 302 (14996 River Road) • HAHNVILLE, LOUISIANA 70057
 (985) 783-5060 • (985) 783-5000 • FAX (985) 783-6447

PERMIT APPLICATION SINGLE FAMILY/DUPLEX RESIDENTIAL/MODULAR STRUCTURE

REV(8) 2/2015

PERMIT # _____	DATE REQUESTED _____
RECEIPT # _____	COUNCIL DISTRICT _____ ZONING DISTRICT _____
FLOOD ZONE _____	BFE _____ DFIRM _____
SEWER PERMIT#: _____	WATER PERMIT#: _____
PROPERTY ID#: _____	CULVERT PERMIT#: _____
(OFFICE SECTION)	

Permit Issuance hours are 8:30am to 3:00pm

CONSTRUCTION ADDRESS: _____

APPLICANT: _____ PHONE #: _____

MAILING ADDRESS: _____ E-MAIL _____

PROPERTY OWNER(S): _____ PHONE #: _____

MAILING ADDRESS: _____ E-MAIL _____

CONTRACTOR: _____ LIC. # _____ PHONE # _____

MAILING ADDRESS: _____ E-MAIL _____

ELEC. SUB-CON: _____ LIC. # _____ PLUMBING SUB-CON: _____ LIC. # _____

HVAC SUB-CON: _____ LIC. # _____ (license req. for projects exceeding \$10,000. This includes material & labor)

SUBDIVISION : _____ LOT #: _____ SQUARE/BLOCK #: _____

PROPERTY AREA (SQ. FT.): _____ CORNER LOT (Y/N) _____ # PARKING SPACES _____

OF STORIES _____ LIVING AREA (SQ. FT.): _____ ATTACHED ACCESSORY AREA (SQ. FT.): _____

DETACHED ACCESSORY BUILDING (SQ. FT.) _____ GENERATOR (Y/N) _____ TOTAL SQ. FT. : _____

ANY OTHER STRUCTURES ON PREMISES? _____ ESTIMATED VALUE OF STRUCTURE: _____

IF YES, ARE THEY TO BE DEMOLISHED PRIOR TO CONSTRUCTION? _____

COMMENTS _____

CHECKLIST FOR OBTAINING PERMIT:

- _____ 1. Application signed and dated by current owner.
- _____ 2. Copy of the deed or act of sale
- _____ 3. Survey and grade certificate of property signed and dated by a licensed land surveyor.
- _____ 4. One complete set of stamped construction plans including site plan indicating all building dimensions, setbacks, water drainage patterns, parking spaces driveway and sidewalks **(11"x17" preferred including digital copy)**
- _____ 5. Manual J with duct layout.
- _____ 6. Copy of sewer permit and/or Health Certificate. (Sewer Dept.) 985- 783-5100 (Health) 985-764-4376
- _____ 7. Copy of culvert permit, if required. (Public Works) 985-783-5102 or DOTD (504-437-3100) for state highways
- _____ 8. Copy of contract from a Portable Sanitary Facility and Construction Debris Removal provider.
- _____ 9. Proposed structures located within 1500 feet of the base of the levee must have approval letter from the Levee Board (East Bank. call 225-869-9721, West Bank call 225-265-7545)
- _____ 10. All plans must contain a statement that indicates the wind speed that the structure has been designed for and must also indicate what code was used for the design criteria as per IRC (International Residential Code) Chapter 3 R301.2.1.1 Design Criteria (as amended).
- _____ 11. Permit, plan review, and inspection fee paid in full as per schedule provided. Checks/Money Orders only.

BASIC CONSTRUCTION PROCEDURE

- Complete application with all required documentation must be submitted and fees paid for by check or money order.
- The application and building plans will be sent to the Building Official for review and approval according to the Louisiana Uniform Construction Code (as amended).
- Planning Department will contact the applicant when the permit is approved.
- The applicant shall sign the permit construction placard which will be issued by P&Z with a copy of the approved Construction Plan Review, notations and Construction Inspection Board.
- After obtaining permit, the Applicant shall post the Construction Inspection Board on the property. The board can be posted on the Temporary Power Pole.
- The Temp Pole must be inspected and approved prior to energy being released. **Call South Central Planning and Development Commission (SCPDC) at 985-655-1070 for inspections.**
- Applicant can proceed with construction of the foundation/forms and submit a FORMS SURVEY with the ELEVATION GRADE CERTIFICATE to the Planning Dept. for approval of setbacks and form(s) elevation.
- Then call SCPDC at 985-655-1070 for the pre-pour inspection and subsequent required code inspections which are identified on the approved permit document.
- Final Elevation Certificate or Grade Certificate must be submitted at completion
- Final Inspection for Compliance can be scheduled with SCPDC
- SCPDC issues a CERTIFICATE OF COMPLIANCE (COC)
- After approval of all required documentation a CERTIFICATE OF OCCUPANCY will be issued by the Planning Dept.

PERMIT TYPE	PERMIT FEE	PLAN REVIEW AND INSPECTION FEE
Residential--Single family and two family dwellings	\$400	\$0.36 per square foot under roof (12 inspections)
Residential detached accessory buildings	\$25	\$0.18/SF--\$60.00 min (6 inspections)
Each Additional Re-inspection		\$60.00

Contractors and homeowners have the option to use a **REGISTERED** third-party provider for building code plan review and inspections with SCPDC pre-approval.

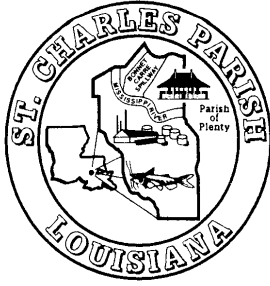
- (a) Fees when Third Party Providers are utilized. Plan Review and Inspection Fees shall apply when Third Party Providers are utilized and a discount may be provided so long as said discount does not exceed 40% of the standard Plan Review and Inspection Fee that would otherwise be charged to the applicant. In the instance that a Third Party Provider is used for plan review only, there shall be no discount. In the instance that the Third Party Provider is used for inspections only, the discount shall be no greater than 30% of the standard permit fee.

Registered Third-Party Provider Information:

Name: _____
 Location: _____
 Type of Registration: _____
 Phone Number: _____
 SCPDC approval date: _____

I hereby acknowledge issuance of a building permit does not release me from private subdivision restrictions or covenants which maybe on file at the St. Charles Parish Clerk of Courts Office (985-783-6632). I also have read and fully understand all items of this application and will comply with all occupancy/building requirements.

OWNER SIGNATURE: _____ DATE: _____
 APPLICANT SIGNATURE: _____ DATE: _____
 PERMIT SECTION SIGNATURE: _____ DATE: _____
 FEE AMOUNT PAID (LIST) _____ DATE: _____



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FLOOD ELEVATION ACKNOWLEDGEMENT

I (We) the undersigned, do hereby acknowledge that I (we) have been advised that my proposed structure is located in a Special Flood Hazard Area, as determined by the Federal Emergency Management Agency (FEMA). I (We) have been advised of the required minimum elevation of this (these) structures as determined on the Flood Insurance Rate Map (FIRM). I (We) further understand that ALL STRUCTURES, RESIDENTIAL AND NON RESIDENTIAL, MUST BE CONSTRUCTED AT OR ABOVE THE REQUIRED BASE FLOOD ELEVATION. THIS INCLUDES, BUT IS NOT LIMITED TO, ATTACHED AND DETACHED STRUCTURES, AIR CONDITIONING UNITS, WATERHEATERS, WASHING MACHINES, AND DRYERS, EACH STRUCTURE MUST HAVE ITS OWN ELEVATION CERTIFICATE.

In cases where an accessory structure (attached or detached) can not comply with the base flood elevation requirement, that portion below must be constructed in accordance with FEMA Technical Bulletins 1-93, 2-93, 3-93. These bulletins govern the flood proofing and structural requirements, as mandated by FEMA, for structures built below base flood elevation and are available from St. Charles Parish Department of Planning and Zoning.

Preliminary Certificate of Zoning Compliance will not be issued until all provisions of the aforementioned FEMA regulations are met.

In order to insure that all Floodplain Regulations are enforced I (We) understand that I (We) must provide a forms survey and an elevation BEFORE I pour concrete or proceed with construction of ANY portion of this structure(s). **FAILURE TO SUBMIT REQUIRED INFORMATION BEFORE POURING CONCRETE WILL RESULT IN A CEASE & DESIST ORDER PLACED AGAINST FURTHER CONSTRUCTION ACTIVITY UNTIL INFORMATION IS SUBMITTED TO THIS DEPARTMENT.**

Applicant Name (please print)

Applicant Signature

Date

St. Charles Parish Official

Permit #

DEVELOPMENT REQUIREMENTS ACKNOWLEDGEMENT

Please read and acknowledge the following requirements for single-family and two-family residential development pertaining to parking, sidewalks, and drainage:

- **PARKING**

- Any area where off-street parking is provided (including additional parking areas that are not required by this ordinance) must be surfaced with permanent dustfree paving, except for single-family residences in the O-L District, which must be surfaced with appropriate materials. (Section VIII.A.2.)
- An unenclosed off-street parking space is a paved area of not less than (8) eight feet, (6) six inches in width and (19) nineteen feet in length. (Section VIII.A.5.a.)
- Stacked parking may be allowed for residential structures. (Section VIII.A.6.)
- No parking spaces will be permitted on corner lots within (30) thirty feet of the intersection with said (30) thirty feet to be measured from the property corner along the front and side property lines. (Section VIII.A.7.)
- Single-family residences and two-family dwellings are required to have (2) two parking spaces per dwelling. (Section VIII.B.1.)

- **SIDEWALKS**

- Sidewalks shall be required along each side of all residential subdivision streets within the five-foot sidewalk servitude within the street rights-of-way. However, in open-swale drainage subdivisions, no sidewalks shall be required. (Appendix C., Section IV.E.1.)
- Required sidewalks shall be installed concurrent with the initial development of each lot of record, and shall be the responsibility of the owner-of-record at the time of that initial construction of the permanent residential improvements. (Appendix C., Section IV.E.1.)

(A copy of the sidewalk specifications can be obtained from the Department of Planning and Zoning.)

- **DRAINAGE IMPACT**

- The Louisiana State Civil Code specifically prohibits any alteration of the natural watercourse over any properties which would cause substantial damage to neighboring properties. Offending property owners would be liable for such actions within the state civil court system. Additionally, the St. Charles Parish Code of Ordinances states:
 - It shall be unlawful for any person to allow any fill material such as dirt, sand, gravel, etc., and/or any other material or debris, generated by property owner or hired commercial vendor, to be placed such that 1) its placement impedes flow in any drainage ditch or canal, or 2) it blocks flow into any catch basins or any other drainage infrastructure under the jurisdiction of the parish council. (Section 7-1.(a).)

Applicant Signature

Date

Construction Debris Removal Form (Per Ord. # 13-10-7)

Date: _____

Project type: _____

Project location: _____

Choose one of the following:

- Container:** I agree to provide a contract with a commercial container provider during the duration of the construction project. The container will be placed within the property boundaries and not interfere with vehicular sight lines. The container will be hauled to a State permitted disposal site.

Container Provider name: _____

Debris hauling contract provided _____ (Initial Planning Dept.)

- Daily haul off:** I agree to contain all construction debris in an approved container which will be hauled off **daily** to a State permitted disposal site during the duration of my commercial, residential or renovation project.

Debris vendors name: _____

State permitted disposal site: _____

- Minor residential:** I agree to dispose of all debris in a container which can be readily picked up by the garbage service.

I have read the following penalties involved with violating Ord. 13-10-7:

Failure to contain or haul off debris in accordance with agreement by any person or commercial vendor shall be convicted of a misdemeanor and violators upon conviction will incur penalties as defined in State Revised Statutes 14:100.1, penalty fine of not more than five hundred dollars (\$500.00) and/or imprisoned for not more than six (6) months, or restitution of costs incurred by the Department of Public Works as determined by the court for each offense.

Signed: _____ Date _____

Approved : _____ (Planning Dept.)