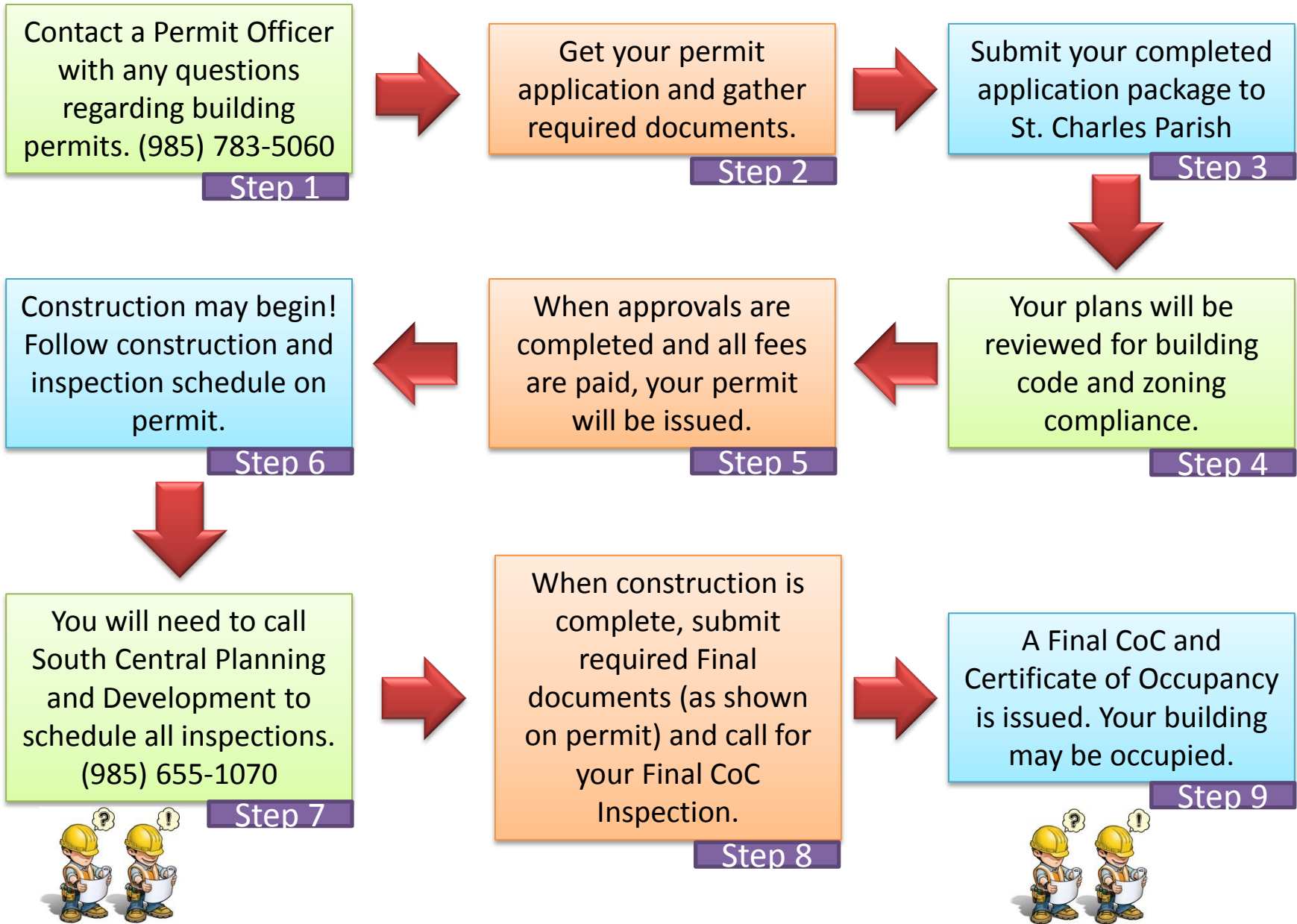




# St. Charles Parish Residential Permitting Process



# Residential Permitting Guide

## Information on who to contact, what is required, and when to file.

St. Charles Parish Department of Planning and Zoning (985) 783-5060

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### **\*\*This Permitting Guide provides further details of the steps outlined in the Permitting Flowchart\*\***

1. The applicant may contact a Permit Officer with any questions prior to obtaining an application for a building permit at 985-783-5060
2. An application is picked up from Planning and Zoning or is emailed to the applicant. This is the time to get all of the paperwork together for submittal. The necessary items for submittal are:
  - a. A copy of the deed to the property.
  - b. A survey with a grade certificate. The grade certificate will determine the height of the existing ground before construction.
  - c. A site plan. The Senior Permit Coordinator will approve the site plan. This ensures the proposed project will meet the minimum requirements necessary per the zoning ordinance.
  - d. Two sets of paper construction plans (no smaller than 11 X 17) along with a digital copy. These will be forwarded to South Central Development by Planning and Zoning for approval. Any building code questions should be directed to a South Central Development plan reviewer. The contact number is 985-655-1070.
  - e. A drainage plan drawn on the proposed site plan. This plan should show the proposed drainage pattern of the water runoff for the property after construction is complete. This is to verify that the water will not drain onto neighboring properties.
  - f. An approval letter is needed when the proposed construction is within 1500 feet of the levee. The Levee District will provide a letter for approval. The contact number is 225-869-9721 for the East Bank and 225-265-7545 for the West Bank.
  - g. A contract with a Sanitary Facility Vendor and Construction Debris Removal is needed. This ensures a restroom and a dumpster are on site.
  - h. Water and sewer permits are needed to apply for a permit. They can be applied and paid for through Planning and Zoning.
  - i. Department of Health sewer approval letter when applicable. This permit is needed when Parish sewer services are not available. This is to verify sewer services will be available when the structure will be occupied. The contact number is 985-764-4376.
3. When all of the above documents are collected, the permit can be applied for.

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4. Upon submittal the site plan is reviewed and a copy of the plan is uploaded to My Permit Now of Building Code review. The permit is paid for that this time. The permit fees are determined by the size of the home.
5. When Building Code approval is received and the site and drainage plans are approved, the permit may be issued.
6. Construction may begin. The inspection schedule is listed on the second page of the issued/signed permit. Please post the inspection board given when the permit was issued.
7. South Central Planning and Development must be contacted to schedule the inspections. These inspections must be completed to verify the structure is meeting building codes. Don't forget to call for the final CoC inspection!
8. Additional documents are needed when the construction is complete to close out the permit.
  - a. Final Fire Marshal
  - b. Final Drainage inspection
  - c. Final elevation
  - d. Final as built
9. **The Building is complete!! A final Certificate of Occupancy is issued.**