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**STEP # 2**

(a) Contact State Fire Marshal for approval of proposed plans for all non-residential development and apartments (225)925-4920 or 1-800-256-5452, and obtain written approval.

**STEP # 3**

(b) Apply at the Permit Office with the following:

1. Letter of approval from State Fire Marshal.
2. Three (3) sets of construction drawings.
3. Legal description of the property (i.e. survey, deed) which is the CASH SALE registered in the Clerk of Courts Office, showing the cost of the property.
4. Cost of development
5. Detailed floor plan (square footage)
6. Name of utility company that services your area
7. Elevation surveys, if applicable
8. Approval from the Health Unit on the sewage system (Health Unit, 337-948-0266)
9. Contact the Parish 911 office, (337) 948-9079 for an address

**FEES**

**Commercial Structures - Permits**

\$ 2.50 per \$1,000 - Minimum of \$ 50,000
Example: \$ 50,000 X 2.50 = \$ 125.00 Permit Fee

**Commercial Inspection Fees**

Up to 1200 sq. ft.	\$900.00
1201 - 6000 sq. ft.	\$1,800.00
Larger than 6000 sq. ft.	\$1,800.00 plus .20 for every sq. ft. over 6000

***What are elevation certificates?***

The Federal Emergency Management Agency (FEMA) provides a parish with a flood plain map. This map shows what property is in a flood zone B(500 year flood zone) and what is in flood zone A (100 year flood zone). If property is located in a flood zone B, flood insurance is not mandated by the Federal Government but is certainly available at lower rates. If the property is located in a flood zone A, the lowest floor of the home and equipment servicing the home must meet a base flood elevation requirement predetermined by FEMA or the Corp of Engineers. At time of permit purchase, a Flood Elevation Certificate will be issued and must be completed by a licensed surveyor or engineer. This form must be returned to the Police Jury Office before final approval is given. This practice is a requirement of the United States Federal Government in order for the citizens of St. Landry Parish- (City and Parish)- to purchase insurance against flood damage. If this is not enforced, the insurance will not be available to ANY citizen in the City or Parish. By Federal Law flood insurance coverage is a mandatory requirement for approval of loans. funding mortgages,, etc., within an "A flood zone".

***After I obtain my permit, what happens next?***

1. You will turn in a pink copy of permit to the Health Department and obtain requirements on sewer and water facility.
2. Temporary electrical service tags on new construction permits only will be issued by the Board of Health.
3. Electrical service tags for final power will only be issued when all of the following is returned to the Health Dept.
  - (a) elevation certificate (if applicable)
  - (b) ID tag and certification by installer.
  - (c) 911 address (911 office 337-948-9079).

***When is an Affidavit needed?***

Affidavits are issued for buildings existing prior to May 1980, which have not been remodeled, altered, or relocated: welding machines, security lights, water well, billboards, etc. Charge for an affidavit will be \$ 10.00 (ten) dollars cash.

**Affidavits are issued at no charge to:**

Occupants of residences and/or buildings destroyed by natural disaster (tornado, fire, windstorm, flood, hurricane, Etc.) will be granted a one-time exemption from having to install a new sewer system if the occupant applies for

a permit to replace an existing residence or building within one (1) year from the date of the loss, provided date of loss is verified and approved by the police jury and further that the occupant applying for a waiver is the same occupant that suffered the loss. They must provide either fire report, insurance report or sheriff report which verifies date of loss and cause.

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