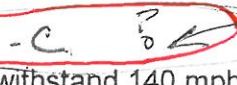



PLAQUEMINES PARISH GOVERNMENT

Procedures for Building Permit

"Permit Tech won't accept plans without all required information"

- I. Permit application must include:
 1. Plaquemines Parish Building Application
 - a. Both pages must be completely filled out .
 - b. Print and sign name on both pages at bottom right -hand corner .
 2. Two complete sets of detailed plans
 - a. Plans must be stamped and signed by Architect / Engineer
 - b. Plans must meet and state that they will comply with the 2006 IRC/IBC code
 - c. Plans must state wind exposure zone - C 
 - d. Plans must state that the building can withstand 140 mph winds
 - e. Plans must state that you will use either tempered glass windows, (workable shutters) or labeled plywood cut-outs 
 - f. Plans must have a site plan no larger than 8 1/2 x 14 ✓
 3. Copy of cash sale (If property has been purchased within the past year) and current survey with servitude(s) ✓
 4. Copy of elevation certificate ✓
 - a. Required - Plaquemines Parish line south to Walker Road & outside levee areas
 - b. Some areas may also apply
 5. **Address of site must be visible from road.**
 6. Owner acting as builder will be required to sign and notarize an affidavit provided by the permit office.
 7. Permit fees are paid by cash, check or money order.
- II. Permit processing includes:
 1. Permit application is typed into computer database.
 2. Plans must be reviewed by plans examiner
 3. If job site has sewer treatment plant, permit will be sent to Health Dept. for review and homeowner has to apply with Health Dept.
 4. Building Official signs permit for approval after:
 - a. Plans approved by plans examiner
 - b. If necessary, approval from Health Dept. and/or Council
 5. Once permit is signed by Building Official, a verbal can be given to start work and you will be called to pick up your permit and approved set of plans.
 6. **You must post your placard and keep it away from moisture.**
 7. **Keep stamped approved plans on job site.**
 8. Subcontractors must file own permits.

NO WORK IS TO COMMENCE UNTIL A BUILDING PERMIT IS APPROVED FROM THE PERMIT OFFICE

Department of Permits, Planning, & Zoning
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