



ST. TAMMANY PARISH

PATRICIA P. BRISTER
PARISH PRESIDENT

Revised 11/14/2016

REQUIREMENTS FOR RESIDENTIAL PLAN REVIEW

New Constructions, additions and remodel

- Completed Permit Application
- Assessment # / Parcel #(10 digit number from Assessor's Office 985-809-8180 www.stpao.org)
- Legal Description of Property (recorded copy of title, deed, cash sale)
- Survey of Property (shall indicate flood zone; submitted on 11"x17" format or smaller)
- Plot Plan (drawn to scale including proposed and existing structures and set back lines; electronic pdf format or 11"x17" format or smaller)
- State Board of Health: L. H. S. 47 permit to install on site sewerage disposal system for individual sewerage systems (985-893-6296)
- Department of Engineering: Completed Engineering Residential Permit Data Form 985-809-7448
- Development: Impact fees, Conditional Use, Administrative or Land Clearing Permits 985-898-2529
- Completed Sheriff's Job Registration Form (if job cost is \$20,000 or more)
- 911 Addressing (985-898-4911)
- Stormwater Agreement and Stormwater Site Plan
- Complete set of plans, foundation plans must be stamped by a Louisiana Licensed architect or engineer; preferably in electronic PDF format. (If the property is in a "V" Flood Zone, Every page of the plans are required to be stamped by a Louisiana Licensed architect or engineer)
 - All plans shall be site specific (lot # etc. included on plans)
 - All plans shall indicate Designer's name, address and phone number
 - All plans shall indicate design criteria and wind speed (structure specific) per 2009 IRC
- All Residential Contractors shall have a current registration with St. Tammany Parish Department of Planning & Development
- All Home Owner/Contractors shall have signed and notarized Louisiana State Homeowner affidavit (available in the Department of Planning & Development)

Fee Schedule (All fees are due at the time of application)

➤ New Construction	\$105.00 + 0.10 per sq ft (under beam)
➤ Addition:	\$80.00 + 0.10 per sq ft (under beam)
➤ Remodel:	\$75.00 + \$5.00/ \$1000.00 of contract amount
➤ Plan Review	\$50.00 + 0.01 per sq ft (under beam)
➤ Impact Fees	*contact the office to determine if applicable

DEPARTMENT OF PLANNING & DEVELOPMENT

P.O. BOX 628 | COVINGTON, LOUISIANA | 70434 | PERMITS@STPGOV.ORG | 985-898-2574 OR 985-646-4166

WWW.STPGOV.ORG



ST. TAMMANY PARISH
 PATRICIA P. BRISTER
 PARISH PRESIDENT

RESIDENTIAL BUILDING PERMIT APPLICATION

PROJECT INFORMATION:

PERMIT # _____

Address: 120 CS Owens Road City: Madisonville Zip Code: 70447

Subdivision: _____ Lot #: 12 Blk/Sq: _____

Assessment#: _____ S/T/R _____ Tract: _____ Ward: _____

District: St. Tammany

PERMIT TYPE:

- Accessory Addition Demolition Duplex
 Mobile Home Modular Remodel Single Family
 Swimming Pool

PROPOSED USE:

Number of Bedrooms 2 Number of Bathrooms _____ Number of Stories 1

Total Sq Ft. 408 Living Sq Ft. 408 Garage Sq Ft. _____ Porches/Decks Sq Ft. _____

Max Height: 8 ft Structure Length: 34 Structure Width: 12

Project Cost: _____ Foundation Type: Slab Raised Footing
 Piers Other

Water: Central Individual Electric Company: Cleco

Sewerage: Central Individual WST
 Entergy

PROPERTY OWNER INFORMATION:

Name: Juan Carlos Tale Toc Phone: (985) 246 8506
Address: 120 C S Owens DR Cell: 985 246 8506
City: Madisonville Email: jcarlostale@gmail
State: L.A Zip Code: 70447 Fax #: _____

APPLICANT INFORMATION:

Name: Juan Carlos Tale Toc Phone: 985 246 8506
Address: 120 C S Owens DR Cell: 985 246 8506
City: Madisonville Email: _____
State: L.A. Zip Code: 70447 Fax #: _____

CONTRACTOR INFORMATION:

(Please check one of the following forms of notification)

Name: _____ Phone: _____
Address: _____ Cell: _____
City: _____ Email: _____
State: _____ Zip Code: _____ Fax #: _____

DESIGN PROFESSIONAL:

Name: _____ Phone: _____
Email Address: _____ Cell: _____
Fax #: _____

ARCHITECT/ENGINEER:

Name: _____ Phone: _____
Email Address: _____ Cell: _____
Fax #: _____

I acknowledge that this permit becomes invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced or is not completed within 2 years of issuance of the permit. I have read and examined this application in its entirety and have completed the appropriate sections of this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. The proposed work is authorized by the owner of record and that I am or have been authorized by the owner to make this application as the authorized agent and agree to conform to all applicable laws of this jurisdiction.

I acknowledge that if the property is within a Flood Hazard Area, upon completion of the project and prior to the availability of a Certificate of Occupancy from St. Tammany Parish, an Elevation Certificate, signed and stamped by a licensed Land Surveyor or P. E. shall be submitted to the St. Tammany Parish Flood Administrator.

I acknowledge that it is the contractor's responsibility to ensure that a stamped set of "Approved" plans by St. Tammany Parish is required to remain on the jobsite throughout construction. It is the contractor's responsibility to obtain a copy of such plans from St. Tammany Parish Department of Planning & Development, the Professional of Record, or the owner.

I understand that Permit Fees are Non-Refundable or Transferable

Signature: _____ **Date:** _____

Office Use

Plan Review Fees: _____ **Payment Method:** _____

Permit Fees: _____ **Total Fees Paid:** _____

Impact Fees: _____



ST. TAMMANY PARISH
PATRICIA P. BRISTER
PARISH PRESIDENT

Revised 04-19-2016

Engineering
Residential Permit Data Form

The following information is designed to assist you in applying for a residential building permit. If you have any questions please contact, the Department of Engineering at (985) 809-7448.

1. Please check all that apply and answer the following questions:
 - A. Is this property within a subdivision? If Yes, Please provide the name of the subdivision.
 Yes No Name of Subdivision _____
 - B. Is this property on a portion of roadway that is constructed and open for building?
 Yes No
 - C. Is the roadway asphalt, gravel or other?
 Asphalt Gravel Other _____
 - D. What flood zone is the property? A B C V
 - E. Is the property in a critical drainage area? Yes No
 - F. Is the property less than 90 feet in width? Yes No
 - G. Has or is fill being placed on the property? Yes No
*If the answer is **YES**, please check the following box which applies:
 Fill will be placed above natural ground.
 The grade of the property will be modified but there will *not* be a net increase of fill.

***Proceed to Item No. 2 and No. 3 below.**

2. If property is in a subdivision with an approved drainage plan and hydrology study, then an Existing and Proposed Grade Elevation Form is not required. *Please contact the Engineering Department for a copy of the As-Built Drainage plan for your lot.*
3. If the property is not in a subdivision with an approved drainage plan and hydrology study, an additional form may be required (please see attached examples):
 - A. If in Flood Zone A, any size lot- **Existing and Proposed Grade Elevation Form** is required.
 - B. If in critical drainage area, Flood Zone C or B, any size property, not in a critical drainage area- **Existing and Proposed Grade Elevation** is required.
 - C. If property is less than 90 feet in width, Flood Zone C or B, not in a critical drainage area- **Existing and Proposed Grade Elevation** is required.
 - D. If property is greater than 90 feet in width not in a critical drainage area- Existing and Proposed Grade Elevation is not required.

Sediment control measures are required on all construction sites adjacent to any public drainage easement, R.O.W., waterways or catch basin when more than 50% of the lot area is being disturbed.

By _____
Signature

Date



ST. TAMMANY PARISH

PATRICIA P. BRISTER
PARISH PRESIDENT

St. Tammany Parish Stormwater Agreement

Contractor: _____ Business Name: _____

Email: _____ Phone: _____

- I will maintain compliance with the St. Tammany Parish Stormwater Ordinance, Chapter 7, Section 7-042.00 on all new construction projects in St. Tammany Parish.¹
- I will allow reasonable access on my project site for both scheduled and unscheduled St. Tammany Parish stormwater and/or drainage inspections.
- I will employ adequate stormwater Best Management Practices (BMPs) on my new construction projects to control erosion, contain sediment on site, and prevent construction pollutants from entering stormwater conveyances and waterways.
- I will perform regular inspections and maintenance on stormwater BMPs to prevent adverse stormwater impacts related to my project.
- When applicable to my project, I will maintain compliance with either the LPDES General Permit for Discharges of Stormwater from Construction Activities Five Acres or More, for large construction activities, as defined by LDEQ in Master General Permit LAR100000 or the LPDES Stormwater General Permit for Small Construction Activities, one to less than five acres, as defined by LDEQ in Master General Permit LAR200000.²
- I will make the Stormwater Pollution Prevention Plan (SWPPP) available on site for scheduled Parish stormwater and/or drainage inspections, if the project is a small or large construction site, as defined by LDEQ in the permits identified above.
- I have read the Guide to Stormwater Requirements for New Construction provided on the reverse side of the St. Tammany Parish Stormwater Agreement and initialed the Guide in the area indicated.

Signature

Date

¹ Please refer to St. Tammany Parish Ordinance Chapter 7, Section 7-042.00 for an explanation regarding the relationship between state and parish stormwater requirements.

² LPDES Master General Permits for Stormwater Discharges from Construction Activities (Large and Small) are available on the LDEQ website; the LDEQ website address is provided on the reverse side of this document.



ST. TAMMANY PARISH
PATRICIA P. BRISTER
PARISH PRESIDENT

GUIDE TO STORMWATER REQUIREMENTS FOR NEW CONSTRUCTION¹

Small Construction Sites that are less than 1 acre and are not of part of a common plan of development

- No LPDES General Stormwater Permit required
- St. Tammany Parish Stormwater Agreement and Stormwater Site Plan required

Small Construction Sites that are at least 1 acre to less than 5 acres and are not a part of a larger common plan of development):

- LPDES Stormwater General Permit LAR200000 required
- Make SWPPP available on site for scheduled Parish drainage/stormwater inspections
- Post notice at construction site noting location of SWPPP, contact name, telephone, LDEQ Permit number, and a brief description of the project
- St. Tammany Parish Stormwater Agreement and Stormwater Site Plan required

Small Construction Sites that are part of a common plan of development:

- LPDES Stormwater General Permit LAR100000 or LAR200000 required²
- Make SWPPP available on site for scheduled Parish drainage/stormwater inspections
- Post notice at construction site noting location of SWPPP, contact name, telephone, LDEQ Permit number, and a brief description of the project
- St. Tammany Parish Stormwater Agreement and Stormwater Site Plan required

Large Construction Sites (5 Acres or More):






- LPDES Stormwater General Permit LAR100000 Required
- Make SWPPP available on site for scheduled Parish drainage/stormwater inspections
- Post notice at construction site noting location of SWPPP, contact name, telephone number, LDEQ permit, Agency Interest Number, and a brief description of project
- St. Tammany Parish Stormwater Agreement and Stormwater Site Plan required

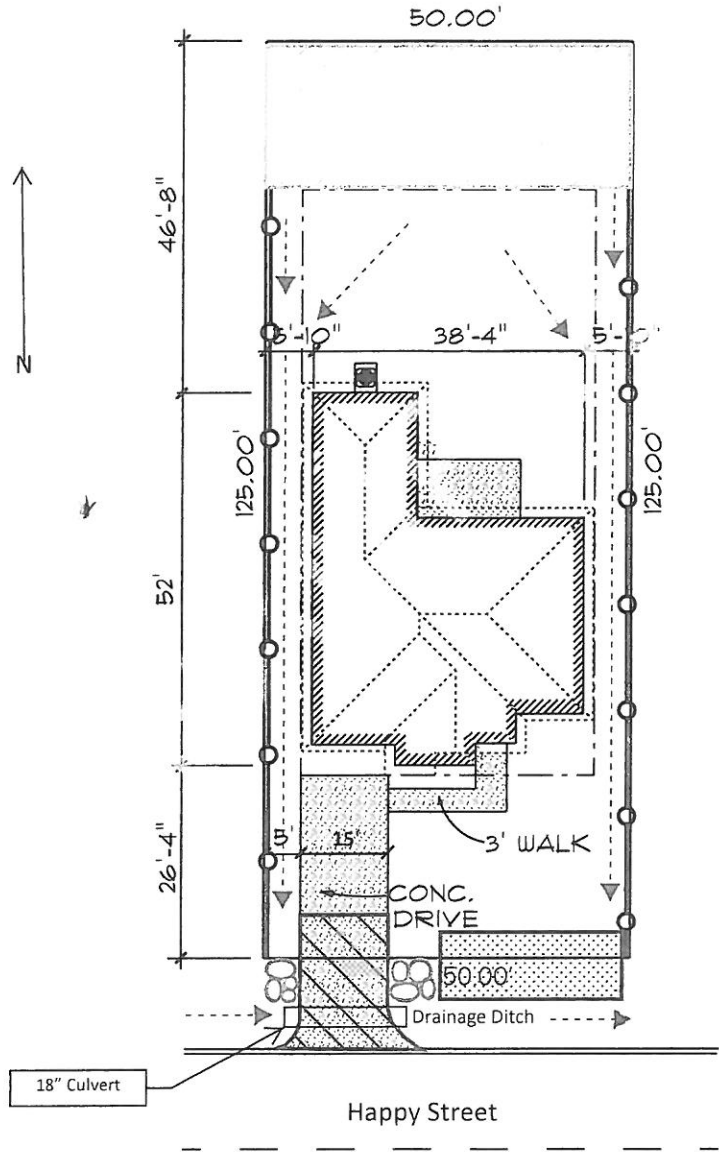
For more information:

- St. Tammany Parish Stormwater Website: www.stpgov.org/stormwater-information
- St. Tammany Parish Department of Development/Engineering
 - Phone: 985-809-7448
 - E-mail: stormwater@stpgov.org
- LDEQ Website: www.deq.louisiana.gov


¹This is for guidance purposes only. It is the responsibility of the owner/contractor to comply with all state, federal, & local stormwater requirements.

²LPDES permit type is based on the total amount of disturbed area within the common plan of development. See LPDES General Permits and/or LDEQ website for additional guidance regarding definitions of large construction sites, small construction sites, and common plan of development.

Stormwater Control Legend:	
	Silt Fence
	Rip Rap
	Exit Pad
	Vegetated Buffer
	Erosion Mat



PLOT PLAN/STORMWATER SITE PLAN

	Home Design by: Home Sweet Home Design Service, LLC www.homesweethomedesign.com 985-555-1234	PLANS FOR: Imagination Builders 1234 EZ Street/Covington, LA 70435 Lot 14, Happy Life Subdivision, Phase 1 ST. TAMMANY PARISH, LA	SHEET 1 of 1 Scale: 1" = 20' 10/10/2016								
	NOTES: 1. This property is not located in the floodplain. 2. All drainage to roadside ditch. 3. Ultimate discharge to Lake Pontchartrain via Cane Bayou.	<table border="1"> <thead> <tr> <th>CODE</th> <th>LIV AREA</th> <th>AREA U.B.</th> <th>INDEX</th> </tr> </thead> <tbody> <tr> <td>A3</td> <td>1422</td> <td>1456</td> <td>6091</td> </tr> </tbody> </table>	CODE	LIV AREA	AREA U.B.	INDEX	A3	1422	1456	6091	
CODE	LIV AREA	AREA U.B.	INDEX								
A3	1422	1456	6091								



ST. TAMMANY PARISH
PATRICIA P. BRISTER
PARISH PRESIDENT

Stormwater Site Plan Checklist

Owner Name: _____ Date: _____

Construction Co: _____ Permit: _____

Site Address: _____ Phone: _____

E-Mail: _____ Cell Phone: _____

**Please fill in Checklist & Stormwater Site Plan for submission with permit application.*

1. _____ Show North arrow
2. _____ Label property/lot dimensions
3. _____ Show proposed structures/development with distances from lot lines (including driveways).
4. _____ Show all natural and manmade drainages such as drainage ditches, canals, bodies of water, and swales, with distances from building/grading pad sites.
5. _____ Indicate drainage flow across property
6. _____ Show all storm drains, yard drains, culverts, catch basins, etc.
7. _____ Show all dirt stockpiles, material storage areas, portable toilets, and trash containers..
8. _____ Define limitation of grading area and/or grassy buffers (see questions below)
 - a. Is entire lot to be graded and/or filled? ___ YES or ___ NO
 - b. Will any grassy buffer remain around perimeter of graded/filled area? ___ YES or ___ NO
If yes, please indicate location and size on plan.
9. _____ Show all proposed erosion and sediment protection measures or Best Management Practices (BMPs) utilized to protect drainage infrastructure, roadways, and neighboring properties from sedimentation, erosion, construction debris, or construction related pollutants.
10. _____ A stabilized construction entrance/exit is required on all sites to prevent sediment tracking onto roadway.

NOTE: See attached sample stormwater site plan for guidance in creating a stormwater site plan specific to your site.



ST. TAMMANY PARISH

PATRICIA P. BRISTER
PARISH PRESIDENT

4-18-2016

Request for address directions to jobsite

Permit Number: _____ Date: _____

Customer Name: _____

Phone Number: _____

- Eastern St Tammany
- Lacombe Area
- Western St Tammany

DESCRIBE IN DETAIL DIRECTIONS TO YOUR JOB SITE:

Indicate nearest intersection, major highways, any landmarks, nearest municipal address, and even or odd side or street etc. Please use North, South, East and West when describing directions.

Street _____

Subdivision _____

Directions _____

Failure to complete the above information will result in delay of permit issuance



CONTRACTOR'S JOB REGISTRATION



Sales & Use Tax Department
P.O. Box 1229 • Slidell, LA 70459
(985) 726-7786 • (985) 726-7787 • (985) 726-7788

BUILDER'S TRADE NAME: _____
(Full Name as Displayed on Signs/Advertising)

LEGAL NAME: _____

LEGAL TYPE: Sole Proprietor Corporation Partnership LLC Self-Build

CONTRACTOR'S LICENSES: LA # _____ St. Tammany Occupational # _____

BUILDER'S ADDRESS: Street _____
City/State/Zip _____
Telephone # _____

TOTAL COST or CONTRACT AMOUNT for Completed Structure: \$

Construction TYPE: New Renovation Addition Other: _____

Construction CLASSIFICATION: Residential
 Commercial _____
(Name of Project/Business)

JOBSITE ADDRESS: Subdivision _____
Street _____
City _____
Unit/Lot # _____

Will building materials or equipment be purchased or brought in from outside St. Tammany Parish and used in this project?
 Yes No

If YES, list Out-of-Parish Suppliers, Supplier Location, & Material Provided:

If you answered NO and this situation changes, notify this Authority before goods are delivered in this parish, or verify supplier is registered to collect taxes for St. Tammany Parish by calling our office at (985) 726-7777. **All materials are subject to 4.75% - 5.75% St. Tammany Parish Sales and/or Use Tax.** THIS REGISTRATION IS NOT ASSIGNABLE OR HERITABLE AND IS VALID FOR THIS JOB ONLY. BY SIGNING BELOW, I CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN ARE ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Applicant Signature: _____ Title: _____ Date: _____