

DEPARTMENT OF SAFETY & PERMITS
PERMIT PROCESSING BUREAU
PRELIMINARY SCREENING

Applicants must furnish the following information (where applicable) when they apply for a building permit. The permit may not be processed until all information is obtained:

- Municipal address
- Valuation (at-market price of materials and labor as if work were contracted, even if you are doing the work yourself)
- Owner's name, address and telephone number
- Architect's and/or contractor's name address and telephone number
(where applicable)
- Recorded act-of-sale (if the property recently changed ownership)
- Detailed description of the work to be performed
- Plot plan reflecting all dimensions of the structures on the lot, the setbacks to property lines and the location of off-street parking. If an addition is proposed, the square footages of the existing structure and proposed addition are also required.
- Previous use and/or the existing use of the property and the proposed use
- Number of floors (levels) in the existing structure; number of floors in the proposed structure
- Number of units in the existing structure, number of units in the proposed structure
- VCC permit or HDLC Certificate of appropriateness for exterior work (if applicable)
- Benchmark certificate (for new construction and additions of 50% or greater than the existing structure)
- Contractor Registration Number
- Check payable to the City of New Orleans