

**City of New Orleans  
Permit Processing Requirements**

DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

TRACKING # \_\_\_\_\_

Job Location: \_\_\_\_\_

Job Description: \_\_\_\_\_

**IN ORDER TO COMPLETE YOUR APPLICATION THE FOLLOWING INFORMATION IS REQUIRED:**

**PLAN PROCESSING----- (REQUIRED AT TIME OF APPLICATION)**

\_\_\_\_\_ **Plot Plan:** A drawing which clearly indicates lot dimensions, all buildings on the lot with dimensions and setbacks from the property lines; location and dimensions of all parking spaces.

\_\_\_\_\_ **Architectural Plans:** Two sets of complete plans of the building completely detailing the work with seals stamped by a Louisiana Registered Architect or Civil Engineer. live

\_\_\_\_\_ **Benchmark Certificate:** Completed by a registered surveyor stamped and dated within the last six months.

\_\_\_\_\_ **Drawings:** A drawing which clearly indicates the work as required below:

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**ZONING-(IF APPLICABLE, REQUIRED AT TIME OF APPLICATION FOR OVER-THE-COUNTER PERMIT)**

\_\_\_\_\_ **Vieux Carre' Approval:** (Certificate and two sets of all approved Plans or Drawings referred in Certificate)  
Please contact the **Vieux Carre' Commission at: 334 Royal St., N. O., La. 70130 - (504) 528-3950.**

\_\_\_\_\_ **H.D.L.C. Approval:** (Certificate and two sets of all approved Plans or Drawings referred in Certificate)  
Please contact the **Historic Districts and Landmarks Commission at: 830 Julia St., N. O., La. 70113 (504) 565-7440.**

\_\_\_\_\_ **Photographs:** Four photographs which clearly show each side of the structure (all demolition Permits).

\_\_\_\_\_ **State Certification:** **Certification of Contractor's Resident Status** is required from the State Department of Revenue and Taxation. Please contact: **Department of Revenue and Taxation, P. O. Box 201, Baton Rouge, La. 70821 - (225) 925-7356.** (If customer obtains non-resident status he is also required to obtain a **Certificate of Compliance** from **City of New Orleans Department of Finance, Room 1E12 (504) 565-6646**)

\_\_\_\_\_ **State Exemption Form:** Exemption form R-1364 completed and signed by owner.

\_\_\_\_\_ **Collect Fees:**

\_\_\_\_\_ **Other:**

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Prepared By: \_\_\_\_\_