



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

Rev. 01/01/2026

REQUIREMENTS FOR RESIDENTIAL PLAN REVIEW New Constructions, Additions and Remodels

- Completed Permit Application
- Assessment # / Parcel # (Assessor's Office 985-809-8180 www.stpao.org)
- Moratorium Verification (Parish Council Office [Moratorium Map](#))
- Legal Description of Property: (recorded copy of title, deed, cash sale)
- Survey of Property: Must indicate flood zone
- Plot Plan: Must include proposed and existing structures and set back lines. Must also include existing fence location and height/proposed location and height
- LHS-47 Application for Permit for Installation of On-Site Wastewater Disposal System issued by LDH (985-893-6296)
- Department of Permits & Inspections: Floodplain Development/Residential Permit Data Form
- Department of Development/Engineering: Coastal Use Permit (may be needed, contact 985-898-2529 to verify)
- Development: Impact Fees, Administrative, or Land Clearing Permits (985-898-2529)
- 911 Addressing: (985-898-4911)
- Stormwater Agreement and Stormwater Site Plan
- Complete Set of Building Plans uploaded in .pdf format. Plans must be *site specific (including lot No.)* and include:
 - An engineered foundation plan (for slab on grade) stamped by a Louisiana Licensed design professional
 - The design professionals name, address, and phone number
 - The wind zone/wind speed design criteria

If the project is in a special flood hazard area "V" zone, all pages of the plans must be stamped by a Louisiana Licensed design professional
- All Residential Contractors shall have a current registration with St. Tammany Parish Department of Permits and Inspections
- All Homeowner/Contractors shall have signed and notarized Louisiana State Homeowner affidavit (Available in the Department of Permits and Inspections)

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

*A 3% processing fee will be added to all credit card/e-check Transactions as per STP Ord. No. 18-3961, effective October 5, 2018.

➤ New Construction	\$300.00 + 0.10 per sq ft (under beam)
➤ Addition:	\$300.00 + 0.10 per sq ft (under beam)
➤ Remodel:	\$100.00 plus \$5.00 per 1,000 of executed contract amount
➤ Plan Review	\$50.00 + 0.01 per sq ft (under beam)
➤ Impact Fees	*contact the office to determine if applicable
➤ Coastal Use Review Fee	\$250.00 (If Applicable)



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INSPECTIONS REQUIRED IN ST. TAMMANY PARISH

Permits filed after January 1, 2026 must have the required inspections conducted by an inspector employed directly by St. Tammany Parish Department of Permits and Inspections.

When you pick up and sign for your permit, you will receive a list of the inspections required for your permit type and a copy of St. Tammany Parish inspections and standard which will further outline types of inspections and time/work completion requirements.

- This includes (but is not limited to) the following inspections:
 - Drainage Inspections - preliminary and final
 - Foundation inspections – including columns, piers, etc.
 - Rough In and Final Inspections for all trades
 - Electrical Service Inspections
 - Specialty inspections including solar, generators, swimming pools, fences, mobile homes.
 - Any and all partial and/or special inspections required by the parish or requested by the permit holder

This is no way limits utilization of third-party inspection companies for quality control inspections as desired.

I understand that *required inspections* conducted in association with my permit, issued by the St. Tammany Parish Department of Permits and Inspections, must be conducted by an inspector employed directly by St. Tammany Parish Department of Permits and Inspections. I understand that failure to adhere to these restrictions may result in a delay in time, work stoppage on the permit, or other measures to bring the permit into compliance.

Printed Name

Signature/Date



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RESIDENTIAL BUILDING PERMIT APPLICATION

PROJECT INFORMATION:

PERMIT NUMBER ISSUED: _____

Address: _____

City: _____

Zip Code: _____

Subdivision: _____

Lot #: _____

Blk/Sq: _____

Assessment#: _____

S/T/R _____ / _____ / _____

Tract: _____

Ward: _____

District: _____

PERMIT TYPE:

- Accessory Addition Demolition Duplex Mobile Home Modular
 Remodel Single Family Swimming Pool Other (specify) _____

DETAILS:

Number of Bedrooms: _____ Number of Bathrooms: _____ Number of Stories: _____

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

Structure Length: _____ Structure Width: _____ Maximum Height: _____

Project Cost: _____ Foundation Type: Slab on Grade Footings Piles/Posts/Piers

If slab on grade: Post-Tension Conventional Steel

Water: Central Individual

Sewerage: Central Individual

Electric Company: Cleco Entergy Washington St. Tammany



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PROPERTY OWNER INFORMATION

Name: _____ Primary Contact Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email address: _____ Alternate Contact Number: _____

(Please check one of the following notification types) Email Primary Phone Alternate Phone NONE

PROPERTY CO-OWNER INFORMATION

Name: _____ Primary Contact Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email address: _____ Alternate Contact Number: _____

(Please check one of the following notification types) Email Primary Phone Alternate Phone NONE

GENERAL CONTRACTOR INFORMATION

Name: _____ Primary Contact Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email address: _____ Alternate Contact Number: _____

(Please check one of the following notification types) Email Primary Phone Alternate Phone NONE

DESIGN PROFESSIONAL INFORMATION

Name: _____ Primary Contact Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email address: _____ Alternate Contact Number: _____

(Please check one of the following notification types) Email Primary Phone Alternate Phone NONE



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1. I, the property owner(s)/applicant(s), acknowledge that this permit application shall be deemed to have been abandoned 90 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the director is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.
2. I, the property owner(s)/applicant(s), understand and agree that any permit issued pursuant to this application becomes invalid unless the work on the site authorized by such permit is commenced within one hundred and eighty (180) day after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of one hundred and eighty (180) days after the time the work is commenced or is not completed within two (2) years of issuance of the permit.
3. I have read and examined this application in its entirety and have completed the appropriate sections of this application and know that the information contained therein is true and correct.
4. I understand and agree that it is incumbent upon me to secure any legal authority to enter or use another's property for any purpose, either during or after construction.
5. I understand and agree 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.
6. I understand and agree that it is my responsibility, and the responsibility of all persons contracted by me, to ensure that a set of plans that have been stamped by St. Tammany Parish as "Approved," and all stamped "Approved" versions thereto, are required to remain on the jobsite throughout construction.
7. I understand and agree that it is my duty and responsibility, and all parties contracted by me, to comply with all provisions of the Building Code of St Tammany Parish (the "Code"), all other ordinances of St. Tammany Parish Government (the "Parish"), and all other provisions of state and federal law.
8. I understand and agree that Parish approval of any permit, plan, drawing or specification, and any approval as a result of an inspection, shall not be construed as authorizing, or as an approval of, a violation of the provision of the Code or other ordinances of the Parish. Any approval presuming to give authority to violate or cancel the provisions of the Code or other ordinances shall not be valid.
9. I understand and agree that the granting of a permit or any decision by a Parish employee does not presume to give me authority to violate or cancel the provisions of any Parish, state, or federal law regulating construction or the performance of paid construction.
10. I understand and agree that the Parish provisions pertaining to construction may be divided and classified into a number of segments as determined by the political subdivision, including but not limited to building, mechanical, electrical, plumbing, drainage, or fire prevention codes, or by other such titles as are deemed proper by the Parish, per La. R.S. 33:4773(B).
11. I understand and agree that neither the approval of a permit by the Parish, the issuance of a Certificate of Occupancy, nor the review or approval of any plan, drawing or specification for the construction of any building, structure, service system, or other improvements to immovable property by the Parish, under the requirements of the Code or other ordinances shall constitute or be construed as a warranty or guarantee by the Parish, or any officer, employee, representative or agent thereof, as to durability or fitness, or as a warranty or guarantee that said building, structure, or other improvement to immovable property or any materials, equipment, or method or type of construction used therein

DEPARTMENT OF PERMITS AND INSPECTIONS

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



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is or will be free from defects, will perform in a particular manner, is fit for a particular purpose, or will last in any particular way, per La. R.S. 33:4773(D).

12. I understand and agree that nothing contained in any Parish ordinance and/or Parish building code shall be construed as establishing or imposing upon the Parish a duty, special or otherwise, to or for the benefit of any individual person or group of persons, per La. R.S. 33:4772.

13. I understand and agree that pursuant to La. R.S. 40:1730.23, in the enforcement of any Parish ordinances or provision of any building or construction code as defined by La. R.S. 33:47a, *et seq.*, the performance or non-performance of any procedure by a governmental enforcement agency, contract employee, or official shall be deemed to be a discretionary act and shall be subject to the provisions of La. R.S. 9:2798.I. I understand and agree that neither the issuance of the permit, nor the performance or non-performance of any enforcement procedure or inspection by any officer, employee, representative or agent of the Parish, shall give the applicant any recourse for injuries or damages against the Parish.

14. I understand and agree to hold the Parish harmless from any and all injuries and damages to me, my authorized contractor, or any third person caused by or resulting from the failure by me and/or my authorized contractor to comply with any provision of the "Code" or Parish ordinances, from any defects of any nature in any work performed or acts done by me and/or my authorized contractor, or from the performance or non-performance of any enforcement procedure or inspection.

15. I understand and agree that any person aggrieved by a decision of any officer, employee, representative or agent of the Parish, relative to enforcement or interpretation or any Parish ordinance, rule, and/or regulation of the Parish pertaining to this construction project shall ("must") appeal to the Board of Adjustments within forty-five days of the decision by filing with the Board of Adjustments, as well as the Department whose actions are the subject of the complaint, of a notice of appeal specifying the grounds thereof. The Department shall forthwith transmit to the Board pertinent papers constituting the records upon which the action appealed from was taken. The procedure utilized shall conform with the rules of the Board of Adjustments and Article 3.0104 of the Unified Development Code.

16. I understand that permit fees are non-refundable or transferable.

Signature of Property Owner/Applicant Date

Signature of Property Co-Owner/Applicant Date

Signature of Contractor Date
(if the Property Owner/Applicant and the Contractor are not the same)

Office Use:

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

Impact Fees: _____ **Total Fees Paid:** _____ Cash Check Card



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St. Tammany Parish Stormwater Agreement

Contractor: _____ Business Name: _____

Email: _____ Phone: _____

- I will maintain compliance with the St. Tammany Parish Stormwater Ordinance, Section 900-6.9 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 Section 900-6.9 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.



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Floodplain Development Residential Permit Data Form

The following information is designed to assist you in applying for a residential building permit in a special Flood Hazard Area (Flood Zones A and V). If you have any questions, please contact the Department of Permits and Inspections at (985-898-2574).

1. Is fill being placed above natural ground on the property? Yes No
2. Flood Zone Requirements
 - a. If the proposed structure is in A or V zone, the following applies:
 - i. A preliminary construction elevation certificate must be submitted prior to permit issuance.
 - ii. A Non-Conversion Agreement must be recorded with the St. Tammany Parish Clerk of Court and provided to the Department of Permits and Inspections prior to the permit being issued (if grade to bottom of foundation exceeds 5’).
 - iii. Prior to electrical service being given, a finished construction elevation certificate must be submitted which includes hydrostatic venting calculations (if applicable).
 - iv. All machinery and equipment servicing the building, **including the electrical meter**, must be above base flood elevation plus freeboard (design flood elevation).
 - v. The plans must show the proposed elevation of all floors. The use of all areas must be noted in the plans.
 - vi. The only permitted use below base flood elevation plus freeboard (design flood elevation) shall be for building access, parking, or storage only.
 - vii. All enclosed areas below the base flood elevation plus freeboard (design flood elevation) must have hydrostatic venting at a rate of 1 square inch for 1 square foot. The bottom of the hydrostatic vents shall be no higher than 12” above grade or finished floor.
 - viii. All materials used below the base flood elevation plus freeboard (design flood elevation) must be flood resistant materials. Refer to FEMA Technical Bulletin 2 – Flood Damage Resistant Materials Requirements.
 - b. If the proposed structure is in a V zone, the previous requirements apply as well as the additional requirements:
 - i. A V Zone Design Certificate completed by an engineer or architect must be submitted to and approved by the Certified Floodplain Manager (CFM).
 - ii. The plans must show details of the breakaway wall construction and comply with International Residential Building Code (IRC) R322 Flood Resistant Construction, FEMA NFIP Technical Bulletin 9 – Design and Construction Guidance for Breakaway Walls, and ASCE 24.
 - iii. The breakaway walls must not wrap around the engineered columns, posts, piers, or pilings and cannot be nailed over the engineered columns, posts, piles, piers, or floor beams. The breakaway walls must be installed in between the engineered columns, posts, piers, or pilings. The breakaway wall must be obvious after construction. Expansion joints may not be covered over by any cladding of any kind.

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- iv. No utilities including electrical wiring or devices, breaker boxes, meters pans, plumbing, conduits, ventilation ducts, or components of such can be mounted on, attached to, or run through breakaway wall panels.
- v. All construction in a V Zone shall comply with FEMA Bulletin 5 covering Free-of-Obstruction Requirements.

If the property is located within Resilience Overlay 1 (RES-1) or Resilience Overlay 2 (RES-2), please contact the Department of Permits and Inspections (985-898-2574) for additional flood zone requirements.

Applicant Acknowledgements

I certify that this application, together with plans and specifications, shows a true representation of construction to be accomplished under this permit. It is understood that any deviations from the original documents will require a pause in construction until revised engineered plans are submitted, reviewed, and approved. I agree to conform to all applicable building codes and St. Tammany Parish Ordinances, including St. Tammany Parish Ordinance SEC. 900-6.7 FLOOD HAZARD AREA REQUIREMENTS.

By _____
Signature

Date

Printed Name



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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
 - o Phone: 985-898-2529
 - o E-mail: stormwater@stpgov.org
- LDEQ Website: www.deq.louisiana.gov

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

² LPDES 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 Site Plan Checklist



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PROPERTY OWNER INFORMATION

Property Owner Name: _____ Date: _____

Site Address: _____ City: _____ State: _____ Zip Code: _____

Email address: _____ Contact Number: _____

Contractor Name: _____ Contact Number: _____

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

- Show North arrow
- Label property/lot dimensions
- Show proposed structures/development with distances from lot lines (including driveways).
- Show all natural and manmade drainages such as drainage ditches, canals, bodies of water, and swales, with distances from building/grading pad sites.
- Indicate drainage flow across property
- Show all storm drains, yard drains, culverts, catch basins, etc.
- Show all dirt stockpiles, material storage areas, portable toilets, and trash containers.
- Define limitation of grading area and/or grassy buffers (see questions below)

Is entire lot to be graded and/or filled? _____ YES or _____ NO

Will any grassy buffer remain around the perimeter of graded/filled area?
_____ YES or _____ NO

If yes, please indicate location and size on plan.

- 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.
- 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.

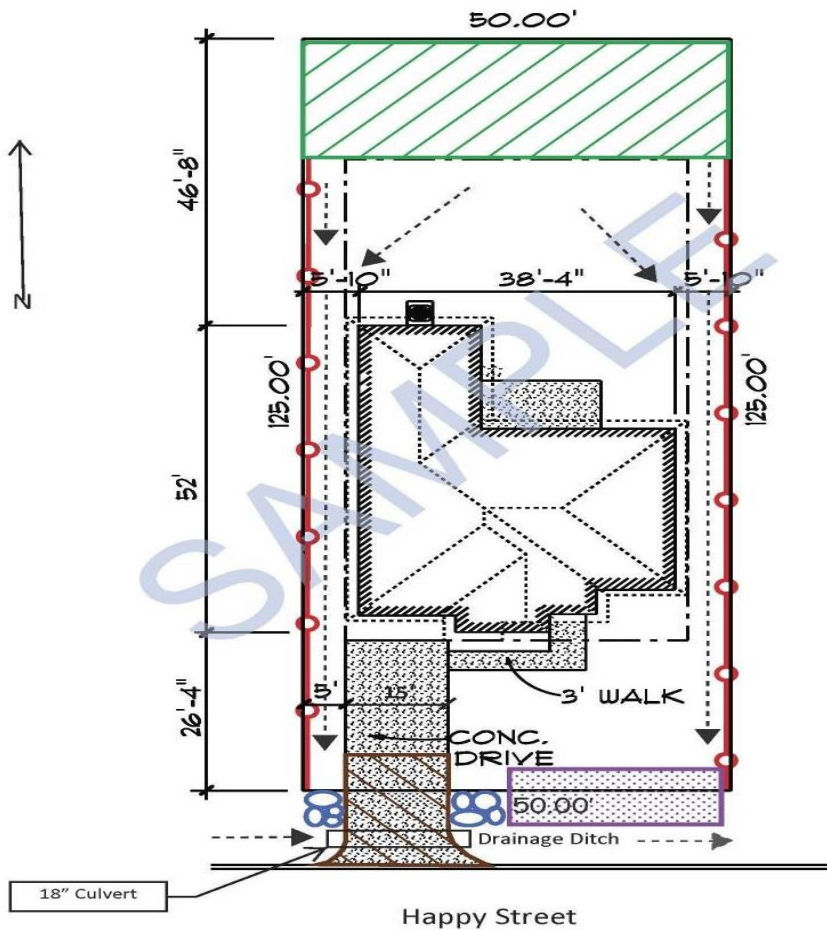


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Stormwater Control Legend:	
	Silt Fence
	Rip Rap
	Exit Pad
	Vegetated Buffer
	Erosion Mat



PLOT PLAN/STORMWATER SITE PLAN

	Home Design by:	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								
	Home Sweet Home Design Service, LLC www.homesweethomedesign.com 985-555-1234		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>6097</td> </tr> </tbody> </table>	CODE	LIV AREA	AREA U.B.	INDEX	A3	1422	1456	6097		
CODE	LIV AREA	AREA U.B.	INDEX								
A3	1422	1456	6097								



CONTRACTOR'S JOB REGISTRATION

Sales & Use Tax Department
P.O. Box 1189 • Slidell, LA 70459 (985) 726-7777



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: _____