



St. James Parish Government

P. O. Box 106
Convent, Louisiana 70723-0106
FAX (225) 562-2422
TDD: (225) 562-8500

Peter A. Dufresne
Parish President

Permitting Phone: (225) 562-2243

Permitting Email: permitting@stjamesparishla.gov

Residential Generator Checklist

****All permit fees are non-refundable****

\$Flat Rate of \$200

- Proof of Ownership or Notarized Letter from Property Owner
- Specification Plans for SCP&D Submittal
 - Including an engineered stamp **Site Plan**
- Servitude Paperwork (if required)
- Miscellaneous Fee Paperwork (if required)
- Elevation Certificate (if required, see information below)
- Letter of No Objection from Levee Board (if required, see information below)

Commercial Generator Checklist

****All permit fees are non-refundable****

\$Flat Rate of \$1,000

- Proof of Ownership or Notarized Letter from Property Owner
- Specification Plans from SCP&D Submittal
 - Including an engineered stamp **Site Plan**
- Servitude Paperwork (if required)
- Miscellaneous Fee Paperwork (if required)
- Elevation Certificate (if required, see information below)
- Letter of No Objection from Levee Board (if required, see information below)

Elevation Information:

Applicants must submit an "Initial" Elevation Certificate by a registered professional engineer, architect or land surveyor indicating the proposed floor elevation of the home, commercial building, and servicing equipment is one foot above the base flood elevation but not less than +6.0' MSL. All residential structures shall have the lowest floor (including basement) and servicing equipment elevated to one foot above the base flood elevation but not less than +6.0' MSL. Upon completion of construction, applicants must submit a "Finished Construction" elevation certificate confirming the floor elevation and servicing equipment one foot above the base flood elevation but not less than +6.0' MSL before utilities can be released.

Levee Board Information:

Please note that any and all excavations within 1,500 feet of the crown of the Mississippi River levee must obtain a letter of no objection from the Pontchartrain Levee District (East Bank) at (225) 869-9721 or Lafourche Basin Levee District (West Bank) at (225) 265-7545.

Rick Webre
Director of
Operations

Felix Boughton
Director of
Finance

Ingrid LeBlanc
Director of
Human Resources

Eric Deroche
Director of
Emergency Preparedness

Permitting Department

Generator Installation



FOR OFFICE USE ONLY

DATE RECEIVED: _____

PERMIT #: _____

Circle One: **Residential** **Commercial**

PROJECT/SERVICE ADDRESS: _____
(STREET) (CITY, STATE) (ZIP)
Subdivision: _____ Lot Number: _____

PROPERTY OWNER'S INFORMATION

Name: _____ Mailing Address: _____
Phone: _____ City: _____
Email: _____ State, Zip: _____

APPLICANT'S INFORMATION

Name: _____ Mailing Address: _____
Phone: _____ City: _____
Email: _____ State, Zip: _____

CONTRACTOR'S INFORMATION

Name: _____ Mailing Address: _____
Phone: _____ City: _____
Email: _____ State, Zip: _____

Installer: _____ STATE LIC#: _____ CR#: _____

PROJECT DESCRIPTION:	VALUE
GAS PROVIDER: ST. JAMES PARISH OR ATMOS (circle one)	

CERTIFICATION		
I certify that the above information is correct and agree to construct this building in accordance with the plot, building plans and specifications submitted herewith, an in strict compliance with all the provisions of the Building Code, Electrical Code, and Health and Plumbing Regulations of St. James Parish.		
Applicant (Please Print)	Date	Title
Applicant's Signature		

5800 Highway 44
P.O. Box 106
Convent, LA 70723

Phone: (225) 562-2243
Email: permitting@stjamesparishla.gov

Site Plan

Address: _____ Permit #: _____

Project Description: _____ Lot Size: _____

Please include:

- | | |
|--------------------------------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> All existing structures and their use | <input type="checkbox"/> All proposed structures and their use |
| <input type="checkbox"/> Distance structures are from each other and property lines. | <input type="checkbox"/> Available/proposed parking spaces |
| <input type="checkbox"/> Proposed drainage flow | <input type="checkbox"/> Existing power lines |

OFFICE USE ONLY

Required Documents for Plan Submittal

- | | | |
|-------------------------------------------------|-----------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Address Approval | <input type="checkbox"/> Elevation Certificate | <input type="checkbox"/> Signed Application |
| <input type="checkbox"/> Flood Zone Approval | <input type="checkbox"/> Stamped Plot/Site Approval | <input type="checkbox"/> Contractor's Registration |
| <input type="checkbox"/> Proof of Ownership | <input type="checkbox"/> Specification of Generator | |
| <input type="checkbox"/> Levee Board Approval | | |
| <input type="checkbox"/> Utilities Verification | | |
| o Gas - Verified By: _____ | | |
| o Deposit/Upgrade: _____ | | |
| o Work Order #: _____ | Date: _____ | |

Payment Amount: _____ Type: _____ Reference #: _____

Employee's Initials: _____ Permit #: _____

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