

## Additional Residential Permits

- Residential Renovations
- Trade Permits—Electrical, Mechanical, Plumbing, & Gas
- Whole House Generators, Hot Water Heaters, & AC Units
- Sign Permits
- In Ground Swimming Pools
- Structure Elevation
- Residential Structure Relocation
- Fireworks Stands
- Servitude Encroachment Review
- Attached Patio Covers

\*\*\* Call for Prices\*\*\*



## Additional Commercial Permits

- Commercial Change of Occupancy
- Pylon Sign Permit
- New Cell Tower
- Cell Tower Co-Locate/Antenna Change Out
- Commercial/Institutional Re-roof
- Commercial/Institutional Generator
- Commercial Solar Installation

\*\*\* Call for Prices\*\*\*

All Permits Including  
**PLUMBING** Must Go  
through the Health  
Department

### St. James Parish Sanitarian Services

Phone: (225) 265-4002  
29170 Health Unit Street  
Vacherie, LA 70090

Office Hours:  
Mon. & Wed- 8:00 a.m. – 9:30 a.m.

## Information on Elevation Requirements

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.

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

**\*\*\*ALL PERMIT FEES CAN BE PAID BY CASH,  
CHECK OR MONEY  
ORDER &  
ALL FEES ARE  
NON-REFUNDABLE & SUBJECT TO CHANGE\*\*\***

*This Brochure is For Informational Purposes Only*

# Did You Know....

## *Permits are Required in St. James Parish*



### St. James Parish Government

**East Bank Permitting Office**  
5800 Highway 44  
Convent, LA 70723

**West Bank Permitting Office**  
2631 Highway 20  
Vacherie, LA 70090

Phone: 225-562-2500

**[www.stjamesla.com](http://www.stjamesla.com)**

## PERMITS ARE REQUIRED FOR...

### Change of Ownership/Occupancy

Permit fee is \$25.00

- Applicant for Change of Ownership must have proof of sale
- Applicant for Change of Occupancy must have a notarized rental agreement or lease agreement from property owner.
- Customer must pay for water and /or gas deposit and connection fees for Change of Ownership/Occupancy. Utilities can be paid in cash, check, money order, and credit card (\$2.00 credit card fee)
- Contact Entergy at 1-800-368-3749 to set up Entergy account.



### Mobile Home Placement

Permit fee is \$150.00

- Applicant must provide proof of Ownership of property. If applicant is not the property owner, he or she must provide a notarized rental or lease agreement along with a stamped survey of property.
- Mobile home must meet St. James Parish Property Line Setbacks (**20' Front, 15' Back, 5' Side, 10' from other side**)
- Applicant must submit a diagram of how Mobile Home will be placed on property, also information describing the size, model, serial #, etc.
- Customer pay for water and /or gas and connection fee at the time of permitting Mobile Home Placement.,
- If Mobile Home is placed prior to obtaining a permit, fees will double.

### New Residential Construction/Addition

Permit fee is .45 cent per square feet

- Applicant provide proof of ownership if applicant is the property owner applying for new Residential construction. If Applicant is not the property owner, he or she must have a notarized letter stating that the property owner give permission to obtain permit on property's owner behalf. New Construction must meet St. James Parish Property Line Setbacks (**20' Front, 15' Back, 5' Side, 10' from other side**)
- Applicant must submit a Building Application, Site Plans, Construction Plans, Approval papers from LaDHH, Elevation certificate (if required)
- Customer must pay for water and/or gas deposit and connection fee at the time of permitting .
- Plans will be submitted for approval by SCP&D for plan review approval.
- Once approved, resident will be notified to pick up approved plans and the job can begin.



### New Residential Accessory Construction

(Garage, Storage Shed, Portable Building, or Carport, etc.)

Permit fee is .23 cent per sq. ft. with a \$75 minimum

- Applicant provide proof of ownership if applicant is the property owner applying for new Residential construction. If Applicant is not the property owner, he or she must have a notarized letter stating that the property owner give permission to obtain permit on property's owner behalf. New Construction must meet St. James Parish Property Line Setbacks (**20' Front, 5' from existing structures , 5' from sides, 5' from Back**)
- Applicant must submit a Building Application, Site Plans, Construction Plans, Approval papers from LaDHH, Elevation certificate (if required)
- Customer must pay for water and/or gas deposit and connection fee at the time of permitting Plans will be submitted for approval by SCP&D for plan review approval.
- Once approved, resident will be notified to pick up approved plans and the job can begin.

### New Commercial Construction

Permit fee is .50 cent per square feet

- Applicant must provide proof of Ownership if applicant is the property owner applying for New Commercial Construction. If Applicant is not the property owner he or she must have notarized letter stating that the property owner give permission to obtain permit on Property owner behalf. Property Line Setbacks (**20' Front, 15' Back, 10' Side, 10' from other side**)
- Applicant must provide approval letter from State Fire Marshall
- Applicant must submit Building Permit Application, Site Plans, Construction Plans, Approval Letter from LaDHH, State Fire Marshall, and Elevation Certificate
- Customer must pay for water and/or gas deposit and connection fee at the time of permitting .
- Plans will be submitted for approval by SCP&D for plan review approval. Once approved, resident will be notified to pick up approved plans and the job can begin.



### Culvert Permit

Permit fee is NO Charge

- Applicant must provide of Ownership if applicant is not the property owner applying for the culvert, he/ she must have a notarized affidavit from the property owner giving permission to place culverts on the property.
- If culvert is on a state highway, a state culvert permit is required before requesting a parish culvert permit.
- For state permit, contact DOTD call Montrell Wallace at (225)231-4139 or by email at [montrell.wallace@la.gov](mailto:montrell.wallace@la.gov)
- If a state culvert is not required, fill out a St. James Parish Culvert Request Form and submit to the permit office for review.
- Residents must stake property where culverts will be placed on property.
- An employee from St. James Parish government will then come out and measure length and diameter of property to determine the correct size of culverts needed.
- The permit office will then permit culvert and mail copy of permit to Applicant to purchase materials and dirt.
- Once applicant has received materials and dirt, he or she must call 225-562-2444 to advise materials and dirt are on property and ready for installation.
- A work order will then be issued for installation.