

St. James Parish Government



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Convent, Louisiana 70723-0106
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Peter A. Dufresne
Parish President

Permitting Phone: (225) 562-2243

Permitting Email: permitting@stjamesparishla.gov

New Cell Tower

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

- Proof of Ownership
- Contract or Permission Letter from Property Owner
- Electrical Diagram
- Plans for SCP&D Submittal
- Site Plan
- Flood Plan Approval
- Planning Commission Approval
- Contractor's Registration
- State License Certificate

New Antenna or Antenna Change Out

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

- Proof of Ownership
- Contract or Permission Letter from Property Owner
- Electrical Diagram
- Plans for SCP&D Submittal
- Site Plan
- Flood Plan Approval
- Contractor's Registration
- State License Certificate

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

Cell Tower Installation



FOR OFFICE USE ONLY

DATE RECEIVED: _____

PERMIT #: _____

New Cell Tower, New Antenna, or Change Out (circle one)

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

PROPERTY OWNER'S INFORMATION

Name: _____
Phone: _____
Email: _____

Mailing Address: _____
City: _____
State, Zip: _____

APPLICANT'S INFORMATION

Name: _____
Phone: _____
Email: _____

Mailing Address: _____
City: _____
State, Zip: _____

CONTRACTOR'S INFORMATION

Name: _____
Phone: _____
Email: _____

Mailing Address: _____
City: _____
State, Zip: _____

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

PROJECT DESCRIPTION:

Tower Information:

Antenna Information:

VALUE

New – Y or N If yes how many: _____

Replacement – Y or N If yes how many: _____

Electrical Work – Y or N

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		

Site Plan

Address: _____ Permit #: _____

Project Description: _____ Lot Size: _____

Please include:

- All existing structures and their use
- Distance structures are from each other and property lines.
- All proposed structures and their use



OFFICE USE ONLY

Required Documents for Plan Submittal

<input type="checkbox"/> Address Approval	<input type="checkbox"/> Levee Board Approval	<input type="checkbox"/> Signed Application
<input type="checkbox"/> Flood Zone Approval	<input type="checkbox"/> Plot/Site Approval	<input type="checkbox"/> Contractor's Registration
<input type="checkbox"/> Proof of Ownership	<input type="checkbox"/> Specification of Cell Tower	

Payment Amount: _____ Type: _____ Reference #:_____

Employee's Initials: _____ Permit #: _____

5800 Highway 44
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