

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

Change of Occupancy Residential

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

\$25.00.

- Notarized Letter from Property Owner or lease agreement
- Valid Picture ID
- LaDHH Approval (Health Department) if water service has not been active in over fourteen (14) days.
- Payment for Utilities

Change of Ownership Residential

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

\$25.00.

- Proof of Ownership
- Valid Picture ID
- LaDHH Approval (Health Department) if water service has not been active in over fourteen (14) days.
- Payment for Utilities

Change of Occupancy Commercial

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

\$100.00.

- Notarized Letter from Property Owner or lease agreement.
- Valid Picture ID
- LaDHH Approval (Health Department) if water service has not been active in over fourteen (14) days.
- Payment for Utilities
- Fire Marshal Approval if there is a change of use.

Change of Ownership Commercial

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

\$100.00.

- Proof of Ownership
- Valid Picture ID
- LaDHH Approval (Health Department) if water service has not been active in over fourteen (14) days.
- Payment for Utilities
- Fire Marshal Approval if there is a change of use.

Sanitation Department Information:

All Permits Including PLUMBING Must Go through the Health Department

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

Office Hours:
Monday & Wednesday – 8:00 a.m. – 9:30 a.m.

Rick Webre
Director of
Operations

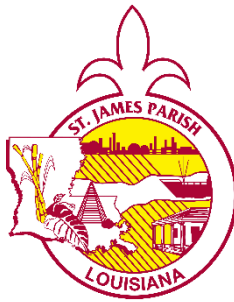
Felix Boughton
Director of
Finance

Ingrid LeBlanc
Director of
Human Resources

Eric Deroche
Director of
Emergency Preparedness

Permitting Department

Change of Ownership/Occupancy



FOR OFFICE USE ONLY

DATE RECEIVED: _____

PERMIT #: _____

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

PROJECT/SERVICE ADDRESS: _____

(STREET)

(CITY, STATE)

(ZIP)

Subdivision: _____

Lot Number: _____

MOVING INTO AN: (Circle One)

APARTMENT

EXISTING MOBILE HOME

EXISTING HOUSE

CHANGE OF OWNERSHIP

CHANGE OF TENANT

PROPERTY OWNER'S INFORMATION

Name: _____

Mailing Address: _____

Phone: _____

City: _____

Email: _____

State, Zip: _____

APPLICANT'S INFORMATION

Name: _____

Mailing Address: _____

Phone: _____

City: _____

Email: _____

State, Zip: _____

UTILITIES REQUESTING:

Water

Gas

Electricity: Entergy Account #: _____

GAS PROVIDER: ST. JAMES PARISH OR ATMOS (*circle one*)

CERTIFICATION

Applicant (Please Print)

Date

Applicant's Signature

FOR OFFICE USE ONLY

Identification

Property Ownership Verification

Address Verification

Fire Marshal (Commercial)

PAYMENT INFORMATION

Make Payable to St. James Parish Government

PERMIT AMOUNT: \$25.00 Payment Reference #: _____

PAYMENT TYPE: Cash, Check, Money Order, or Credit Card

PERMIT FEE IS NON-REFUNDABLE

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

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