



St. James Parish Government

P. O. Box 106
Convent, Louisiana 70723-0106
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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
