



# St. James Parish Government

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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](mailto:permitting@stjamesparishla.gov)

## New Residential

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

\$0.45 per sq. ft.

- Proof of Ownership
- LaDHH Approval (Health Department)
- Plans for SCP&D Submittal
  - Including an engineered stamp **Site Plan**
- Letter of No Objection from Levee Board  
(if required, see information below)
- Elevation Certificate (if required, see information below)

## New Residential Addition Checklist

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

\$0.45 per sq. ft.

- Proof of Ownership
- LaDHH Approval (Health Department)
- Plans for SCP&D Submittal
  - Including an engineered stamp **Site Plan**
- Letter of No Objection from Levee Board  
(if required, see information below)
- Elevation Certificate (if required, see information below)

## New Accessory Construction Checklist

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

\$0.23 per sq. ft. with a \$75 minimum and \$500 maximum

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

## Residential Renovation

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

Between \$25.00 & \$200.00 (depending on cost)

- Proof of Ownership or Notarized Letter from Property Owner
- LaDHH Approval (Health Department)
- Plans for SCP&D Submittal
  - Including an engineered stamp **Site Plan**
- Letter of No Objection from Levee Board  
(if required, see information below)
- Elevation Certificate (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.

## 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



<b>PROJECT INFORMATION:</b>						VALUE
Total Sq. Ft: _____	Living Sq. Ft.: _____	Accessory Sq. Ft.: _____				
Bedrooms: _____	Bathrooms: _____	Existing Sq. Ft: _____	New Sq. Ft: _____			
<b>PROPERTY LINES SET BACK:</b>						
FRONT: _____	REAR: _____	RIGHT: _____	LEFT: _____			

<b>WATER SERVICE</b> (Check One)	<b>SEWER SERVICE</b> (Check One)	<b>GAS SERVICE</b> (Check One)	<b>ELECTRICAL SERVICE</b>
<input type="checkbox"/> St. James Parish Utilities <input type="checkbox"/> Individual Well <input type="checkbox"/> Community Well <input type="checkbox"/> N/A <input type="checkbox"/> Public: _____	<input type="checkbox"/> Individual Treatment Plant <input type="checkbox"/> Community <input type="checkbox"/> N/A <input type="checkbox"/> Public: _____	<input type="checkbox"/> St. James Parish Utilities <input type="checkbox"/> Atmos <input type="checkbox"/> Propane <input type="checkbox"/> N/A <input type="checkbox"/> Other: _____	<input type="checkbox"/> Energy

<b>CERTIFICATION</b>			
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, 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			

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**OFFICE USE ONLY**  
Required Documents for Plan Submittal

<input type="checkbox"/> Address Approval	<input type="checkbox"/> Elevation Certificate	<input type="checkbox"/> Braced Wall Plan
<input type="checkbox"/> Flood Zone Approval	<input type="checkbox"/> Stamped Plot/Site	<input type="checkbox"/> Electrical Plan
<input type="checkbox"/> Proof of Ownership	Approval	<input type="checkbox"/> Plumbing Plan
<input type="checkbox"/> Health Department Approval	<input type="checkbox"/> Floor Plan	<input type="checkbox"/> Mechanical Plan
<input type="checkbox"/> Levee Board Approval	<input type="checkbox"/> Foundation Plan	
<input type="checkbox"/> Utilities Verification	<input type="checkbox"/> Plumbing Plan	
<input type="radio"/> Water - Verified By: _____ <input type="radio"/> Gas - Verified By: _____ <input type="radio"/> Electricity - Account Number: _____		

Payment Amount: \_\_\_\_\_ Type: \_\_\_\_\_ Reference#: \_\_\_\_\_

Employee's Initials: \_\_\_\_\_ Permit #: \_\_\_\_\_