

Addition to Pre-existing Structure

(You must contact the State Licensed Inspector for Building Inspections 337-943-8333**)**

_ **9-1-1 Address.** One can be obtained by contacting the 9-1-1 Business Office at **337-788-8770**. Addresses are for each structure on the property, not the property itself.

_ **Legal Property Description.** Recorded copy can be obtained at Clerk of Court.

_ **Plat of Property.** Survey Plat of site, if available. Copy can be obtained at Clerk of Court.

_ **Certificate of Plan Review from a State Licensed Inspector**

- **Parish Inspections {337}943-8333**

_ **One Set of Plans**

_ **Cost of Addition**

_ **Contractor's Bid, License, and Insurance**

_ **Self-Contracting Exemption Forms.** An exemption from licensure affidavit must be signed and notarized. This form be obtained at the Acadia Parish Permit Office. The Homeowner will be responsible for the IRC Code Compliance. **The forms can be downloaded from the Acadia Parish Police Jury Website**

(If you are Self Contracting, you will need to provide an estimated value of the structure**)**

_ **Elevation Certificate** of property. Required if in a designated flood zone. One can be obtained from a Professional Land Surveyor. Contact the Permit Office or Floodplain Administrator to find out if your property is in a flood zone. **337-788-4999** or **337-783-4357**. A final elevation certificate will be required to close out permit

_ **Site Drawing** (drawing of all structures on the property. Signed & Dated)

Cost of Permit is determined by the **fee schedule**.

- ***Before electricity will be issued you must have all state inspections required.***

Purchasing Already Built Home & Moving

(** You must contact the State Licensed Inspector for Building Inspections 337-943-8333**)

_Bill of Sale or Purchase Agreement

_9-1-1 Address. One can be obtained by contacting the 9-1-1 Business Office at **337-788-8770**.

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_Certificate of Plan Review from a State Licensed Inspector

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_Name of Mover

_Site Drawing (drawing of all structures on the property. Signed & Dated)

Cost of Permit is determined by the **fee schedule**.

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Commercial Parish Permit

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_ Legal Property Description. Recorded copy can be obtained at Clerk of Court.

_ Plat of Property. Survey Plat of site, if available. Copy can be obtained at Clerk of Court.

_ Elevation Certificate of property. Required if in a designated flood zone. One can be obtained from a Professional Land Surveyor. Contact the Permit Office or Floodplain Administrator to find out if your property is in a flood zone. **337-788-4999** or **337-783-4357**. A final elevation certificate will be required to close out permit.

_One Set of Plans

_Certificate of Plan Review from a State Licensed Inspector

- **Parish Inspections** {337}943-8333

_Contractor's Bid, License, and Insurance

_Self-Contracting Exemption Form. An exemption from licensure affidavit must be signed and notarized. This form be obtained at the Acadia Parish Permit Office. The Homeowner will be responsible for the IRC Code Compliance. **The forms can be download from the Acadia Parish Police Jury website.**

(**If you are Self Contracting, you will need to provide an estimated value of the structure**)

_Fire Marshal's letter of approval.

_ Site Drawing

A General Contractor must be hired for any project over \$50,000 and must be licensed with the State Licensing Board for Contractors **225-765-2301**.

Once the permit office receives all approved inspections, including the final inspection, a Certificate of Occupancy will be issued and only then will the occupant be able to occupy the structure. Failure to comply with these provisions will be grounds for disconnecting of electrical power to the structure.

Cost of Permit is determined the **fee schedule**.

****Before electricity will be issued you must have all state inspections required.****

Revised 2020

Mobile Home

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___ Bill of Sale or Purchase Agreement

___ Data sheet with HUD Number

___ Name of Movers

_ Site Drawing (drawing of all structures on the property. Signed & Dated)

Cost of Permit is determined by the **fee schedule**.

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Modular Homes

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___ **Elevation Certificate** of property. Required if in a designated flood zone. One can be obtained from a Professional Land Surveyor. Contact the Permit Office or Floodplain Administrator to find out if your property is in a flood zone. **337-788-4999 or 337-783-4357**. A final elevation certificate will be required to close out permit.

_ **Bill of Sale or Purchase Agreement**

_ **Name of Movers**

_ **Letter of Code Compliance** from dealership.

_ **Statement verifying Foundation Setup**

_ **Site Drawing**

Cost of Permit is determined by the **fee schedule**.

New Construction- Residential

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_ One Set of Plans

_ Certificate of Plan Review from a State Licensed Inspector

- *Parish Inspections* (337)943-8333

_ Contractor's Bid, License, and Insurance

_ Self-Contracting Exemption Form. An exemption from licensure affidavit must be signed and notarized. This form be obtained at the Acadia Parish Permit Office. The Homeowner will be responsible for the IRC Code Compliance. **Forms can be downloaded from the Acadia Parish Police Jury website.**

(**If you are Self Contracting, you will need to provide an estimated value of the structure**)

_ Site Drawing (drawing of all structures on the property. Signed & Dated)

If a contractor is hired and the contract exceeds \$7,500 the contractor must have complied with the Home Improvement Registration Act.

Cost of Permit is determined by the **fee schedule**.

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Remodel and Renovations (over \$5000)

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___ **Certificate of Plan Review from a State Licensed Inspector**

- **Parish Inspections** (337)943-8333

_ **One Set of Plans**

_ **Cost of Remodel/Renovation**

_ **Contractor's Bid, License, and Insurance**

_ **Self-Contracting Exemption Forms.** An exemption from licensure affidavit must be signed and notarized. This form be obtained at the Acadia Parish Permit Office. The Homeowner will be responsible for the IRC Code Compliance. **Forms can be downloaded from the Acadia Parish Police Jury website.**

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Cost of Permit is determined by the **fee schedule**.

Anything under \$5000.00 will require an affidavit. The affidavit form can be downloaded from the Acadia Parish Police Jury website.

Rice Storage Bins

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_Contractor's Bid, License, and Insurance

_Self Contracting Exemption Form. An exemption from licensure affidavit must be signed and notarized. This form be obtained at the Acadia Parish Permit Office. The Homeowner will be responsible for the IRC Code Compliance. **Forms can be downloaded from the Acadia Parish Police Jury website.**
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_One Set of Plans

_Certificate of Plan Review from a State Licensed Inspector

- **Parish Inspections** {337}943-8333

_Site Drawing (drawing of all structures on the property. Signed & Dated)

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New Construction - Out Building with Sewer and/or Electricity(Shop, Storage, Etc.)

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_Contractor's Bid, License, and Insurance

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_ **Site Drawing** (drawing of all structures on the property. Signed & Dated)

_ **Certificate of Plan Review from a State Licensed Inspector**

- **Parish Inspections** {337}943-8333

_ **One Set of Plans**

Cost of Permit is determined by the **fee schedule**.

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New Construction - Out Building without Sewer (Shop, Storage, Etc.)

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_ **No Sewage Affidavit.** Sanitarians need this paperwork for site inspection. **Form can be downloaded from the Acadia Parish Police Jury website.**

_ **Site Drawing** (drawing of all structures on the property. Signed & Dated)

May Require an **Affidavit for Exemption to State Uniform Construction Code: it must be notarized and recorded at the Clerk of Court office. Can be obtained at the Acadia Parish Permit Office**

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Solar Panels

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Swimming Pools

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