Pointe Coupee Parish

Building Permit Requirements

1. Proof of ownership of property
2. Obtain an official 911 address for property you elect to build on by calling the 911 addressing office at 225-638-9556.
3. Obtain a Sewer Permit from the Parish Sanitation Dept. at 225-638-3373.
4. Submit one (1) complete set of construction plans to the permit. Construction plans shall consist of the following:
   a. Elevation View of the Front, Side, and Rear of the building
   b. Roof Plan
   c. Floor Plan
   d. Electrical Plan
   e. Foundation Plan
   f. Plumbing Plan
   g. HVAC Plan
   h. Structure Details
5. Plot plan showing size and location of lot and building location on lot from lot lines.
6. Plan specifications must list owner name, building address, square footage, window and door openings schedule, general materials of construction, and roof pitch.
7. Res-check, Building thermal Envelope-compliance Certification, Energy Code
8. Building is to be located on property to suit the following property setback lines. Front setback from property line 25 foot. Side set-back is 25 feet from property line to building eave. Note that the Parish has established these as a minimum and that local subdivision restrictions will rule over these minimums.
9. All properties will require a current land survey in the name of the owner.
10. All buildings constructed above ground on pier and beam method may be required to adhere to local wind speed zone calculations.
11. Any building constructed with a ridge beam at or exceeding the height of 30 feet may be required to adhere to local wind speed zone calculations.
12. Any building constructed with a roof pitch greater than 12 on 12 may be required to adhere to local wind speed zone calculation.
13. Any building constructed on pier and beam method, a foundation plan will be required to show the method of attachment from ground foundation thru floor joist members.
14. Permits will only be issued to qualified licensed contractors or building owners who submit names and license numbers of the owners qualified subcontractors.
15. All commercial permits must be pulled by license commercial contractors.
16. Qualified licensed contractors are to register in the parish with the police jury permit office on an annual basis.