

Administrative Review – Residential Building Permit

The following items must accompany any application for a permit for the construction of single family or two family residences or major renovations of such developments:

- ___ Completed Permit Form/Culvert Application, if applicable and plans-one (1) stamped & one (1) pdf.
- ___ Survey - one (1) certified copy signed by a Registered Land Surveyor which depicts the dimensions of the site and identifies any utility servitudes or rights-of-way that may effect the building setback requirement. Any existing structures must be shown on the survey.
- ___ Tree Preservation Plan - a depiction of the site identifying the location of all trees proposed and/or required to be preserved under the provisions of Article 9
- ___ Completed Tree Preservation Guidelines for Developers form
Permit will not be issued until trees have been barricaded with mesh netting
- ___ Site Plan - fully dimensioned including all building setbacks, required parking spaces, and existing structures.
- ___ Complete set of building plans. **All pages must be stamped.** This includes, but is not limited to:
 - a. Floor plans (square footage must be noted)
 - b. Foundation plans (stamped by a licensed engineer)
 - c. Roofing plan
 - d. Elevation of all sides
 - e. All details required to fully describe construction
- ___ Drainage Plan- prepared and stamped by a registered civil engineer/land surveyor in Louisiana (see CLURO Sec. 5.2.3) which shows the existing AND proposed surface water drainage patterns, and the shape and slope of required drainage ditches.
- ___ Recorded copy of deed or cash sale (must have instrument number)
- ___ Any other information determined to be required by the Building Inspector, Public Works Director, or Planning Director in order to document compliance with the requirements of these regulations for the issuance of the requested permit.
- ___ For construction in FEMA Flood Zones A or V, a flood elevation certificate is required before authorization for the provision of permanent electrical service will be issued for building.

I have read, understand, and have submitted the above required submittal documents. I further understand that additional information might be required during the plan review process.

Applicant/Owner/Contractor

Date