



**ST. JOHN**  
PLANNING & ZONING  
**COMMERCIAL/ INDUSTRIAL**  
**PERMIT APPLICATION**

Permit No: \_\_\_\_\_ Date Requested: \_\_\_\_\_  
Receipt No: \_\_\_\_\_ Council District/At Large: \_\_\_\_\_  
Zoning District: \_\_\_\_\_ Parcel No: \_\_\_\_\_  
Lot, Sq., Subdivision: \_\_\_\_\_

**OFFICE USE ONLY**

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

Same as above (*please circle one*): **YES / NO**

If **NO**, has the authority of the applicant to act on behalf of the property owner been verified with a signed, dated, and notarized affidavit or a contract? (*Please circle one*): **YES / NO**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRACTOR INFORMATION:**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ License No.: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT DETAILS:**

Address: \_\_\_\_\_  
Floor/ Bay / Suite No.: \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Square: \_\_\_\_\_ Lot No: \_\_\_\_\_  
Parcel ID No.: \_\_\_\_\_ Property Size (square feet) \_\_\_\_\_

*If a permit has not been issued within sixty (60) days of this request, this application will become null and void.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



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Lot, Sq., Subdivision: \_\_\_\_\_

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#### PROJECT DETAILS:

Are there any structures currently on the property? *(Please circle one)*: **YES / NO**

If **YES**, are they to be demolished prior to construction? *(Please circle one)*: **YES / NO**

For requested **potable water meters**, provide the size of the potable line *(if applicable)*: \_\_\_\_\_

For requested **irrigation water meters**, provide the size of the irrigation line *(if applicable)*: \_\_\_\_\_

For requested **fire line taps**, please provide the size of the fire line *(if applicable)*: \_\_\_\_\_

No. employees per 8 hour shift: \_\_\_\_\_

Project Value: \$ \_\_\_\_\_ Gross Square Footage: \_\_\_\_\_

*Note: St. John the Baptist Parish has not examined nor reviewed the title of any portion of land indicated on this application, or any restrictive covenants or restrictions placed on said property. Any action of the Parish in this matter does not: (1) imply that the applicant's title or ownership is valid, (2) that there are or are not any restrictive covenants or other restrictions on said property, or (3) that any restrictive covenants or restrictions that may be on said property are enforceable or are not enforceable.*

#### CONSTRUCTION SITE REQUIREMENTS:

During construction the owner or contractor shall have the following on site:

- 1) A port-o-let for use by workers on the project.
- 2) A dumpster of suitable size to contain trash and waste material from the construction site in order to eliminate jobsite trash and materials from spilling or blowing over into surrounding properties. If the owner or contractor has two or more jobsites adjacent to each other, one dumpster and port-o-let may be shared by the said job-sites, at the discretion of the parish building inspector.
- 3) The contractor or owner may, in lieu of a dumpster, erect a screened-in area or other trash retaining structure on-site so as to contain trash until proper disposal is possible.
- 4) The building permit placard shall be posted and shall remain visible from the roadway.
- 5) The approved set of plans must be on-site during the entirety of the construction project.

#### MUNICIPAL ADDRESS:

St. John the Baptist Parish Code of Ordinances, Section 36-6.-Uniform numbering system.

- a.) The residents and commercial establishments must place their municipal numbers as close as possible to the front entrance of their house, apartment, or business.
- b.) The numbers must be of a size four inches or larger and of a color that is easy to distinguish from the street.
- c.) The placing of numbers on a U.S. mail receptacle located some distance from the house or business will not suffice the purpose or intent of these requirements although such markings are duplication since the mailing address and house location are the same.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



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#### SUBMITTAL REQUIREMENTS:

- \_\_\_\_\_ 1. Completed and signed application; i.e. pages 1-6 contained herein.
- \_\_\_\_\_ 2. Copy of Deed/Act of Sale to property (recorded copy only).
- \_\_\_\_\_ 3. Lease, if applicable.
- \_\_\_\_\_ 4. Survey of property, signed and dated by a licensed land surveyor or engineer.
- \_\_\_\_\_ 5. Detailed set of complete plans - Two sets of 2' x 3' sheets and two sets of 11" x 17" sheets required. Plans must be drawn to scale and stamped by a Louisiana licensed engineer or architect. Please contact South Central Planning for any building plan review questions at 985-655-1070.
  - o Utility Plans must show backflow preventer with details for water lines (size, type, location)
  - o Utility Plans must show check valve details for sewer line in accordance with attached sewer specifications.
  - o Landscape plan, if required, must be drawn to scale and stamped by a Louisiana licensed architect of engineer.
  - o Site plan showing location of all existing and proposed structures, distances between existing structures and proposed structures, proposed setbacks from property lines, and detailed parking plan. The Department of Planning and Zoning will conduct Site Plan Review.
- \_\_\_\_\_ 6. Letter of No Objection from the Pontchartrain Levee District and/or Lafourche Basin Levee District U.S. Army Corps of Engineers, and Office of Coastal Protection and Restoration (CPRA) if work is within 1500' of the mainline Mississippi River levee, or if otherwise applicable. *(Levee Districts: Westbank – 225-265-7545/ Eastbank – 225-869-9721).*
- \_\_\_\_\_ 7. Grade Certificate/Benchmark Certificate signed and dated by a licensed land surveyor **ONLY** if in an AE or VE flood zone. Also, a VE Design Certificate signed by a registered professional engineer or architect, **IF** in a VE flood zone.
- \_\_\_\_\_ 8. Wastewater User Application completed, signed, and submitted with \$100.00 fee to the Department of Utilities at 434 Elm Street, Laplace. (Check or Money Order **ONLY**, please)
- \_\_\_\_\_ 9. Copy of contractor's license (attached herein).
- \_\_\_\_\_ 10. Health Department approval, if applicable. Contact (985) 536-3535 to determine applicability.
- \_\_\_\_\_ 11. Office of State Fire Marshal approval for **life safety only** required. Contact (225) 925-4911 to determine applicability.
- \_\_\_\_\_ 12. Culvert permit, if applicable.
- \_\_\_\_\_ 13. DOTD approval, if applicable. See pg 5 and contact (985) 375-0100 to determine applicability.
- \_\_\_\_\_ 14. **Payment of fees.** Planning and Zoning will determine the fee schedule for your project, including:
  - o Permit fee - New construction is calculated at \$0.50 per square foot. Renovations at \$0.25 per square foot. Trade permits fees are included in these rates; i.e. are **NOT** calculated separately. Minimum permit fee is \$500.00. \$500 fee re-roof and solar installations.
  - o Commercial Parking Lot fee - \$1.00 per 500 square feet.
  - o Planning & Zoning Inspection Fee - \$50.00
  - o Technology Fee - \$10.00
  - o Additional fees required for new water/sewer installations.

<p><b>Army Corps of Engineers:</b> MVNLeveePermits@ usace.army.mil</p> <p><b>CPRA:</b> CPRArequest@la.gov</p>
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**\*NOTE-Additional permits and/or approvals may be required, such as sign permit, road crossing permit, demolition permit, DEQ permit, etc.**



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**FLOOD ELEVATION ACKNOWLEDGEMENT**

I, the undersigned, do hereby acknowledge that I have been advised that the proposed structure is located in a Special Flood Hazard Area, as determined by the Federal Emergency Management Agency (FEMA). I have been advised of the minimum elevation of this/these structure(s) as determined on the Flood Insurance Rate Map (FIRM). I further understand that ALL structures MUST be constructed at or above the required base flood elevation. This includes attached and detached structures, air conditioning units, water heaters, washing machines, and dryers.

In order to insure that all Floodplain Regulations are met I understand that I MUST submit to the Department of Planning & Zoning a “Building Under Construction” Elevation Certificate (Forms Elevation) **PRIOR** to pouring concrete foundation (slab on grade foundation) or **PRIOR** to vertical construction after placement of piers or columns (elevated pier foundation). **FAILURE TO SUBMIT THE REQUIRED INFORMATION WILL RESULT IN A STOP WORK ORDER BEING PLACED AGAINST FURTHER CONSTRUCTION ACTIVITY UNTIL REQUIRED INFORMATION IS SUBMITTED TO THE DEPARTMENT OF PLANNING & ZONING AND APPROVED.**

I also understand and acknowledge that a “Finished Construction” Elevation Certificate MUST be submitted to the Department of Planning & Zoning once the construction is complete, all machinery and/or equipment such as furnaces, hot water heaters, heat pumps, air conditioners, elevators and their associated equipment have been installed and the grading around the building is complete. A Certificate of Occupancy will not be issued until ALL required documentation is received and approved by the Department of Planning & Zoning.

\_\_\_\_\_  
Construction Address

\_\_\_\_\_  
Permit Number

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



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**LOUISIANA DEPARTMENT OF TRANSPORTATION AND  
DEVELOPMENT ACKNOWLEDGEMENT**

In accordance with Louisiana Administrative Code: Title 70 Chapter 11, certain developments located on or within ¼ mile of a state-owned highway may be subject to a traffic impact review by the Louisiana Department of Transportation and Development (DOTD). In order to comply with these regulations, applicants seeking a development permit from the St. John the Baptist Parish Planning and Zoning Department must check with DOTD to make sure their project does not require any additional permits or traffic mitigation measures. Applicants should also note that a review is required for both new developments and redevelopment projects. More specifically, the Louisiana Administrative Code requires a traffic impact review for the following unexhausted list of development types:

- New businesses;
- New subdivisions;
- New apartment complexes;
- Additions to existing subdivisions;
- Additions to existing apartment complexes;
- New streets and/or traffic control devices;
- New schools;
- Minor developments in traffic networks that are already congested;
- Hospitals; and
- Large commercial or industrial complexes.

**ACKNOWLEDGEMENT**

I, the undersigned, acknowledge that I have been advised of the Louisiana Department of Transportation traffic review requirements for developments on or within ¼ mile of a state-owned highway. Further, I understand and acknowledge that I am responsible for obtaining a letter of compliance, exemption or access permit from DOTD to complete my application for a development permit from the St. John the Baptist Parish Planning and Zoning Department.

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Applicant Signature

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Date



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## **COASTAL ZONE MANAGEMENT ACKNOWLEDGEMENT**

In accordance with Louisiana Revised Statute 49:214.21 et seq., the State of Louisiana administers a Coastal Zone Management Program in order to protect, develop, and restore the resources of the state's coastal zone. Because the entirety of St. John the Baptist Parish lies within the state-defined coastal zone, any work that involves the placement of fill/slab, site clearance, dredging, or other related activity must be approved by issuance of or exemption from a Coastal Use Permit. Other activities regulated through a Coastal Use Permit include subdivisions, drainage facilities, and energy infrastructure.

In order to streamline the Coastal Use Permit determination process, applicants may submit a Joint Permit Application to determine if a proposed project requires a Coastal Use Permit or a United States Army Corps of Engineers 404 Permit. If you need any assistance filling out your Joint Permit Application, please contact the Louisiana Department of Natural Resources Office of Coastal Management at 225-342-0884. You can find the Joint Permit Application online at the following address:

[http://workflow.dnr.state.la.us/sundown/cart\\_prod/pkg\\_dnr\\_wf.initiate](http://workflow.dnr.state.la.us/sundown/cart_prod/pkg_dnr_wf.initiate)

or at

<http://dnr.louisiana.gov>

## **ACKNOWLEDGEMENT**

I, the undersigned, acknowledge that I have been advised of the State of Louisiana's Coastal Zone Management program and understand that a Coastal Use Permit and/or United States Army Corps of Engineers 404 Permit may be required for work within the state-defined Coastal Zone. Further, I understand and acknowledge that I am solely responsible for fines and penalties if my proposed project is found to be in violation of the State of Louisiana's Coastal Zone Management Program and Section 404 of the Federal Clean Water Act.

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Applicant Signature

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Date