



**ST. JOHN**  
PLANNING & ZONING  
**PERMIT APPLICATION**

Permit No: _____	Date Requested: _____
Receipt No: _____	Council District/At Large: _____
Zoning District: _____	Parcel No: _____
Lot, Sq., Subdivision: _____	
Historic Dist. / Landmark: Yes / No      Hearing Required: Yes / No	

**OFFICE USE ONLY**

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

Same as above (*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? (*circle one*) **YES / NO**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRACTOR INFORMATION:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ License No.: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**LOCATION OF WORK:**

Address: \_\_\_\_\_

Floor/ Bay / Suite No.: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot No.: \_\_\_\_\_

Parcel ID No. (Required): \_\_\_\_\_

*Within sixty (60) days of submission of minimum application requirements, this application will become null and void.*

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

\_\_\_\_\_  
Date



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**PLEASE DESCRIBE PROJECT IN DETAIL:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Please check all that apply:**

<input type="checkbox"/> Accessory Building	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Gas
<input type="checkbox"/> Electrical	<input type="checkbox"/> Addition	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Renovations	<input type="checkbox"/> Relocation / Elevation	<input type="checkbox"/> Generator
<input type="checkbox"/> Backflow	<input type="checkbox"/> Pool / In Ground	<input type="checkbox"/> Fill
<input type="checkbox"/> Culvert _____ Ft.	<input type="checkbox"/> Pool / Above Ground	<input type="checkbox"/> Other

*Master permit: primary permit fees shall include the fees for subpermits, provided that all applicable subcontractor qualifier signatures are on the application and plans include the details of all subcontractor work. Failure to include the required information at the time of application shall require that a separate permit be issued with appropriate fees being charged to the applicant. Current registration/license, when applicable, is required at the time of submittal.*

Permit Type	Permit Fees
Detached accessory structure without walls	\$75 if less than 500 sq. ft.; \$200 if over 500 sq. ft.
Detached accessory structure (1 or more walls)	\$0.23 per square foot (\$75 min.; \$500 max; no fee if less than 200 square feet)
Renovations	Minor under \$5,000...\$25 plus trades Minor \$5,000 to \$10,000...\$100 plus trades Major \$10,001 and above...\$200 plus trades
Trade permits	\$125 each
Zoning inspection fee	\$50
Technology fee	\$10
3/4" water meter deposit	\$50
3/4" water meter connection fee	\$750
Culvert permit	\$25

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

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Date



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**SUBMITTAL REQUIREMENTS:**

- \_\_\_\_\_ 1. Completed and signed application.
- \_\_\_\_\_ 2. Copy of Deed/Act of Sale to property (recorded copy only).
- \_\_\_\_\_ 3. One complete set of construction plans, including site plan, which indicates all dimension, building setbacks, and parking spaces, etc., if applicable.
- \_\_\_\_\_ 4. 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).*
- \_\_\_\_\_ 5. 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.
- \_\_\_\_\_ 6. Copy of contract and contractor's license, if applicable.
- \_\_\_\_\_ 7. **Payment of fees – checks or money orders only. See page 2 for table of common fees.**

<p><b>Army Corps of Engineers:</b> MVNLeveePermits@usace.army.mil</p> <p><b>CPRA:</b> CPRArequest@la.gov</p>
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*Please note: permit fees will be calculated based on the full scope of work. The list on page 2 represents some of the most common types of fees and how they are calculated. Please refer to our fee schedule for a full list of permit types and associated fees. By signature of this application, applicant understands that permit fees are non-refundable.*

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

\_\_\_\_\_  
Date