



ST. TAMMANY PARISH

MICHAEL B. COOPER  
PARISH PRESIDENT

DATE: \_\_\_\_\_

FEE: \$50.00

**Property Information:**

Street Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Residential  Mobile Home  Commercial  Name of Business \_\_\_\_\_

Is an appointment needed to access property? Yes  No

Directions to Property: \_\_\_\_\_  
\_\_\_\_\_

Description of Property (color, identifiable landmarks, etc.): Must be completed  
\_\_\_\_\_

Approximate Location of System: \_\_\_\_\_

Last Date System Pumped: \_\_\_\_\_ Is there a Garbage Disposal? Yes  No

Is the property vacant? Yes  No  If yes, how long? \_\_\_\_\_

Number of Bedrooms \_\_\_\_\_ If commercial, how many employees? \_\_\_\_\_

Who is your electrical provider? \_\_\_\_\_ Is the electricity connected? Yes  No

Contact Person: \_\_\_\_\_ You are the:  Owner  Renter  Realtor  Other

Owner (if applicable): \_\_\_\_\_

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

Phone No. \_\_\_\_\_ Cell No. \_\_\_\_\_ Fax No. \_\_\_\_\_

**\*If connecting/transferring service with Cleco, please provide the following information :**

Cleco Account: \_\_\_\_\_ Name on Account: \_\_\_\_\_

We will fax the permit to the utility company. Would you like the original permit to be:

Mailed to contact person at contact address  Held for pick up in our office

For office use only:

Payment method: \_\_\_\_\_ Date: \_\_\_\_\_



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It has been noted that well over half of the initial inspections of individual sewerage systems result in failure of the systems to pass basic requirements for permitting. This necessitates multiple re inspections, adding days to the time between application for permitting and the issuance of the permit.

In an effort to limit re inspections, and accelerate the issuance of a final permit, each applicant should take a few moments to observe if the following obvious problems exist with their system.

1. Aerator
  - a.) Is the aerator missing?
  - b.) Is the aerator covered by an ant nest?
  - c.) Is the aerator accessible?
  - d.) Is the aerator plugged in to a GFI outlet?
  
2. Riser caps and covers
  - a.) Are the riser caps and covers missing?
  - b.) Are the riser caps and covers cracked or broken?
  - c.) Are the riser caps and covers covered/ buried? (Riser caps and covers should be visible and accessible for inspection)

If these problems exist, **PLEASE** inform our Department so we can reschedule the initial inspection while the applicant addresses these issues.

If during the course of the inspection the Department ascertains your sewerage system is undersized to properly treat sewer from the address and/or property in question, installation of a new sewerage system will be required.



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### Sewerage Inspection Permits

#### Frequently Asked Questions

**1. How long will it take to have the inspection done?**

Several factors can affect the time it takes to have an inspection done, including the weather. It normally takes two (2) to three (3) working days for an inspection.

**2. How will I get the results?**

The results will be sent to you in the mail, or you can contact our office at 898-2535. Please remember that it takes two (2) - three (3) working days for inspections to be completed, so please wait at least two (2) working days before calling.

**3. How long will it take to get the permit after the inspection?**

If a system passes the inspection on the initial site visit, the permit will be issued the following morning. If a system requires proof of pumping, the permit will be issued as soon as we receive a copy of the receipt indicating the system has been pumped. The receipt for the pumping of the system can be faxed to our office at 898-2523 or emailed to [es@stpgov.org](mailto:es@stpgov.org). If maintenance is required, a follow up inspection must be done before a permit will be issued. Please contact our office as soon as the required maintenance is complete so that we can schedule a follow up inspection.

**\*\*If the system fails re-inspection, an additional \$50.00 fee will be assessed before another inspection is scheduled.**

**4. Do septic tanks automatically fail?**

Septic tanks do not automatically fail the inspection. Each system is inspected and will pass or fail based on a set of inspection criteria that our inspectors follow.

**5. Does the owner have to apply for the permit?**

Anyone can apply for a sewerage inspection permit.

**6. Do I need to be there for the inspection?**

Inspectors do not need access to the inside of your home. Unless you have a locked gate, a dog or some other reason that would prohibit inspectors from accessing your yard you do not have to be present at the time of the inspection.

**IF YOU HAVE ANY FURTHER QUESTIONS, PLEASE CONTACT OUR OFFICE  
LOCATED AT 21454 KOOP DRIVE, SUITE 1-A; MANDEVILLE (985)898-2535.**