



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

revised 07/19/2022

REQUIREMENTS FOR RESIDENTIAL PLAN REVIEW

New Constructions, additions and remodel

- ☐ Completed Permit Application
- ☐ Assessment # / Parcel # (10 digit number from Assessor's Office 985-809-8180 www.stpao.org)
- ☐ Legal Description of Property: (recorded copy of title, deed, cash sale)
- ☐ Survey of Property: (shall indicate flood zone; submitted on 11"x17" format or smaller)
- ☐ Plot Plan: (drawn to scale including proposed and existing structures and set back lines; electronic pdf format or 11"x17" format or smaller. (Must include existing fence or proposed fence height and placement)
- ☐ State Board of Health: L. H. S. 47 permit to install on site sewerage disposal system for individual sewerage systems (985-893-6296)
- ☐ Department of Engineering: Completed Residential Permit Data Form (Page 5 of this application) Please call 985-898-2574 for any questions regarding this form.
- ☐ Department of Development/Engineering: Coastal Use Permit (may be needed if property is south of I-12) 985-898-2529
- ☐ Development: Impact Fees, Administrative, or Land Clearing Permits 985-898-2529
- ☐ 911 Addressing: 985-898-4911
- ☐ Stormwater Agreement and Stormwater Site Plan
- ☐ Complete Set of Plans: foundation plans must be stamped by a Louisiana Licensed architect or engineer; in electronic PDF format. (If the property is in a "V" Flood Zone, Every page of the plans are required to be stamped by a Louisiana Licensed architect or engineer)
 - All plans shall be site specific (lot # etc. included on plans)
 - All plans shall indicate Designer's name, address and phone number
 - All plans shall indicate design criteria and wind speed (structure specific)
- ☐ All Residential Contractors shall have a current registration with St. Tammany Parish Department of Permits and Inspections
- ☐ All Home Owner/Contractors shall have signed and notarized Louisiana State Homeowner affidavit (Available in the Department of Permits and Inspections)

Fee Schedule (All fees are due at the time of application)

*A 3% processing fee will be added to all credit card/e-check Transactions as per STP Ord. No. 18-3961, effective October 5, 2018.

➤ New Construction	\$300.00 + 0.10 per sq ft (under beam)
➤ Addition:	\$300.00 + 0.10 per sq ft (under beam)
➤ Remodel:	\$100.00 plus \$5.00 per 1,000 of executed contract amount
➤ Plan Review	\$50.00 + 0.01 per sq ft (under beam)
➤ Impact Fees	*contact the office to determine if applicable
➤ Coastal Use Review Fee	\$250.00 (If Applicable)

DEPARTMENT OF PERMITS AND INSPECTIONS

P.O. BOX 628 | COVINGTON, LOUISIANA | 70434 | PERMITS@STPGOV.ORG | 985-898-2574 OR 985-646-4166
WWW.STPGOV.ORG



ST. TAMMANY PARISH GOVERNMENT

MICHAEL B. COOPER

PARISH PRESIDENT

RESIDENTIAL BUILDING PERMIT APPLICATION

PROJECT INFORMATION:

PERMIT NUMBER ISSUED _____

Address: _____ City: _____ Zip Code: _____

Subdivision: _____ Lot #: _____ Blk/Sq: _____

Assessment#: _____ S/T/R _____ Tract: _____ Ward: _____

District: _____

PERMIT TYPE:

- ☐ Accessory ☐ Addition ☐ Demolition ☐ Duplex
☐ Mobile Home ☐ Modular ☐ Remodel ☐ Single Family
☐ Swimming Pool

PROPOSED USE:

Number of Bedrooms _____ Number of Bathrooms _____ Number of Stories _____

Total Sq Ft. _____ Living Sq Ft. _____ Garage Sq Ft. _____ Porches/Decks Sq Ft. _____

Max Height: _____ Structure Length: _____ Structure Width: _____

Project Cost: _____ Foundation Type: ☐ Slab ☐ Raised ☐ Footing

☐ Piers ☐ Other

Water: ☐ Central ☐ Individual Electric Company: ☐ Cleco

Sewerage: ☐ Central ☐ Individual ☐ WST
☐ Entergy

CO-PROPERTY OWNER/APPLICANT INFORMATION:

(If there is more than one (1) owner, all must provide the required information)

Name: _____ Phone: _____
Address: _____ Cell: _____
City: _____ Email: _____
State: _____ Zip Code: _____ Fax #: _____

CONTRACTOR INFORMATION:

☐ (Please check one of the following forms of notification)

Name: _____ ☐ Phone: _____
Address: _____ ☐ Cell: _____
City: _____ ☐ Email: _____
State: _____ Zip Code: _____ Fax #: _____

DESIGN PROFESSIONAL:

Name: _____ ☐ Phone: _____
Email Address: _____ ☐ Cell: _____
Fax #: _____

ARCHITECT/ENGINEER:

Name: _____ ☐ Phone: _____
Email Address: _____ ☐ Cell: _____
Fax #: _____

PROPERTY OWNER/INFORMATION

Name _____ Home Phone _____
Address _____ Cell Phone _____
City _____ Email address _____
State _____ Zip Code _____ Facsimile number _____

CO-PROPERTY OWNER/APPLICANT INFORMATION

(If there is more than (1) owner, all must provide the required information)

Name _____ Home Phone _____
Address _____ Cell Phone _____
City _____ Email address _____
State _____ Zip Code _____ Facsimile number _____

CONTRACTOR INFORMATION

Name _____ Home Phone _____
Address _____ Cell Phone _____
City _____ Email address _____
State _____ Zip Code _____ Facsimile number _____

DESIGN PROFESSIONAL

Name _____ Home Phone _____
Address _____ Cell Phone _____
City _____ Email address _____
State _____ Zip Code _____ Facsimile number _____

ARCHITECT/ENGINEER

Name _____ Home Phone _____
Address _____ Cell Phone _____
City _____ Email address _____
State _____ Zip Code _____ Facsimile number _____

1. I, the property owner(s)/applicant(s), acknowledge that this permit application shall be deemed to have been abandoned 90 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the director is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.
2. I, the property owner(s)/applicant(s), understand and agree that any permit issued pursuant to this application becomes invalid unless the work on the site authorized by such permit is commenced within one hundred and eighty (180) day after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of one hundred and eighty (180) days after the time the work is commenced or is not completed within two (2) years of issuance of the permit.
3. I have read and examined this application in its entirety and have completed the appropriate sections of this application and know that the information contained therein is true and correct.
4. I understand and agree that it is incumbent upon me to secure any legal authority to enter or use another's property for any purpose, either during or after construction.
5. I understand and agree that if the property is within a Flood Hazard Area, upon completion of the project and prior to the availability of a Certificate of Occupancy from St. Tammany Parish, an Elevation Certificate, signed and stamped by a licensed Land Surveyor or P.E. shall be submitted to the St. Tammany Parish Flood Administrator
6. I understand and agree that it is my responsibility, and the responsibility of all persons contracted by me, to ensure that a set of plans that have been stamped by St. Tammany Parish as "Approved," and all stamped "Approved" versions thereto, are required to remain on the jobsite throughout construction.
7. I understand and agree that it is my duty and responsibility, and all parties contracted by me, to comply with all provisions of the Building Code of St Tammany Parish (the "Code"), all other ordinances of St. Tammany Parish Government (the "Parish"), and all other provisions of state and federal law.
8. I understand and agree that Parish approval of any permit, plan, drawing or specification, and any approval as a result of an inspection, shall not be construed as authorizing, or as an approval of, a violation of the provision of the Code or other ordinances of the Parish. Any approval presuming to give authority to violate or cancel the provisions of the Code or other ordinances shall not be valid.
9. I understand and agree that the granting of a permit or any decision by a Parish employee does not presume to give me authority to violate or cancel the provisions of any Parish, state, or federal law regulating construction or the performance of paid construction.
10. I understand and agree that the Parish provisions pertaining to construction may be divided and classified into a number of segments as determined by the political subdivision, including but not limited to building, mechanical, electrical, plumbing, drainage, or fire prevention codes, or by other such titles as are deemed proper by the Parish, per La. R.S. 33:4773(B).
11. I understand and agree that neither the approval of a permit by the Parish, the issuance of a Certificate of Occupancy, nor the review or approval of any plan, drawing or specification for the construction of any building, structure, service system, or other improvements to immovable property by the Parish, under the requirements of the Code or other ordinances shall constitute or be construed as a warranty or guarantee by the Parish, or any officer, employee, representative or agent thereof, as to durability or fitness, or as a

warranty or guarantee that said building, structure, or other improvement to immovable property or any materials, equipment, or method or type of construction used therein is or will be free from defects, will perform in a particular manner, is fit for a particular purpose, or will last in any particular way, per La. R.S. 33:4773(D).

12. I understand and agree that nothing contained in any Parish ordinance and/or Parish building code shall be construed as establishing or imposing upon the Parish a duty, special or otherwise, to or for the benefit of any individual person or group of person, per La. R.S. 33:4772.
13. I understand and agree that pursuant to La. R.S. 40:1730.23, in the enforcement of any Parish ordinances or provision of any building or construction code as defined by La. R.s. 33:47a, *et seq.*, the performance or non-performance of any procedure by a governmental enforcement agency, contract employee, or official shall be deemed to be a discretionary act and shall be subject to the provisions of La. R.S. 9:2798.I. I understand and agree that neither the issuance of the permit, nor the performance or non-performance of any enforcement procedure or inspection by any officer, employee, representative or agent of the Parish, shall give the applicant any recourse for injuries or damages against the Parish.
14. I understand and agree to hold the Parish harmless from any and all injuries and damages to me, my authorized contractor, or any third person caused by or resulting from the failure by me and/or my authorized contractor to comply with any provision of the "Code" or Parish ordinances, from any defects of any nature in any work performed or acts done by me and/or my authorized contractor, or from the performance or non-performance of any enforcement procedure or inspection.
15. I understand and agree that any person aggrieved by a decision of any officer, employee, representative or agent of the Parish, relative to enforcement or interpretation or any Parish ordinance, rule, and/or regulation of the Parish pertaining to this construction project shall ("must") appeal to the Board of Adjustments within forty-five days of the decision by filing with the Board of Adjustments, as well as the Department whose actions are the subject of the complaint, of a notice of appeal specifying the grounds thereof. The Department shall forthwith transmit to the Board pertinent papers constituting the records upon which the action appealed from was taken. The procedure utilized shall conform with the rules of the Board of Adjustments and Article 3.0104 of the Unified Development Code.
16. I understand that permit fees are non-refundable or transferable.

Signature of Property Owner/Applicant

Date

Signature of Property Owner/Applicant

Date

Signature of Contractor
(if the Property Owner/Applicant and the Contractor are not the same)

Date

Office Use

Plan Review: _____ **Payment Method:** _____

Permit Fees: _____ **Total Fees Paid:** _____

Impact Fees: _____



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

Revised 07/19/2022

Engineering Residential Permit Data Form

The following information is designed to assist you in applying for a residential building permit. If you have any questions please contact, the Department of Permits and Inspections at (985)898-2574.

1. Please check all that apply and answer the following questions:

A. Is this property within a subdivision? If Yes, Please provide the name of the subdivision.

☐ Yes ☐ No Name of Subdivision _____

B. Is this property on a portion of roadway that is constructed and open for building?

☐ Yes ☐ No

C. Is the roadway asphalt, gravel or other?

☐ Asphalt ☐ Gravel ☐ Other _____

D. What flood zone is the property? ☐ A ☐ B ☐ C ☐ V

E. Is the property in a critical drainage area? ☐ Yes ☐ No

F. Is the property less than 90 feet in width? ☐ Yes ☐ No

G. Has or is fill being placed on the property? ☐ Yes ☐ No

*If the answer is **YES**, please check the following box which applies:

☐ Fill will be placed above natural ground.

☐ The grade of the property will be modified but there will *not* be a net increase of fill.

***Proceed to Item No. 2 and No. 3 below.**

2. If property is in a subdivision with an approved drainage plan and hydrology study, then an Existing and Proposed Grade Elevation Form is not required.

3. If the property is not in a subdivision with an approved drainage plan and hydrology study, an additional form may be required (please see attached examples):

A. If in Flood Zone A, any size lot- **Existing and Proposed Grade Elevation Form** is required.

B. If in critical drainage area, Flood Zone C or B, any size property, not in a critical drainage area - **Existing and Proposed Grade Elevation** is required.

C. If property is less than 90 feet in width, Flood Zone C or B, not in a critical drainage area - **Existing and Proposed Grade Elevation** is required.

D. If property is greater than 90 feet in width not in a critical drainage area - Existing and Proposed Grade Elevation is not required.

Sediment control measures are required on all construction sites adjacent to any public drainage easement, R.O.W., waterways or catch basin when more than 50% of the lot area is being disturbed.

By _____
Signature

Date

DEPARTMENT OF PERMITS AND INSPECTIONS

P.O. BOX 628 | COVINGTON, LOUISIANA | 70434 | PERMITS@STPGOV.ORG | 985-898-2574 OR 985-646-4166

WWW.STPGOV.ORG



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Request for address directions to jobsite

Permit Number: _____ Date: _____

Customer Name: _____

Phone Number: _____

- ☐ Eastern St Tammany
- ☐ Lacombe Area
- ☐ Western St Tammany

DESCRIBE IN DETAIL DIRECTIONS TO YOUR JOB SITE:

Indicate nearest intersection, major highways, any landmarks, nearest municipal address, and even or odd side or street etc. Please use North, South, East and West when describing directions.

Street _____

Subdivision _____

Directions _____

Failure to complete the above information will result in delay of permit issuance



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

St. Tammany Parish Stormwater Agreement

Contractor: _____ Business Name: _____

Email: _____ Phone: _____

- I will maintain compliance with the St. Tammany Parish Stormwater Ordinance, Section 115-106 on all new construction projects in St. Tammany Parish.¹
- I will allow reasonable access on my project site for both scheduled and unscheduled St. Tammany Parish stormwater and/or drainage inspections.
- I will employ adequate stormwater Best Management Practices (BMPs) on my new construction projects to control erosion, contain sediment on site, and prevent construction pollutants from entering stormwater conveyances and waterways.
- I will perform regular inspections and maintenance on stormwater BMPs to prevent adverse stormwater impacts related to my project.
- When applicable to my project, I will maintain compliance with either the LPDES General Permit for Discharges of Stormwater from Construction Activities Five Acres or More, for large construction activities, as defined by LDEQ in Master General Permit LAR100000 or the LPDES Stormwater General Permit for Small Construction Activities, one to less than five acres, as defined by LDEQ in Master General Permit LAR200000.²
- I will make the Stormwater Pollution Prevention Plan (SWPPP) available on site for scheduled Parish stormwater and/or drainage inspections, if the project is a small or large construction site, as defined by LDEQ in the permits identified above.
- I have read the Guide to Stormwater Requirements for New Construction provided on the reverse side of the St. Tammany Parish Stormwater Agreement and initialed the Guide in the area indicated.

Signature

Date

¹ Please refer to St. Tammany Parish Ordinance Section 115-106 for an explanation regarding the relationship between state and parish stormwater requirements.

² LPDES Master General Permits for Stormwater Discharges from Construction Activities (Large and Small) are available on the LDEQ website; the LDEQ website address is provided on the reverse side of this document.



ST. TAMMANY PARISH
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GUIDE TO STORMWATER REQUIREMENTS FOR NEW CONSTRUCTION¹

Small Construction Sites that are less than 1 acre and are not of part of a common plan of development

- [No LPDES General Stormwater Permit required](#)
- St. Tammany Parish Stormwater Agreement and Stormwater Site Plan required

Small Construction Sites that are at least 1 acre to less than 5 acres and are not a part of a larger common plan of development):

- [LPDES Stormwater General Permit LAR200000 required](#)
- Make SWPPP available on site for scheduled Parish drainage/stormwater inspections
- Post notice at construction site noting location of SWPPP, contact name, telephone, LDEQ Permit number, and a brief description of the project
- St. Tammany Parish Stormwater Agreement and Stormwater Site Plan required

Small Construction Sites that are part of a common plan of development:

- [LPDES Stormwater General Permit LAR100000 or LAR200000 required²](#)
- Make SWPPP available on site for scheduled Parish drainage/stormwater inspections
- Post notice at construction site noting location of SWPPP, contact name, telephone, LDEQ Permit number, and a brief description of the project
- St. Tammany Parish Stormwater Agreement and Stormwater Site Plan required

Large Construction Sites (5 Acres or More):

- [LPDES Stormwater General Permit LAR100000 Required](#)
- Make SWPPP available on site for scheduled Parish drainage/stormwater inspections
- Post notice at construction site noting location of SWPPP, contact name, telephone number, LDEQ permit, Agency Interest Number, and a brief description of project
- St. Tammany Parish Stormwater Agreement and Stormwater Site Plan required

For more information:

- St. Tammany Parish Stormwater Website: www.stpgov.org/stormwater-information
- St. Tammany Parish Department of Development/Engineering
 - Phone: 985-809-7448
 - E-mail: stormwater@stpgov.org
- LDEQ Website: www.deq.louisiana.gov

¹ This is for guidance purposes only. It is the responsibility of the owner/contractor to comply with all state, federal, & local stormwater requirements.

² LPDES permit type is based on the total amount of disturbed area within the common plan of development. See LPDES General Permits and/or LDEQ website for additional guidance regarding definitions of large construction sites, small construction sites, and common plan of development.

Stormwater Control Legend:

—○— Silt Fence

⊗ Rip Rap



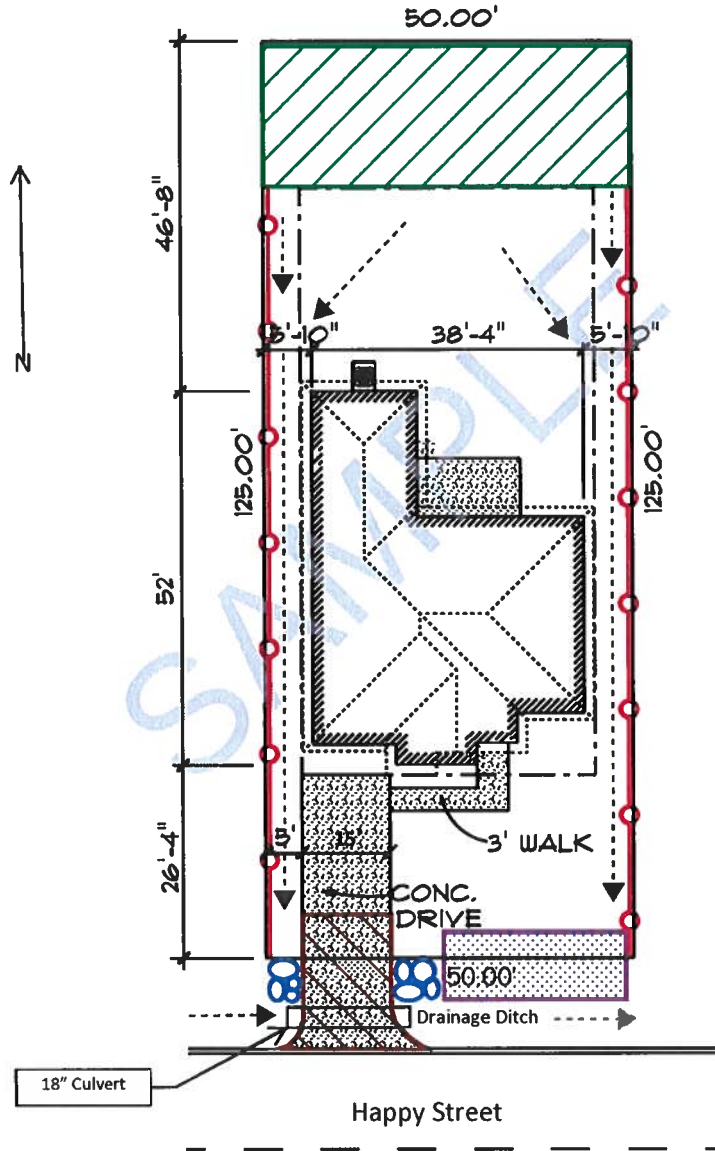
Exit Pad



Vegetated Buffer



Erosion Mat



PLOT PLAN/STORMWATER SITE PLAN



Home Design by:

**Home Sweet Home
Design Service, LLC**

www.homesweethomedesign.com
985-555-1234

PLANS FOR:

Imagination Builders

1234 EZ Street/Covington, LA 70435

Lot 14, Happy Life Subdivision, Phase 1

ST. TAMMANY PARISH, LA

SHEET 1 of 1

Scale: 1" = 20'

10/10/2016

NOTES:

1. This property is not located in the floodplain.
2. All drainage to roadside ditch.
3. Ultimate discharge to Lake Pontchartrain via Cane Bayou.

CODE	LIV AREA	AREA U.B.	INDEX
A3	1422	1456	6097



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

Stormwater Site Plan Checklist

Owner Name: _____ Date: _____

Construction Co: _____ Permit: _____

Site Address: _____ Phone: _____

E-Mail: _____ Cell Phone: _____

**Please fill in Checklist & Stormwater Site Plan for submission with permit application.*

1. _____ Show North arrow
2. _____ Label property/lot dimensions
3. _____ Show proposed structures/development with distances from lot lines (including driveways).
4. _____ Show all natural and manmade drainages such as drainage ditches, canals, bodies of water, and swales, with distances from building/grading pad sites.
5. _____ Indicate drainage flow across property
6. _____ Show all storm drains, yard drains, culverts, catch basins, etc.
7. _____ Show all dirt stockpiles, material storage areas, portable toilets, and trash containers..
8. _____ Define limitation of grading area and/or grassy buffers (see questions below)
 - a. Is entire lot to be graded and/or filled? _____ YES or _____ NO
 - b. Will any grassy buffer remain around perimeter of graded/filled area? _____ YES or _____ NO
If yes, please indicate location and size on plan.
9. _____ Show all proposed erosion and sediment protection measures or Best Management Practices (BMPs) utilized to protect drainage infrastructure, roadways, and neighboring properties from sedimentation, erosion, construction debris, or construction related pollutants.
10. _____ A stabilized construction entrance/exit is required on all sites to prevent sediment tracking onto roadway.

NOTE: See attached sample stormwater site plan for guidance in creating a stormwater site plan specific to your site.



CONTRACTOR'S JOB REGISTRATION

Sales & Use Tax Department
P.O. Box 1229 • Slidell, LA 70459
(985) 726-7777



BUILDER'S TRADE NAME: _____
(Full Name as Displayed on Signs/Advertising)

LEGAL NAME: _____

LEGAL TYPE: ☐ Sole Proprietor ☐ Corporation ☐ Partnership ☐ LLC ☐ Self-Build

CONTRACTOR'S LICENSES: LA # _____ St. Tammany Occupational # _____

BUILDER'S ADDRESS: Street _____
City/State/Zip _____
Telephone # _____

TOTAL COST or CONTRACT AMOUNT for Completed Structure: \$

Construction TYPE: ☐ New ☐ Renovation ☐ Addition ☐ Other: _____

Construction CLASSIFICATION: ☐ Residential
☐ Commercial _____
(Name of Project/Business)

JOBSITE ADDRESS: Subdivision _____
Street _____
City _____
Unit/Lot # _____

Will building materials or equipment be purchased or brought in from outside St. Tammany Parish and used in this project?

☐ Yes ☐ No

If YES, list Out-of-Parish Suppliers, Supplier Location, & Material Provided:

If you answered **NO** and this situation changes, notify this Authority before goods are delivered in this parish, or verify supplier is registered to collect taxes for St. Tammany Parish by calling our office at (985) 726-7777. **All materials are subject to 4.25% - 5.25% St. Tammany Parish Sales and/or Use Tax.** THIS REGISTRATION IS NOT ASSIGNABLE OR HERITABLE AND IS VALID FOR THIS JOB ONLY. BY SIGNING BELOW, I CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN ARE ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Applicant Signature: _____ Title: _____ Date: _____