

BUILDING TO BE CONVERTED TO BE USED AS RESIDENCE

FEE .30 sq. ft. Minimum \$150.00

A permit is required before the building is delivered

Permit Application Checklist:

- Flood Zone Determination – Submit ONE of the following:
 - Original Elevation Certificate (*if building in Special Flood Hazard Area*)
 - 1st Elevation – Site Ground
 - Final Elevation Certificate Required to show it meets all **FEMA** requirements
 - *B-Zone/C-Zone Affidavit (*if building outside Special Flood Hazard Area*)

NOTE: If Flood Zone Determination is unknown, contact Town Hall.

- Approval from sewage department
- Complete PERMIT APPLICATION
- Site Plan (*drawing showing location of building on lot, lot size & dimensions on all sides, distance of building from all property lines, and the outline of the building*)
- Land Verification (*Copy of Act of Cash Sale / Donation / Succession*)
 - Obtain Parcel Number from Assessor's Office at (985) 447-7242
- Foundation Plan designed to the 2015 IRC – designed by an Engineer
- 1 Complete Set of Plans (11" X 17") (must be in compliance with the Louisiana State Uniform Construction Code) & meet wind zone requirement (Building Drawing Must be Re-Drawn by an Engineer / Architect for Residential Use)
- Contract or Purchase Agreement for Building
- Copy of Residential Contractor's License
- or*
- Self-Contract – Exemption from Licensure Affidavit (*signed and notarized*) & Sub-contractor Supplier List

Signature: _____ **Date:** _____