



TOWN OF LOCKPORT
710 Church Street
Lockport, LA 70374
Office # 985-532-3117
Fax # 985-532-7143
Revised 6/4/2018

PERMIT DEPARTMENT

RESIDENTIAL NEW HOME BUILD – Fee .30 sq. ft. Minimum \$150.00

Permit Application Checklist:

- Floor level or lowest horizontal beam of house will need to meet BFE. _____ Int
- Will the garage/storage, etc areas attached to house meet BFE? Yes _____ No _____
- Type of INSULATION ___ Spray Foam ___ Batt ___ Blown Cellulose _____ Int

Signature of Applicant: _____ Date: _____

Flood Zone Determination/Original Elevation Certificate Required

- 1st Elevation-Site/Ground (must be less than one year old)
 - 2nd Elevation-(form spot) Must be presented to permit office before foundation inspection is requested
 - 3rd & Final Elevation Certificate-Finished Elevation Required before Occupancy of Building (all electrical, mechanicals, & plumbing in place this also includes but not limited to, all steps, all landings, pumps, etc. (The building must be completed and at this point ready to move-in)
- or
- B & C Zone Affidavit (if outside Special Flood Hazard Area)
*This affidavit can be found under "Supplemental Forms" on our website

- Completed PERMIT APPLICATION (*found on our website*)
- 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
- 1 Complete Sets of Plans (**ONE 11" x 17"**) Note: In many cases the plans will need to be designed and/or stamped by an Louisiana License Engineer or Architect call Permit office for more information.
- COPY OF CONTRACTOR'S LICENSE or
SELF CONTRACTED
 - SUB-CONTRACTOR SUPPLIER LIST
 - AFFIDAVIT CLAIMING EXEMPTION FROM LICENSURE

SIGNATURE _____ DATE _____