



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

PERMIT DEPARTMENT

**PRE-FABRICATED RESIDENTIAL STORAGE SHED ONLY**

FEE .20 SQ. FT. (MINIMUM \$50.00) PERMIT IS REQUIRED BEFORE STORAGE SHED IS DELIVERED

**Permit Application Checklist:**

- o This structure will **only** be used as a residential storage shed. I understand that any other use now or in the future will need to be engineered and permitted for that use and must be approved by Town of Lockport Permit Department. If electric is connected to this storage shed and used for any other reason, the electric will be disconnected. Under these terms at no time will water be hooked to this site.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

- o Square footage of storage shed to be built \_\_\_\_\_ (structures 1000 sf and over must meet elevation)
- o **Elevation Requirement** – Will shed meet elevation requirement if in Special Flood Hazard Area?
  - \_\_\_\_\_ 1. **Yes** – Submit 1<sup>st</sup> elevation certificate to show existing ground elevation
    - If existing ground **meets** elevation:
      - \* only final elevation certificate required after finished construction \_\_\_\_\_ (initial)
    - If 1<sup>st</sup> ground elevation is **lower** than required:
      - \* form shot (2<sup>nd</sup> elevation certificate) & final elevation certificate required \_\_\_\_\_ (initial)
  - \_\_\_\_\_ 2. **No** – Contact Mandy for construction and venting requirements. 985-5323117
    - \*Only final elevation certificate required with venting information and pictures \_\_\_\_\_(initial)
  - \_\_\_\_\_ 3. **B or C Zone** – Signed affidavit required
- o Complete Permit Application
- o 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)
- o Land verification (Copy of Act of Cash Sale, Donation, or Succession) or Parcel # from Assessor's Office – 985-447-7242
- o Foundation plan designed to the 2015 IRC (may need to be engineered)
- o 1 complete set of plans, 11" x 17" (must meet La. State Uniform Construction Code and wind load requirements) **NOTE**- Plans should also include wind load information or garage or roll up door(s). These door(s) must meet the minimum wind requirement for the area the building is being built.
- o Contract or purchase agreement
- o Copy of residential contractor's license or
- o Exemption from Licensure form for self-contracting & Sub-contractor supplier list.

If shed is less than 200 sq ft & roof pitch less than 7:12 with no utilities, no plan review or inspections required.  
**All FEMA regulations will still apply**

If electric is needed, a separate trade permit will be required.

Signature \_\_\_\_\_ Date \_\_\_\_\_