



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

PERMIT DEPARTMENT

**RESIDENTIAL CONSTRUCTION** – Fee .30 sq. ft. Minimum \$150.00

**Permit Application Checklist:**

- Site shall be graded in accordance with approved subdivision plans. \_\_\_\_\_ Int
- 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)

Completed 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 (*Must be a **RECORDED** 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 (form on website under "Supplemental Forms")
- AFFIDAVIT CLAIMING EXEMPTION FROM LICENSURE (triplicate form available in Permit Office)

**NOTE:** If self-contracted, you will also have to pick up, sign and notarize an "Exemption from Licensure Affidavit" from the Permit Office. (*This is a triplicate form and not available online.*)

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_