



ST. TAMMANY PARISH
MICHAEL B. COOPER
PARISH PRESIDENT

Revised 10/9/2018

REQUIREMENTS FOR COMMERCIAL PLAN REVIEW

- 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)
- Lease (if applicable)
- Survey of property (Including Flood Zone)
- Department of Planning & Development review and land clearing permits (985-898-2529)
- Department of Environmental Services review (985-898-2529)
- Department of Planning & Development - Engineering review (985-809-7448)
- Flood Zone review (985-898-2574)
- 911 Addressing (985-898-4911)
- Stormwater Agreement and Stormwater Site Plan
- Louisiana State Fire Marshall Review Letter (1-800-256-5452)
- Louisiana State Board of Health review (985-893-6296)
- State Highway Department Approval (State Roads only)
- State Licensed General Contractor (Must be registered with St Tammany Parish)
- Complete set of stamped plans-including all riser diagrams (must have live stamp); in electronic PDF format
- Completed Sheriff's Job Registration form

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 + 0.31 per sq ft (underbeam)
- Sign Permit \$300.00 + 0.31 per sq ft (of sign face)
- Site Work \$200
- Additions \$100.00 + 0.31 per sq ft (under beam)
- Remodel \$85.00 + \$5.00 per 1000 or fraction thereof.
(*Contract amount)
- Plan Review \$150.00 + 0.01 per sq ft (under beam)



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Revised 1/8/2020

COMMERCIAL PERMIT APPLICATION

PROJECT INFORMATION:

PERMIT #: _____

Address: _____

City/ State/ Zip: _____

Assessment #: _____

PERMIT TYPE:

- | | | | |
|---|------------------------------------|---|-------------------------------------|
| <input type="checkbox"/> Accessory | <input type="checkbox"/> Addition | <input type="checkbox"/> Cell Tower/ Colocate | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Foundation Only | <input type="checkbox"/> Modular | <input type="checkbox"/> New Construction | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Site Work <u>(See Below)</u> | <input type="checkbox"/> Remodel | <input type="checkbox"/> Seasonal | <input type="checkbox"/> Shell Only |
| <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Temporary | | |
| <input type="checkbox"/> Other _____ | | | |

SITE WORK:

- | | | | | |
|---|---|--|--------------------------------------|--|
| <input type="checkbox"/> <u>Grading</u> | <input type="checkbox"/> <u>Utilities</u> | <input type="checkbox"/> <u>Paving</u> | <input type="checkbox"/> <u>Fill</u> | <input type="checkbox"/> <u>Excavation</u> |
|---|---|--|--------------------------------------|--|

Scope of Work:

DESIGNED OCCUPANCY CLASSIFICATION PER IBC:

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Assembly (A1 – A5) | <input type="checkbox"/> Institutional (I1-I4) | <input type="checkbox"/> Business (B) | <input type="checkbox"/> Mercantile (M) |
| <input type="checkbox"/> Education (E) | <input type="checkbox"/> Residential (R1- R4) | <input type="checkbox"/> Factory / Industry (F1, F2) | |
| <input type="checkbox"/> Storage | <input type="checkbox"/> High Hazard (H1 – H5) | <input type="checkbox"/> Utility and Misc. (U) | |

PERMIT INFORMATION:

- | | |
|---|--|
| <input type="checkbox"/> Total Square Footage (Building): _____ | <input type="checkbox"/> Construction Cost: _____ |
| <input type="checkbox"/> Number of Stories: _____ | <input type="checkbox"/> Elevator: Y or N |
| <input type="checkbox"/> Total Square Footage (Sign): _____ | |
| <input type="checkbox"/> Water: Central / Individual | <input type="checkbox"/> Sewer: Central / Individual |

Electric Company: _____
 Refrigeration: Y or N

Mechanical Hood: Y or N

OWNER INFORMATION:

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

CONTRACTOR INFORMATION:

(please check one of the following forms of notification)

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

DESIGN PROFESSIONAL:

Name: _____ Phone: _____
Email: _____ Fax: _____

ARCHITECT / ENGINEER:

Name: _____ Phone: _____
Email: _____ Phone: _____

Checklist of Information Submitted by the Applicant for Department of Planning & Development

- Completed Building Permit Application
- Recorded copy of Title, Deed or Cash Sale and/or Lease
- Survey of Property
- Board of Health Review Letter
- State Fire Marshall Review Letter PO# _____
- Site Plan
- Completed Set of Construction Documents including Riser Diagrams (Electronic PDF copy)
- Geotechnical / Soil Bearing Report
- Other _____

FEES:

Permit Fees: _____ Plan Review Fees: _____
Payment Method: _____ Total Fees: _____

- Electric Company: _____
 Refrigeration: Y or N

Mechanical Hood: Y or N

OWNER INFORMATION:

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

CONTRACTOR INFORMATION:

(please check one of the following forms of notification)

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

DESIGN PROFESSIONAL:

Name: _____ Phone: _____
Email: _____ Fax: _____

ARCHITECT / ENGINEER:

Name: _____ Phone: _____
Email: _____ Phone: _____

Checklist of Information Submitted by the Applicant for Department of Planning & Development

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- Other _____

FEES:

Permit Fees: _____ Plan Review Fees: _____
Payment Method: _____ Total Fees: _____

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



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revised 1-8-2020

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