



ST. TAMMANY PARISH
MICHAEL B. COOPER
PARISH PRESIDENT

Revised 1-9-2020

**REQUIREMENTS FOR SOLAR PLAN REVIEW
(ACCESSORY-Non-Roof Mounted)**

- 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)
- Survey of Property (shall indicate flood zone; submitted on 11"x17" format or smaller)
- Plot Plan (drawn to scale including proposed and existing structures and set back lines; electronic pdf format or 11"x17" format or smaller)
- Completed Sheriff's Job Registration Form (if job cost is \$20,000 or more)
- Complete set of plans; preferably in electronic PDF format.
 - All plans shall be site specific (lot # etc included on plans)
 - All plans shall indicate Designer's name, address and phone number
 - All plans shall indicate design criteria and wind speed (structure specific) per 2015 IRC
- Signed Contract Showing Total Dollar Amount of Work (signed by contractor and property owner)
- All Residential Contractors shall have a current registration with St. Tammany Parish Department of Planning & Development

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.

➤ Residential Accessory	\$300.00 + 0.10 per sq ft (under beam)
➤ Residential Plan Review	\$50.00 + 0.01 per sq ft (underbeam)
➤ Commercial Accessory	\$300.00 + 0.31 per sq ft (underbeam)
➤ Commercial Plan Review	\$150.00 + 0.01 per sq ft (underbeam)