REQUIREMENTS FOR SOLAR PLAN REVIEW
(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)

☐ Completed Sheriff’s Job Registration Form (if job cost is $20,000 or more)
  • Complete set of plans; no larger than 11”x17” or 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 Remodel $75.00 + $5.00 per 1000 or fraction thereof
  (*Contract amount/no contract + $0.50 per sq ft)

➢ Residential Plan Review $50.00 + 0.01 per sq ft (under beam)

➢ Commercial Remodel $85.00 + $5.00 per 1000 or fraction thereof
  (*Contract amount)

➢ Commercial Plan Review $150.00