ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

revised 1-9-2020

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