



SAINT CHARLES PARISH DEPARTMENT OF PLANNING AND ZONING

P.O. Box 302 • HAHNVILLE, LOUISIANA 70057
(985) 783-5060 • (985) 783-5000 • FAX (985) 783-6447

V.J. St. Pierre
PARISH PRESIDENT

PERMIT APPLICATION ADDITIONS/ACCESSORY BUILDINGS

PERMIT # : _____ DATE REQUESTED: _____

RECEIPT #: _____ ZONING DISTRICT: _____

APPLICANT: _____ PHONE #: _____

MAILING ADDRESS: _____

PROPERTY OWNER(S): _____

ADDRESS: _____

PHONE #: _____

CONSTRUCTION ADDRESS: _____

COUNCIL DIST.# _____

CORNER LOT?: YES NO; SUBDIVISION : _____

LOT #: _____ SQUARE/BLOCK #: _____ CONSTRUCTION VALUE: _____

FLOOD ZONE: _____ BASE FLOOD ELEVATION REQUIREMENT: _____

BUILDING SQUARE FOOTAGE: _____ BUILDING STORIES (#): _____

PROPERTY AREA (SQ FT.): _____ BUILDING DIMENSIONS: _____

LIVING AREA: _____ ACCESSORY AREA: _____ TOTAL AREA: _____

EXISTING SQUARE FOOTAGE OF RESIDENCE: _____ YEAR RESIDENCE WAS BUILT: _____

ANY OTHER STRUCTURES ON PREMISES? _____

CONTRACTOR: _____

ADDRESS: _____

CONTRACTOR LICENSE#: _____ PHONE#: _____

ATTENTION: *** Issuance of a Certificate of Zoning Compliance does not release the landowner from private restrictions or covenants of the subdivision in which the structure is built. Usually, a copy of such subdivision covenants may be on file in the St. Charles Parish Clerk of Courts Office. These covenants should be reviewed prior to the planning of any construction so as to determine compliance.

CHECKLIST FOR OBTAINING PERMIT:

- _____ 1. Application signed and dated. If applicant is not the applicable property owner, written consent of the owner to the construction must be provided.
- _____ 2. Copy of Act of Sale to property.
- _____ 3. Floor plan and a site plan that indicates a complete layout of the lot, including location of all existing and proposed structures with actual building dimensions and setback dimensions.
*(For additions to residences that were **NOT** built to the International Residential Code, and for detached accessory structures that are 144 sq. ft. or less.)*

-OR-

 A complete set of building plans, including a site plan that indicates a complete layout of the lot, including location of all existing and proposed structures with actual building dimensions and setback dimensions.
*(For additions to residences that **WERE** constructed in accordance with the International Residential Code, and for **ANY** detached accessory structures that are larger than 144 sq. ft.)*
- _____ 4. All plans must contain a statement that indicates the wind speed that the structure has been designed for & must also indicate what code was used for the design criteria as per IRC (International Residential Code) Chapter 3 R301.2.1.1 Design Criteria.
- _____ 5. Appropriate fees paid in full as per schedule provided below.
- _____ 6. Survey signed and dated by a licensed land surveyor for structures over 500 square feet.
- _____ 7. Grade/benchmark certificate signed and dated by a licensed land surveyor for:
 - a. Detached structures that are over 144 square feet, or
 - b. Attached additions 50% or larger than the main structure.

FEE SCHEDULE FOR ACCESSORY BUILDINGS/ADDITIONS/RENOVATIONS

Permit Type	Permit Fee	Plan Review and Inspection Fee
Minor Residential Additions/Renovations (under \$10,000) (attached or detached)	\$200	\$0.60 per square foot of living area, \$0 for for non-living area
Major Residential Additions/Renovations (over \$10,000) (attached or detached)	\$300	\$0.60 per square foot of living area, \$0 for non-living area
Detached residential storage/utility buildings 0 to 100 square feet	\$0	\$0
Detached residential storage/utility buildings 101 to 144 square feet	\$10	\$0
Each Additional Re-inspection		\$100

If an addition is being made to a residence that **WAS NOT** constructed in accordance with the International Residential Code, or for detached accessory structures that are 144 sq.ft. or less, the applicant will only pay the applicable permit fee. Detached accessory structures that are unconditioned and are accessory to a mobile home do not need to be constructed in accordance with the International Residential Code.

If an addition is being made to a residence that **WAS** constructed in accordance with the International Residential Code, or for a detached accessory structure that is greater than 144 sq. ft., the applicant will pay the applicable permit fee, plan review fee, and inspection fee.

I hereby acknowledge that I have read and understand all of the above.

APPLICANT SIGNATURE: _____ (DATE)

FEE PAID (PERMIT SECTION SIGNATURE): _____



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Director,
St. Charles Parish
Department of Planning and Zoning
P.O. Box 302
Hahnville, LA 70057

Dear Sir:

This is to certify that I will be responsible for hauling away the construction debris
at _____, the property of
_____.

I will haul the trash away _____. The trash will be
disposed of at _____.

I agree that I am solely and wholly responsible for compliance with St. Charles Parish
ordinance number 00-1-6 during the construction period at this address as permitted by
your department.

Sincerely,

X _____
(Applicant Signature)



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FLOOD ELEVATION ACKNOWLEDGEMENT

I (We) the undersigned, do hereby acknowledge that I (we) have been advised that my proposed structure is located in a Special Flood Hazard Area, as determined by the Federal Emergency Management Agency (FEMA). I (we) have been advised of the required minimum elevation of this (these) structures, as determined on the Flood Insurance Rate Map (FIRM). I (we) further understand that **ALL STRUCTURES, RESIDENTIAL, AND NON-RESIDENTIAL, MUST BE CONSTRUCTED AT OR ABOVE THE REQUIRED BASE FLOOD ELEVATION. THIS INCLUDES, BUT IS NOT LIMITED TO, ATTACHED AND DETACHED STRUCTURES, AIR CONDITIONING UNITS, WATERHEATERS, WASHING MACHINES AND DRYERS. EACH STRUCTURE MUST HAVE ITS OWN ELEVATION CERTIFICATE.**

In cases where an accessory structure (attached or detached) can not comply with the base flood elevation requirements, that portion below must be constructed in accordance with **FEMA Technical Bulletins 1-93, 2-93, or 3-93**. These bulletins govern the flood proofing and structural requirements, as mandated by FEMA, for structures built below base flood elevation and are available from St. Charles Parish Department of Planning and Zoning.

Preliminary Certificate of Zoning Compliance will not be issued until all provisions of the aforementioned FEMA regulations are met.

In order to insure that all Floodplain Regulations are enforced I (we) understand that I (we) must provide a forms survey and an elevation **BEFORE**, I pour concrete or proceed with construction of **ANY** portion of this structure(s). **FAILURE TO SUBMIT REQUIRED INFORMATION BEFORE POURING CONCRETE WILL RESULT IN A CEASE & DESIST ORDER PLACED AGAINST FURTHER CONSTRUCTION ACTIVITY UNTIL INFORMATION IS SUBMITTED TO THIS DEPARTMENT.**

Applicant Name (please print)

Applicant Signature Date

St. Charles Parish Official

Permit