

St. Bernard Parish Government

Department of Community Development
8201 West Judge Perez Drive
Chalmette, LA, 70043
Office: 278-4310 Fax: 278-4298



ELEVATION PERMIT CHECKLIST

The following must be submitted to the Department of Community Development to obtain a building permit for Elevation Construction:

- ___ 1. Completed permit application form.
- ___ 2. Copy of recorded property titles. Contact St. Bernard Parish Clerk of Court (504) 271-3434.
- ___ 3. Contractor or Homeowner must comply with all State Contracting Laws. If you have any questions please contact the State Licensing Board for Contractors at (225) 765-2301.
- ___ 4. Contractor on record must submit **PROOF OF RIGGERS INSURANCE**.
- ___ 5. Subcontractor **MUST** be listed on permit.
- ___ 6. Two (2) sets of dated, site-specific plans which include the following:
 - a. Material specifications dated and labeled.
 - b. Site plan dimensioned to scale, showing all existing and proposed structures, yard setbacks, servitudes, easements, surrounding street names, square and lot number and subdivision name.
 - c. Foundation plan.
 - d. Total square footage of structure.
 - e. North, South, East and West elevation sketches.
 - f. Method of lifting and anchorage to piers.
- ___ 7. Contractor or Homeowner must submit in writing a letter stating that all utilities (electric, gas and water) have been disconnected.

GENERAL REQUIREMENTS

- **Electric, gas and water must be disconnected before elevation construction begins.**
- All electrical, plumbing, gas and mechanical work must be filed by a St. Bernard Parish licensed electrician, plumber, gasfitter and mechanical contractor. The work must be inspected and approved before any finals are issued. All inspections must be scheduled with this office.
- Original elevation certification certificate must be submitted to this office after piers are set, before lowering structure.
- Original finished elevation certificate must be submitted prior to scheduling a final building inspection.
- **Certificate of Occupancy will be issued after all final inspections are completed.**

NOTE: ALL STANDARDS OF CONSTRUCTION MUST COMPLY WITH ST. BERNARD PARISH CODE OF ORDINANCES, ST. BERNARD PARISH COMPREHENSIVE ZONING ORDINANCE AND THE LOUISIANA UNIFORM BUILDING CODE (ICC INTERNATIONAL CODE CONGRESS). ALL SERVITUDES EXISTING ON PROPERTY MUST BE SHOWN ON ALL STAMPED SITE PLANS SUBMITTED IN LIEU OF PROPERTY SURVEY.