

St. Bernard Parish Government

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



NEW RESIDENTIAL CONSTRUCTION CHECKLIST

The following must be submitted to the Department of Community Development to obtain a building permit for NEW residential 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. – Homeowners building without a licensed contractor must submit an affidavit claiming exemption from licensure.
- ____ 4. Two (2) sets of dated, site-specific stamped plans by a Louisiana registered architect or engineer, 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. Total square footage of structure.
 - d. North, South, East and West elevation sketches.
 - e. Dimensioned floor plan, including locations of electrical outlets and lights, and plumbing facilities.
 - f. All interior and exterior structural details.
 - g. Foundation plan.
- ____ 5. Copy of property survey or if none exists, copy of titles accompanied by item 4-b listed above, must be submitted.
- ____ 6. Original elevation benchmark as prepared by a Louisiana licensed surveyor.
- ____ 7. All foundation plans utilizing subsurface pilings and/or Kelly/Post-tension slabs must be stamped by a Louisiana registered architect or civil engineer. One set must be original stamped and one set may have a photocopied stamp.
- ____ 8. In areas utilizing private sewerage, a preliminary letter from State Health Department must be submitted. Call (504) 278-7410.

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GENERAL REQUIREMENTS

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 the Department of Community Development (504) 278-4310.

Any contractor or party who intends to do work that may affect changes to the subsurface within 1,500 feet of the Lake Borgne Basin Levee District (LBBLD) Mississippi River flood control structure or within 300 feet of the toe of all hurricane protection structures are required to apply for a permit from the Lake Borgne Basin Levee District (LBBLD). Lake Borgne Basin Levee District (LBBLD) may be contacted at:

e-mail: lbbld@bellsouth.net

phone: (504) 682-5941

fax: (504) 682-5942

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.

PLEASE BE ADVISED: DEPENDING UPON LOCATION, PILINGS MAYBE REQUIRED.