

St. Bernard Parish Government

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



RESIDENTIAL ADDITIONS AND ACCESSORY STRUCTURES CHECKLIST

ALL APPLICANTS MUST SUBMIT THE FOLLOWING TO OBTAIN A BUILDING PERMIT FOR ADDITIONS AND ACCESSORY STRUCTURES ON RESIDENTIAL PROPERTY:

- ___ 1. Completed application form.
- ___ 2. Contractor or Homeowner must comply with all State Contracting Laws. If you have any questions please contact the State Licensing Board for Contractors at 1-800-256-1392.

FOR ACCESSORY STRUCTURES AND ADDITIONS UNDER 500 SQUARE FEET MUST SUBMIT THE FOLLOWING:

- ___ 1. Copy of property survey with dimensioned diagram of proposed structure showing distances to property lines and any existing structures, if a survey does not exist you may submit a copy of the **recorded** titles.
- ___ 2. If plumbing, gas and/or electrical work is proposed, must indicate on site plan.
- ___ 3. **ANY PROPOSED ADDITION** located in “**Piling Required**” areas must submit a foundation plan stamped by a Louisiana registered architect or civil engineer.

ADDITIONS AND ACCESSORY STRUCTURES OVER 500 SQUARE FEET OR ANY SECOND (2ND) STORY ADDITION MUST ALSO SUBMIT THE FOLLOWING:

- ___ 1. Copy of property survey, if none exist copy of **recorded** titles.
- ___ 2. 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, 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. Typical interior and exterior wall and window details.
 - g. Foundation plan.
- ___ 3. Accessory structures 500 square feet and over located in “**Piling Required**” areas will require a foundation plan to be stamped by a Louisiana registered architect or civil engineer.
- ___ 4. Second (2nd) story additions 500 square feet and over require plans stamped by a Louisiana registered architect or civil engineer.
- ___ 5. Additions to habitable structures in “**Piling Required**” areas will require a foundation plan to be stamped by a Louisiana registered architect or civil engineer.

- ____6. Additions to habitable structures that have existing pilings will require a foundation plan to be stamped by a Louisiana registered architect or civil engineer.
- ____7. Square footage of existing house.

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.

Additions in "A" or "V" flood zones **MAY** require FEMA elevation certification. State Health Department approval may be required in areas utilizing private sewerage. 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. Inspections for all permitted structures and all electrical, plumbing, gas and mechanical work must be scheduled with this office.

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: lbld@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.

DEPENDING UPON LOCATION, PILINGS MAYBE REQUIRED.