

NEW FARM STRUCTURE REQUIREMENTS

- ___ Cash Deed, Act of Donation, etc. of property.
- ___ Typed Lease Agreement – NOT Handwritten
(Must have tenants name / address being leased / landlords name, ph.# and address)
- ___ Authorization to Develop - must be notarized
(If property does not belong to the applicant.)
- ___ Plans (Drawing of floor plan with dimensions)
- ___ Act 12 Exemption - Must be notarized and recorded with Clerk of Courts.
The Permit Office will need a certified copy. **(See State Code Exemption Form)**
- ___ Contract or Proposal from ALL contractors. **(ALL Contractors must have a Trade Permit with our office to work within the Parish.)**
- ___ Completed Affidavit of Exemption (if self-contracting)
- ___ Property Plat
- ___ Elevation Certificate & Signed SFHA Requirements if property located in a Special Flood Hazard Area.
- ___ Driveway and Culvert contact the parish barn (318) 964-2142 or (318)452-4942
- ___ Fees .05 cents per sq ft plus utility Inspection fee required
Credit-Debit Cards (4% fee charge) Check or Money Order payable to APPJ **(We DO NOT accept CASH)**

ALL PERMITS ARE FAXED TO ASSESSOR'S OFFICE, HEALTH DEPT. & 911 OFFICE.

After Permit Is Issued:

REQUIREMENTS NEEDED BEFORE PERMIT CAN BE RELEASED TO ELECTRIC COMPANY:

- ___ New Electric Account #
- ___ 911 Addressing Dept – Must go to the 911 office to verify information.
They will fax an approval to The Permit Dept once completed.
(Ph # 318-253-9739 / Address is 272 Industrial Blvd Mansura)
- ___ Health Dept – MUST go to Health Dept if there is plumbing in building. Once verified the Health Dept will fax the Permit Dept the approval of temporary or permanent connection.
(Ph # 318-253-4528 Ext 116 / Address is 657 Government St Marksville)
- ___ Utility Inspection Required **Call 318-487-5401 for Inspection or questions.**
- ___ If in a SFHA a Final Elevation Certificate w/ **photo and a \$10.00 Fee is Required.**
Once the Permit dept has received all requirements above we will then release the approval for connection to the electrical company.

The Permit Dept
318-253-7291

**PENALTIES WILL APPLY IF NEW CONSTRUCTION BEGINS OR
IF A STRUCTURE IS PLACED ON SITE BEFORE A PERMIT IS
OBTAINED!**