

## **NEW ACT 12 CONSTRUCTION USE REQUIREMENTS**

- \_\_\_ Letter of approval from municipality if proposed development is within city limits.
- \_\_\_ Copy of Cash Deed, Act of Sale, Act of Donation, etc. on property.
- \_\_\_ Authorization to Develop - must be notarized  
(If property does not belong to the applicant.)
- \_\_\_ Elevation Certificate & Signed SFHA Requirements if property is in a  
Special Flood Hazard Area.
- \_\_\_ Plans and Plat
- \_\_\_ Completed Affidavit of Exemption (if self-contracting)
- \_\_\_ Contract or Proposal from ALL contractors. (ALL Contractors must have a Trade  
Permit with our office to work within the Parish.)
- \_\_\_ Driveway and Culvert contact the parish barn (318) 964-2142 or (318)452-4942
- \_\_\_ Get with Permit Dept for pricing  
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 at location.  
They will fax the Permit Dept when taken care of.  
(Ph # 318-253-9739 / Address is 272 Industrial Blvd Mansura)
- \_\_\_ Health Dept – MUST go to Health Dept to verify what sewer system is required  
for the new construction or may need to verify existing sewer system at site  
location. Once verified they will fax the Permit Dept the approval of temp or  
permanent connection.  
(Ph # 318-253-4528 Ext 116 / Address is 657 Government St Marksville)
- \_\_\_ Construction Inspections are required during the construction process.  
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 Office has received all requirements above, we will then release the approval for connection to the electrical company. Our office does not setup connection dates. You will need to call the electric company to verify when your electric will be connected.

Thanks,

The Permit Dept 318-253-7291

**Permit Hours: Monday-Thursday 8:00-3:30 Closed Fridays to the Public**

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