

NEW CAMP CONSTRUCTION REQUIREMENTS

- ___ Cash Deed, Act of Donation, etc. of property.
 - ___ Authorization to Develop - must be notarized (If property doesn't belong to the applicant.)
 - ___ Plans (Drawing of floor plan with dimensions)
 - ___ Act 12 Exemption - Must be notarized and recorded with Clerk of Court. The Permit Department will need a certified copy. (See State Code Exemption Form)
 - ___ Non-Conversion Agreement – Only if property is located in a Special Flood Hazard Area. Must be notarized and recorded with Clerk of Court. The Permit Office will need a certified copy.
 - ___ 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)
 - ___ Elevation Certificate & Signed SFHA Requirements if property located in a Special Flood Hazard Area.
 - ___ Property Plat
 - ___ Driveway and Culvert contact the parish barn (318) 964-2142 or (318)452-4942
 - ___ Fees .20 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. 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

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