



MUNICIPAL SERVICES CENTER

6703 Sullivan Road ♦ Central, Louisiana 70739 ♦ p: 225-262-5000 ♦ f: 225-262-5001

RESIDENTIAL ACCESSORY PERMIT APPLICATION CHECKLIST

- Completed Residential Permit Application**
- Contractor’s State License or Registration or Notarized Homeowner’s Affidavit**
- Proposed Elevation Certificate** (A Final Elevation Certificate will be required **PRIOR** to issuance of a Certificate of Occupancy)
- Plot Plan** Drawn to Scale, Including proposed and existing structures, Showing all setbacks and servitudes affecting lot, showing direction of natural drainage on lot, location and material of driveways and sidewalks.
- SWPPP (if applicable) and Site Specific Erosion Control Plan**
(<http://cfpub.epa.gov/npdes/stormwater/swppp.cfm>)
- Compaction Test Results** if more than 8” of fill has been brought in
- Two CLEAN* complete sets of plans including:**
 - Site location
 - Designer’s name, address and phone number
 - Design criteria and wind speed (structure specific) per 2015 IRC
 - Structural Details for foundation, walls, floors & roof. Provide load path and point load locations from roof ridge to foundation. Also show Braced Wall locations per IRC R602.10
 - Trusses or any engineered lumber usage with required engineering information from supplier. This must be submitted at time of application unless written release if obtained from the Building Official
 - ***NO MARKINGS SHOULD BE ON PLANS**

*In accordance with the Flood Damage Prevention Ordinance, the **fill for sites designated as “fill restricted” must be mitigated.** The approval is obtained from Central’s Engineering Dept.

***Subcontractors** (electrical, plumbing and mechanical) must be licensed by the State of Louisiana as required by stat law and must be licensed with the **City of Central** as required by the city’s ordinance.

ADDRESS: _____ ZONING: _____ DATE: _____

SETBACK MINIMUMS

FRONT: _____ REAR: _____ SIDES: _____



PERMIT # _____

DATE _____

Central Municipal Services
City Services
6703 Sullivan Road
Central, LA 70739
Phone: 225-262-5000 Fax: 225-262-5001

RESIDENTIAL BUILDING PERMIT APPLICATION

NOTICE TO CONTRACTORS:

No changes shall be made from the information on this application or in the reviewed plans and specifications without submitting the changes in writing and with the signature and seal of the originating Design Professional in charge. These changes must undergo the same review process as the original drawings and must be on the job with the original plans for inspections. Granting of this permit shall not be construed as a permit or license to violate, set aside, cancel or alter applicable codes, ordinances, or other laws regulating construction or the performance of construction. All work shall be readily accessible for inspection(s) by the Building Official and/or his Building Inspector. All work shall comply with the 2015 International Residential Code and all other applicable codes and ordinances.

*Work shall not start until the permit is in the applicant's possession and is posted as per local ordinances.
 Permit must be visible from street and protected from weather.*

CONTRACTOR INFORMATION (Please Print or Type)

COMPANY NAME			GENERAL CONTRACTOR		STATE LICENSE #
STREET ADDRESS		SUITE #	BUSINESS PHONE		CELL PHONE
CITY	STATE	ZIP	FAX	EMAIL	

PROPERTY OWNER INFORMATION (Please Print or Type)

PROPERTY OWNER			BUSINESS PHONE	
STREET ADDRESS		SUITE #	CELL PHONE	
CITY	STATE	ZIP	FAX	

PROJECT INFORMATION (Please Print or Type)

SUBDIVISION		ZONING		
STREET ADDRESS		SUITE #	LOT/TRACT #	FILL RESTRICTED?

WORK SITE DESCRIPTION: New Building Remodel Addition Demo Other _____

Description of Work: _____

Building Height: _____ Ft Number of Stories: _____ Accessory (detached): _____ Sq.Ft.

Living Area _____ Sq.Ft. Non-living Area _____ Sq.Ft. Total Area Under Roof _____ Sq.Ft.

Building Setbacks: Front _____ Right _____ Left _____ Rear _____ Corner Lot? _____

Foundation: Slab-on-grade Crawlspace Other _____

Other Work: Plumbing Electrical Mechanical Low Voltage Construction Type: _____

Energy Code compliance type: Visual Method **or** Blower Door Method

Flood Plain Lot: Yes No BFE: _____ Lowest Floor Elevation: _____

(if yes, check the box above indicating that the lot is "fill restricted")

This is to certify that I am the authorized agent for the owner of subject property. I have read and understand the "NOTICE TO CONTRACTORS" stipulations above and I agree to perform all work in compliance with all standards as required by the codes and regulations as set forth in the City of Central Code of Ordinance and the Louisiana State Uniform Construction Codes.

APPLICANT SIGNATURE	DATE
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For Official Use Only

PERMIT FEE:	RECEIPT #
PLAN REVIEW FEE:	RECEIVED BY:
METHOD OF PAYMENT: CASH/CHECK/MONEY ORDER # _____	CONTRACTORS LICENSE: YES/NO

For Official Use Only	
Calculations	Living _____ Sq.Ft. x \$82 = _____ x 0.005 = _____
	Non-living _____ Sq.Ft. x \$40 = _____ x 0.005 = _____
	Accessory _____ Sq.Ft. x \$10 = _____ x 0.005 = _____
	Review Fee: _____ = _____
	Sewer Impact Fee: _____ = _____
	Proposed Elevation Certificate: _____ = _____
TOTAL: _____	
By / Date: _____	

Fee Schedule
Permit Fee: \$5/\$1000 of Valuation
Valuation: \$82/Sq.Ft. LA; \$40/Sq.Ft. other; \$10/Sq.Ft. detached accessory
Review Fee: \$100 (Single Family Residential) \$40 (Detached Accessory Structure)

Job Valuation: _____
(including both LA and non-LA, where applicable)

Sewer Impact Fee, as required by EBRP CSD:
Water Tap Receipt #: _____

Sewer or Septic Permit #: _____

Water meter size (inches) _____ = _____ Fee (50% Fee column)

Fee Paid Fee Not Applicable

Residential Sewer Impact Fee Schedule		
Meter Size	Residential Fee \$	50% of Fee \$
5/8	2,150.00	1,075.00
3/4	4,300.00	2,150.00
1	2,511.00	1,255.50
1 1/2	13,636.00	6,818.00
2	56,868.00	28,434.00
3	60,800.00	30,400.00
4	147,434.00	73,717.00
6	343,876.00	171,938.00
8	898,645.00	449,322.50

PLAN ROUTING INFORMATION

Please forward your comments to the contact person and attach a copy to the application.
Then, if the review process can continue, pass the plans forward to the next reviewer.
The Permit Tech will receive the new plans addressing the comments and forward them for re-review.

	Received By	Reviewed By	1st Comments	Resubmitted	2nd Comments	Resubmitted	Released
Permit Tech							
P & Z							
Building Dept							

Available on: _____
Called contact: _____
Permitted on: _____

AFFIDAVIT CLAIMING EXEMPTION FROM LICENSURE

The undersigned does hereby attest and certify that the following information is true and correct:

I am applying for a building permit from the Parish/City/Town of _____ for proposed construction activities to be performed at that certain parcel of immovable property bearing the municipal address of _____.

I understand that Louisiana law, R.S. 37:2150-2192, requires that, for this proposed construction activity, the work must be performed by a person possessing a contractor's license or registration issued by the State Licensing Board for Contractors. However, I claim to be exempt from the requirement of having this work performed by a licensed or registered contractor based on the following exemption (place an X next to the exemption that you claim to be applicable):

NEW CONSTRUCTION:

I will serve as the contractor for the construction of a new home, will maintain the house as my personal residence following the issuance of the Certificate of Occupancy, **and**:

- _____ I have not built another house within the past year.
- _____ I have had a legal change in marital status within the past year.
- _____ I have had a change in employment such that the distance between my former home and new place of employment is at least fifty (50) miles.

HOME IMPROVEMENT:

_____ I will serve as the contractor for home improvements to my existing residence, and/or to structures adjacent to my residence.

I understand that this exemption does not apply to subcontractors who are still subject to licensing requirements listed below in the general information section of this affidavit.

General Information:

By signing this form, the homeowner affirms that s/he is pulling the permit for this project as the contractor therefor. S/he affirms that s/he will personally reside in the home (for new construction) following the issuance of the Certificate of Occupancy for this home, or that s/he currently resides in the residence (for home improvement projects). For new home construction, s/he acknowledges that s/he will not be allowed to pull a permit for the construction of another residence within one year from the issuance of the Certificate of Occupancy unless his/her legal marital status or employment has changed as outlined above, within that year. **S/he acknowledges that s/he will undertake and superintend the construction project, and that s/he will be prohibited from hiring an unlicensed subcontractor to superintend, manage, provide advice, or otherwise act as a contractor for this project.** It is recommended that the homeowner obtain builder's risk, worker's compensation, and liability insurance for this project, in order to be adequately protected in the event of an accident or other claim.

A "labor only" designated licensee may not work directly for the homeowner.

A person performing work on an existing residence or adjacent structures, other than the homeowner, must be registered as a State Home Improvement Contractor, for work costing \$7,500 to \$75,000. A person performing this work in violation of law may be fined up to twenty-five (25%) percent of the cost of the project including labor and materials, be subject to a cease and desist order, and/or other penalties as provided by law.

A person constructing a new residence, or performing work on an existing residence or adjacent structures in excess of \$75,000, other than the homeowner, must be licensed as a State Residential Building Contractor. A person performing this work in violation of law may be fined up to ten (10%) percent of the total cost of the project including labor and materials, be subject to a cease and desist order, and/or other penalties as provided by law.

The following subcontractors are required to hold either a State Residential Building Contractor's license or one of the following Residential Specialty sub-classifications by the State Licensing Board for Contractors for **work (labor & materials) in excess of \$7,500** for: (1) residential pile driving, (2) residential foundations, (3) residential framing, (4) residential roofing, (5) residential masonry/stucco and (6) residential swimming pools. **A "labor only" designated licensee may not work directly for the homeowner.** Electrical, Mechanical and Plumbing work in excess of \$10,000 requires a license issued by this Board.

The contractors for whom licensure is required on this project are:

Contractors:	Contractor name (as licensed):	License number:
Pile Driver		
Foundation Contractor		
Framing Contractor		
Roofing Contractor		
Masonry/Stucco Contractor		
Swimming Pool Contractor		
Electrical Contractor		
Mechanical Contractor		
Plumbing Contractor		

If all subcontractors which require licensure are not known at the time of application, it shall be the Homeowner's obligation to file an updated affidavit with the Code Enforcement Department prior to the commencement of work related to the subcontractor's trade. The Code Enforcement Department shall not perform any inspections related to the aforementioned subcontractors work until the licensure information has been submitted and verified to be accurate.

The warranty period provided under the New Home Warranty Act will not begin until the date that legal title to a home is conveyed to its initial purchaser or the date the home is first occupied, whichever occurs first, and the current homeowner may be responsible for any defects in construction to the purchaser. The specific provisions of the New Home Warranty Act may be reviewed at: http://www.lslbc.louisiana.gov/wp-content/uploads/New_Home_Warranty_Act.pdf

The entire Contractor's Licensing Law, applicable Rules and Regulations, a list of Licensed Contractors and other information may be found on the Louisiana State Licensing Board for Contractors website, at www.lslbc.louisiana.gov.

Falsification or misrepresentation of this document may leave the homeowner without recourse through the Louisiana State Licensing Board for Contractors should a dispute arise during the construction of the aforementioned project.

I further understand that the intentional act of submitting false information to a public agency may constitute a violation of applicable provisions in the Louisiana Criminal Code, subjecting the person making the false statement to imprisonment up to five (5) years, a fine up to \$5,000.00, and/or restitution to the state including legal interest. La. R.S. 14:133.

This is a legally binding document and homeowners should consult with an attorney prior to signing should any questions arise.

Sworn to and subscribed on this date of

Date

Signature of Homeowner

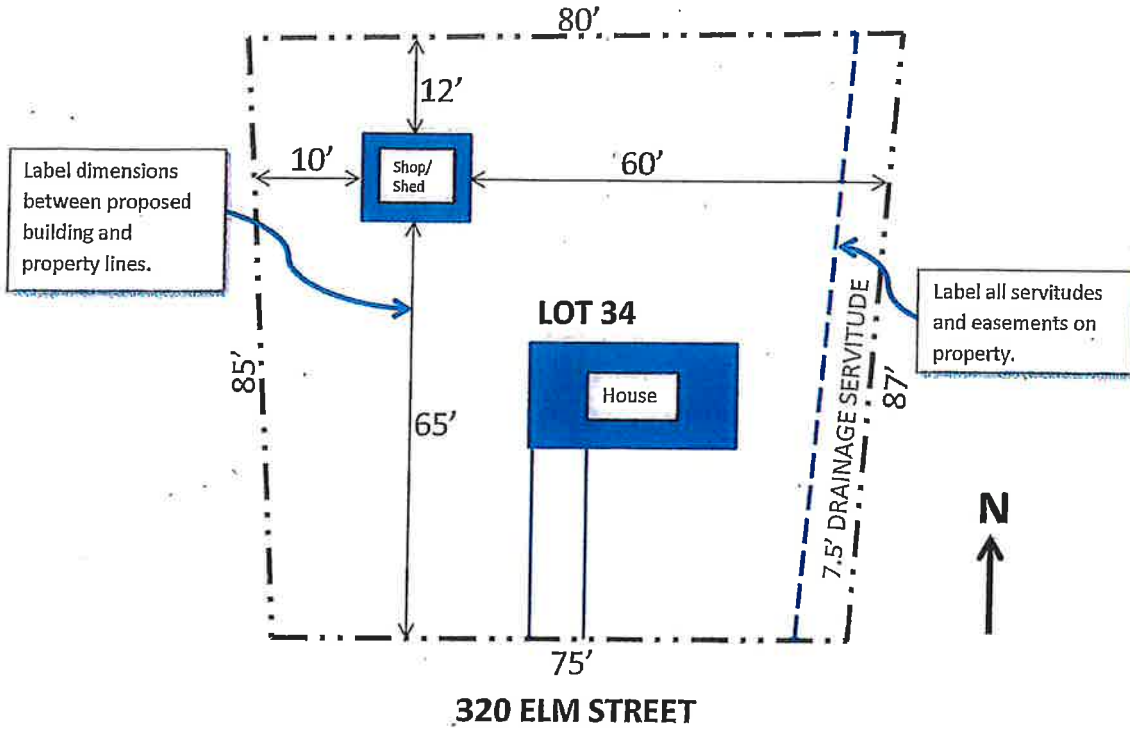
Signature of Notary Public

Print Name

Date



SAMPLE PLOT PLAN



Fee: \$30.00 (paid with permit) Permit #: _____

**CITY OF CENTRAL
PROPOSED ELEVATION CERTIFICATE**

PROPERTY INFORMATION

Owner: _____ Email: _____
Address: _____ Lot/Tract # _____
Subdivision/Tract Name _____ Filing: _____
City: **City of Central** State **Louisiana** Zip Code _____

FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

Community #: **220060** Panel #: _____ Suffix: _____
Effective Date of FIRM: _____
Base Flood Elevation: _____ FIRM Zone: _____
Lowest Ground Elevation: _____ Highest Ground Elevation: _____
Elevation Datum Used: NAVD 88 Other: _____
Description of Proposed Construction: _____ *
Benchmark: _____ How Marked At Site: _____

Manufactured homes are to be elevated so that the bottom of the longitudinal structural I-beam of the manufactured home is elevated to the controlling elevation below. The minimum lowest elevation for all structures shall be determined by using the highest elevation of the following: **(Indicate controlling elevation below)

1. <u>Firm Zones (A-AE)</u> <u>Base flood elevation</u>	ft.	+ 1.0 ft. =	ft. NAVD
2. <u>Firm Zones (X)</u> <u>Adjacent Firm Zone (A-AE)</u>	ft.	+ 1.0 ft. =	ft. NAVD
3. <u>Max. recorded inundation</u> <u>Elevation (not a controlling factor)</u>	ft.	+ 1.0 ft. =	ft. NAVD
4. <u>Sanitary Sewer Manhole</u> <u>Top of nearest controlling SSMH</u>	ft.	+ 1.0 ft. =	ft. NAVD
5. <u>Street Centerline Elevation</u>	ft.	+ 1.0 ft. =	ft. NAVD

The attached garage must meet the minimum lowest floor requirement, or meet the requirements for Enclosures as set forth in La. Floodplain Management Manual, Section 11.3.1 through 11.3.4. Anything with more than 2 exterior walls is considered an enclosed structure.

I hereby certify that the required lowest finished floor elevation (or lowest I-beam) of the proposed structure at the property location is _____ feet NAVD 88 and is located in FIRM ZONE _____."

Professional Land Surveyor, Professional Engineer, or
Registered Architect
E-mail: _____
Telephone No. _____
Reviewed and Accepted by: _____
Date Accepted: _____