

# PARISH OF ASCENSION

## OFFICE OF PLANNING AND DEVELOPMENT BUILDING DEPARTMENT



### PROCEDURE FOR APPLYING FOR BUILDING PERMITS

#### A. Submit plans for approval

A set of plans must be presented to the Building Official for approval prior to obtaining a Building Permit. These plans are to be picked up when you apply for your permit. (See Plan Requirements Form)

#### B. Zoning Department

You must see the Zoning Official before any permits will be issued.

#### C. Apply for a Municipal Address

Ascension Parish Governmental Complex, Municipal Address Department, located at 42077 Churchpoint Road, Gonzales, LA. You must apply for an address, which will be given to you within 2-3 days of application.

You will also be required to bring in a Survey Plat that has been approved by the Planning Commission and/or a copy of the Cash Sale to show Recordation, prior to June 1, 1993.

#### D. Flood Zone Determination

If there has never been a structure on your property, you will be charged a \$10.00 flood fee. If your property is located within **Flood Zone "X Shaded"**, you will be issued a flood exemption. If your property is located within **Flood Zone "AE"**, you must provide this office with a FEMA (Federal Emergency Management Agency) National Flood Insurance Elevation Certificate signed and sealed by a Surveyor, Engineer or Architect to show that the structure has a **minimum elevation** of **one (1) foot** above the base flood elevation. This is a requirement of FEMA, not the Ascension Parish Building Department.

#### E. Requirement from Sewer Department

You must go to the Sewer Department before a Building permit will be issued. Their office is located at 1024 South East Ascension Complex Road, Gonzales, LA. Phone: (225) 644-4582. This is a State requirement, not an Ascension Parish requirement. You only need to go to Sewer Department if you live on private property. If you live in a subdivision, trailer park or apartment complex with an approved sewer system, you may obtain your permit at the permit office at 42077 Churchpoint Road, Gonzales, LA.

#### F. Applying for Building Permit

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The cost of the Building Permit is based on the living square footage only. Permits will be issued and fees will be assessed in accordance to the schedule of fees prepared by the Building Official's office.

If you are a homeowner and are building your own home, you must have a Homeowners Holdharmless Agreement Notarized to be allowed to buy the permit yourself. If you have a contractor who will build your home, and you want to buy the permit, you must have a Subcontractors Holdharmless Agreement Notarized. **All contractors** that are hired for Building, Electrical, Mechanical and Plumbing are to be licensed with the Parish of Ascension.

You may apply for a *Temporary Electrical Cut-in Permit* at this time. This will allow the Building Department to have your electricity turned on to your home when the final Electrical inspection is completed. (See Sequence of Inspections form.)

**G. Applying for Commercial Building Permits**

A set of plans stamped by the State Fire Marshall's Office must be presented to the Building Officials Office for approval.

The procedure for the Commercial Building Permit will be the same as for Residential Building Permit with these exceptions:

**Only a Licensed Contractor** will be allowed to obtain the permit. **No exceptions!**

The price of the permit is based on the Estimated Cost of Construction.

A letter of review from the State Fire Marshall's Office stating "in satisfactory compliance" must be submitted to this office.

**H. Ascension Parish Public Works Department** requires that you have an approved culvert permit if you are installing a new culvert. You may apply for this permit at the permit office at 42077 Churchpoint Road, Gonzales, LA.

**I. Requirements needed from other Agencies**

**Electric Companies:** the Ascension Parish Building Department, not in any way, affects normal procedures and deposits required by these companies. You must apply for electricity before the Building Department faxes for final electricity.

a) **Demco:** 15095 Highway 931  
Gonzales, LA 70737  
(225) 622-2549

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b) Entergy: 1-800-822-0000