



RESIDENTIAL PERMIT

Permit Department
304 State Street or PO Box 1409

Jennings, La. 70546

Phone: 337-824-6290

darla@jdppj.net

HOW TO OBTAIN A PERMIT FOR RESIDENTIAL CONSTRUCTION

If you are in the city limits of Elton or Lake Arthur a letter from the town clerk is required stating property is zoned correctly, flood zone information and they will provide sewer and water to your property

If you do not have an existing Driveway please inquire at the Police Jury Office to obtain a Driveway/Culvert Permit

1. OBTAIN 911 ADDRESS

Your 911 address may be obtained from the 911 Office located across from Sheriff's Dept. at 1602 Shankland Avenue, Jennings, La. or you may call **(337) 821-2115**. Please note that the health unit will require a valid 911 address before processing your application.

2. OBTAIN SEWER TREATMENT PERMIT

The Sanitation Inspector at Jeff Davis Parish Health Unit will provide sanitation approval to the Permit Office. They may perform percolation tests and determine the **type, location and size** of septic system appropriate for your property. If you are using an existing septic system, that system needs to be inspected by a licensed plumber or installer. They will give you a report to bring to the sanitation office. Their office is located at 403 Baker St. Jennings, La.

State Inspectors are Brock Smith and Phillip Vidrine. They are available Monday through Thursday from 8:30am till 9:30am and 3:30pm till 4:30pm. **(337) 824-2193 Option 4**

YOU WILL NEED TO PROVIDE AN ACT OF CONVEYANCE ALONG OR PROPERTY DEED

3. FILE PERMIT APPLICATION AT THE JDPPJ PERMIT DEPARTMENT

You will need the following to complete the building permit process:

1 SET OF PLANS

Shop Houses, Barndominiums and Storage Buildings **require engineered/stamped plans unless drawings are approved by the Plan Reviewer**

SITE PLAN, if requested..... Show location of building on property and distance of building from all property lines

Land Verification (Proof of Ownership) Recorded copy of Act of Cash Sale/Donation/Succession

ELEVATION CERTIFICATE – **If property is in a Flood Zone**

(You can obtain an Elevation Certificate from a licensed Surveyor)

The State of Louisiana has adopted a 1 ft freeboard requirement for all new construction in accordance to Chapter 5 of the ASCE 7 and ASCE24. All New Construction or moved building/mobile home within a special flood hazard area will be required to have the lowest floor elevated to 1 ft. above the Base Flood Elevation.

If pilings are driven in ground, you will need an Engineered Foundation/Pile Layout

It is required that we get a copy of your contractor's license & certificate of liability otherwise you will need to submit a **Homeowner Building Affidavit notarized & recorded at the Clerk of Court office**

General Residential Requirements: International Residential Code needs to be followed

Inspections Needed: Rough In (PL,SLAB,TEMPPOLE) Open Wall (BD,PL,ME,EL) Temp to Perm
FINALS (BD,PL,ME,EL)

NO UTILITY CONNECTION WILL BE MADE UNTIL ALL ABOVE REQUIREMENTS ARE MET

Questions: Call Permit Office (337) 824-6290 or email darla@jdppj.net