



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

Revised 01/31/2024

Residential Mobile Homes

- Completed Permit Application
- Legal Description of Property (recorded copy of title, deed, cash sale)
- Assessment # / Parcel # (Assessor's Office 985-809-8180 www.stpao.org)
- Survey of Property (shall indicate flood zone; submitted on 11"x17" format or smaller)
- Plot Plan (drawn to scale including proposed and existing structures and set back lines; electronic pdf format or 11"x17" format or smaller)
- 911 Addressing (985-898-4911)
- State Board of Health: L. H. S. 47 permit to install on site sewerage disposal system for individual sewerage systems (985-893-6296)

- All homes are required by law LA RS 51:912.21 et seq to be anchored and blocked to the state installation law.
- Any installer or homeowner who anchors and blocks a manufactured home in this state shall first obtain an installation permit sticker from the Louisiana Manufactured Housing Commission which shall be affixed to the side of the home at the point where electrical power is connected to the home. This sticker is required to be in place for the electrical inspection.
- This sticker is white with black writing that says, "Louisiana Manufactured Housing Commission Installation Permit and a number ex: LA000000"
- Louisiana Manufactured Housing Commission is located at 224 Florida Street Ste. 101 Baton Rouge, La. 70801. For permit sticker forms, the law, rules and regulations, or additional information please call (225) 362-5500.

- The provisions of this Section SHALL NOT AFFECT THE POWER OF THE GOVERNING AUTHORITY OF A PARISH OR MUNICIPALITY TO ISSUE BUILDING PERMITS BEFORE THE PLACEMENT OF A MANUFACTURED HOME (MOBILE HOME) TO REGULATE OTHER ISSUES LIKE ZONING, TRAFFIC, DRAINAGE, FLOOD ZONE ORDINANCE REQUIREMENTS, ETC.
- If the mobile home is located within a flood hazard zone an elevation certificate must be furnished. The elevation certificate must be provided prior to the electrical power being turned on and MUST include the elevation of the ac unit (or pad if the unit isn't set yet). Most mobile homes have their ac duct work as well as fiberglass insulation located below the first floor, since they (the duct work and insulation) are not of flood resistant materials, the duct work and insulation must be located above the base flood elevation. Therefore, the mobile home "Top of the bottom floor" (C 2a on the elevation certificate) should be 12"-18" above the required base flood elevation in order for the structure to be compliant. The Planning & Development Department will advise you of the base flood elevation requirement for your structure.
- Section 130-1705 - General Standards and Criteria
 4. The minimum floor area of the manufactured home is not less than 720 square feet.
 5. The wheels, tongue and traveling lights must be removed within 15 days after the manufactured home is placed upon the lot.
 6. Appropriate skirting is affixed to the manufactured home; and
 7. The proposal must comply with all other development standards of the underlying zoning district.

Fee Schedule (All fees are due at the time of application)

*A 3% processing fee will be added to all credit card/e-check transactions as per STP Ord. No. 18-3961, effective October 5, 2018.

- \$100.00 base fee + .10 per sq. ft. (under beam)
- \$100.00 licensed mobile home parks
- Impact Fees *contact the office Planning and Development to determine if applicable (985-898-2529)

I understand the above requirements: _____ Date _____.



ST. TAMMANY PARISH GOVERNMENT

MICHAEL B. COOPER

PARISH PRESIDENT

RESIDENTIAL BUILDING PERMIT APPLICATION

PROJECT INFORMATION:

PERMIT NUMBER ISSUED _____

Address: _____ City: _____ Zip Code: _____

Subdivision: _____ Lot #: _____ Blk/Sq: _____

Assessment#: _____ S/T/R _____ Tract: _____ Ward: _____

District: _____

PERMIT TYPE:

- Accessory Addition Demolition Duplex
- Mobile Home Modular Remodel Single Family
- Swimming Pool

PROPOSED USE:

Number of Bedrooms _____ Number of Bathrooms _____ Number of Stories _____

Total Sq Ft. _____ Living Sq Ft. _____ Garage Sq Ft. _____ Porches/Decks Sq Ft. _____

Max Height: _____ Structure Length: _____ Structure Width: _____

Project Cost: _____ Foundation Type: Slab Raised Footing

Piers Other

Water: Central Individual Electric Company: Cleco

Sewerage: Central Individual WST

Entergy

CO-PROPERTY OWNER/APPLICANT INFORMATION:

(If there is more than one (1) owner, all must provide the required information)

Name: _____ Phone: _____
Address: _____ Cell: _____
City: _____ Email: _____
State: _____ Zip Code: _____ Fax #: _____

CONTRACTOR INFORMATION:

(Please check one of the following forms of notification)

Name: _____ Phone: _____
Address: _____ Cell: _____
City: _____ Email: _____
State: _____ Zip Code: _____ Fax #: _____

DESIGN PROFESSIONAL:

Name: _____ Phone: _____
Email Address: _____ Cell: _____
Fax #: _____

ARCHITECT/ENGINEER:

Name: _____ Phone: _____
Email Address: _____ Cell: _____
Fax #: _____

PROPERTY OWNER/INFORMATION

Name _____ Home Phone _____

Address _____ Cell Phone _____

City _____ Email address _____

State _____ Zip Code _____ Facsimile number _____

CO-PROPERTY OWNER/APPLICANT INFORMATION

(If there is more than (1) owner, all must provide the required information)

Name _____ Home Phone _____

Address _____ Cell Phone _____

City _____ Email address _____

State _____ Zip Code _____ Facsimile number _____

CONTRACTOR INFORMATION

Name _____ Home Phone _____

Address _____ Cell Phone _____

City _____ Email address _____

State _____ Zip Code _____ Facsimile number _____

DESIGN PROFESSIONAL

Name _____ Home Phone _____

Address _____ Cell Phone _____

City _____ Email address _____

State _____ Zip Code _____ Facsimile number _____

ARCHITECT/ENGINEER

Name _____ Home Phone _____

Address _____ Cell Phone _____

City _____ Email address _____

State _____ Zip Code _____ Facsimile number _____

1. I, the property owner(s)/applicant(s), acknowledge that this permit application shall be deemed to have been abandoned 90 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the director is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.
2. I, the property owner(s)/applicant(s), understand and agree that any permit issued pursuant to this application becomes invalid unless the work on the site authorized by such permit is commenced within one hundred and eighty (180) day after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of one hundred and eighty (180) days after the time the work is commenced or is not completed within two (2) years of issuance of the permit.
3. I have read and examined this application in its entirety and have completed the appropriate sections of this application and know that the information contained therein is true and correct.
4. I understand and agree that it is incumbent upon me to secure any legal authority to enter or use another's property for any purpose, either during or after construction.
5. I understand and agree that if the property is within a Flood Hazard Area, upon completion of the project and prior to the availability of a Certificate of Occupancy from St. Tammany Parish, an Elevation Certificate, signed and stamped by a licensed Land Surveyor or P.E. shall be submitted to the St. Tammany Parish Flood Administrator
6. I understand and agree that it is my responsibility, and the responsibility of all persons contracted by me, to ensure that a set of plans that have been stamped by St. Tammany Parish as "Approved," and all stamped "Approved" versions thereto, are required to remain on the jobsite throughout construction.
7. I understand and agree that it is my duty and responsibility, and all parties contracted by me, to comply with all provisions of the Building Code of St Tammany Parish (the "Code"), all other ordinances of St. Tammany Parish Government (the "Parish"), and all other provisions of state and federal law.
8. I understand and agree that Parish approval of any permit, plan, drawing or specification, and any approval as a result of an inspection, shall not be construed as authorizing, or as an approval of, a violation of the provision of the Code or other ordinances of the Parish. Any approval presuming to give authority to violate or cancel the provisions of the Code or other ordinances shall not be valid.
9. I understand and agree that the granting of a permit or any decision by a Parish employee does not presume to give me authority to violate or cancel the provisions of any Parish, state, or federal law regulating construction or the performance of paid construction.
10. I understand and agree that the Parish provisions pertaining to construction may be divided and classified into a number of segments as determined by the political subdivision, including but not limited to building, mechanical, electrical, plumbing, drainage, or fire prevention codes, or by other such titles as are deemed proper by the Parish, per La. R.S. 33:4773(B).
11. I understand and agree that neither the approval of a permit by the Parish, the issuance of a Certificate of Occupancy, nor the review or approval of any plan, drawing or specification for the construction of any building, structure, service system, or other improvements to immovable property by the Parish, under the requirements of the Code or other ordinances shall constitute or be construed as a warranty or guarantee by the Parish, or any officer, employee, representative or agent thereof, as to durability or fitness, or as a

warranty or guarantee that said building, structure, or other improvement to immovable property or any materials, equipment, or method or type of construction used therein is or will be free from defects, will perform in a particular manner, is fit for a particular purpose, or will last in any particular way, per La. R.S. 33:4773(D).

12. I understand and agree that nothing contained in any Parish ordinance and/or Parish building code shall be construed as establishing or imposing upon the Parish a duty, special or otherwise, to or for the benefit of any individual person or group of person, per La. R.S. 33:4772.
13. I understand and agree that pursuant to La. R.S. 40:1730.23, in the enforcement of any Parish ordinances or provision of any building or construction code as defined by La. R.s. 33:47a, *et seq.*, the performance or non-performance of any procedure by a governmental enforcement agency, contract employee, or official shall be deemed to be a discretionary act and shall be subject to the provisions of La. R.S. 9:2798.I. I understand and agree that neither the issuance of the permit, nor the performance or non-performance of any enforcement procedure or inspection by any officer, employee, representative or agent of the Parish, shall give the applicant any recourse for injuries or damages against the Parish.
14. I understand and agree to hold the Parish harmless from any and all injuries and damages to me, my authorized contractor, or any third person caused by or resulting from the failure by me and/or my authorized contractor to comply with any provision of the "Code" or Parish ordinances, from any defects of any nature in any work performed or acts done by me and/or my authorized contractor, or from the performance or non-performance of any enforcement procedure or inspection.
15. I understand and agree that any person aggrieved by a decision of any officer, employee, representative or agent of the Parish, relative to enforcement or interpretation or any Parish ordinance, rule, and/or regulation of the Parish pertaining to this construction project shall ("must") appeal to the Board of Adjustments within forty-five days of the decision by filing with the Board of Adjustments, as well as the Department whose actions are the subject of the complaint, of a notice of appeal specifying the grounds thereof. The Department shall forthwith transmit to the Board pertinent papers constituting the records upon which the action appealed from was taken. The procedure utilized shall conform with the rules of the Board of Adjustments and Article 3.0104 of the Unified Development Code.
16. I understand that permit fees are non-refundable or transferable.

Signature of Property Owner/Applicant

Date

Signature of Property Owner/Applicant

Date

Signature of Contractor
(if the Property Owner/Applicant and the Contractor are not the same)

Date

Office Use

Plan Review: _____ **Payment Method:** _____

Permit Fees: _____ **Total Fees Paid:** _____

Impact Fees: _____



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PARISH PRESIDENT

Revised 07/19/2022

Engineering Residential Permit Data Form

The following information is designed to assist you in applying for a residential building permit. If you have any questions please contact, the Department of Permits and Inspections at (985)898-2574.

1. Please check all that apply and answer the following questions:
 - A. Is this property within a subdivision? If Yes, Please provide the name of the subdivision.
 Yes No Name of Subdivision _____
 - B. Is this property on a portion of roadway that is constructed and open for building?
 Yes No
 - C. Is the roadway asphalt, gravel or other?
 Asphalt Gravel Other _____
 - D. What flood zone is the property? A B C V
 - E. Is the property in a critical drainage area? Yes No
 - F. Is the property less than 90 feet in width? Yes No
 - G. Has or is fill being placed on the property? Yes No
*If the answer is **YES**, please check the following box which applies:
 Fill will be placed above natural ground.
 The grade of the property will be modified but there will *not* be a net increase of fill.

***Proceed to Item No. 2 and No. 3 below.**

2. If property is in a subdivision with an approved drainage plan and hydrology study, then an Existing and Proposed Grade Elevation Form is not required.
3. If the property is not in a subdivision with an approved drainage plan and hydrology study, an additional form may be required (please see attached examples):
 - A. If in Flood Zone A, any size lot- **Existing and Proposed Grade Elevation Form** is required.
 - B. If in critical drainage area, Flood Zone C or B, any size property, not in a critical drainage area - **Existing and Proposed Grade Elevation** is required.
 - C. If property is less than 90 feet in width, Flood Zone C or B, not in a critical drainage area - **Existing and Proposed Grade Elevation** is required.
 - D. If property is greater than 90 feet in width not in a critical drainage area - Existing and Proposed Grade Elevation is not required.

Sediment control measures are required on all construction sites adjacent to any public drainage easement, R.O.W., waterways or catch basin when more than 50% of the lot area is being disturbed.

By _____
Signature

Date



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

St. Tammany Parish Stormwater Agreement

Contractor: _____ Business Name: _____

Email: _____ Phone: _____

- I will maintain compliance with the St. Tammany Parish Stormwater Ordinance, Section 115-106 on all new construction projects in St. Tammany Parish. ¹
- I will allow reasonable access on my project site for both scheduled and unscheduled St. Tammany Parish stormwater and/or drainage inspections.
- I will employ adequate stormwater Best Management Practices (BMPs) on my new construction projects to control erosion, contain sediment on site, and prevent construction pollutants from entering stormwater conveyances and waterways.
- I will perform regular inspections and maintenance on stormwater BMPs to prevent adverse stormwater impacts related to my project.
- When applicable to my project, I will maintain compliance with either the LPDES General Permit for Discharges of Stormwater from Construction Activities Five Acres or More, for large construction activities, as defined by LDEQ in Master General Permit LAR100000 or the LPDES Stormwater General Permit for Small Construction Activities, one to less than five acres, as defined by LDEQ in Master General Permit LAR200000.²
- I will make the Stormwater Pollution Prevention Plan (SWPPP) available on site for scheduled Parish stormwater and/or drainage inspections, if the project is a small or large construction site, as defined by LDEQ in the permits identified above.
- I have read the Guide to Stormwater Requirements for New Construction provided on the reverse side of the St. Tammany Parish Stormwater Agreement and initialed the Guide in the area indicated.

Signature

Date

¹ Please refer to St. Tammany Parish Ordinance Section 115-106 for an explanation regarding the relationship between state and parish stormwater requirements.

² LPDES Master General Permits for Stormwater Discharges from Construction Activities (Large and Small) are available on the LDEQ website; the LDEQ website address is provided on the reverse side of this document.



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GUIDE TO STORMWATER REQUIREMENTS FOR NEW CONSTRUCTION¹

Small Construction Sites that are less than 1 acre and are not of part of a common plan of development

- [No LPDES General Stormwater Permit required](#)
- St. Tammany Parish Stormwater Agreement and Stormwater Site Plan required

Small Construction Sites that are at least 1 acre to less than 5 acres and are not a part of a larger common plan of development):

- [LPDES Stormwater General Permit LAR200000 required](#)
- Make SWPPP available on site for scheduled Parish drainage/stormwater inspections
- Post notice at construction site noting location of SWPPP, contact name, telephone, LDEQ Permit number, and a brief description of the project
- St. Tammany Parish Stormwater Agreement and Stormwater Site Plan required

Small Construction Sites that are part of a common plan of development:

- [LPDES Stormwater General Permit LAR100000 or LAR200000 required²](#)
- Make SWPPP available on site for scheduled Parish drainage/stormwater inspections
- Post notice at construction site noting location of SWPPP, contact name, telephone, LDEQ Permit number, and a brief description of the project
- St. Tammany Parish Stormwater Agreement and Stormwater Site Plan required

Large Construction Sites (5 Acres or More):

- [LPDES Stormwater General Permit LAR100000 Required](#)
- Make SWPPP available on site for scheduled Parish drainage/stormwater inspections
- Post notice at construction site noting location of SWPPP, contact name, telephone number, LDEQ permit, Agency Interest Number, and a brief description of project
- St. Tammany Parish Stormwater Agreement and Stormwater Site Plan required






For more information:

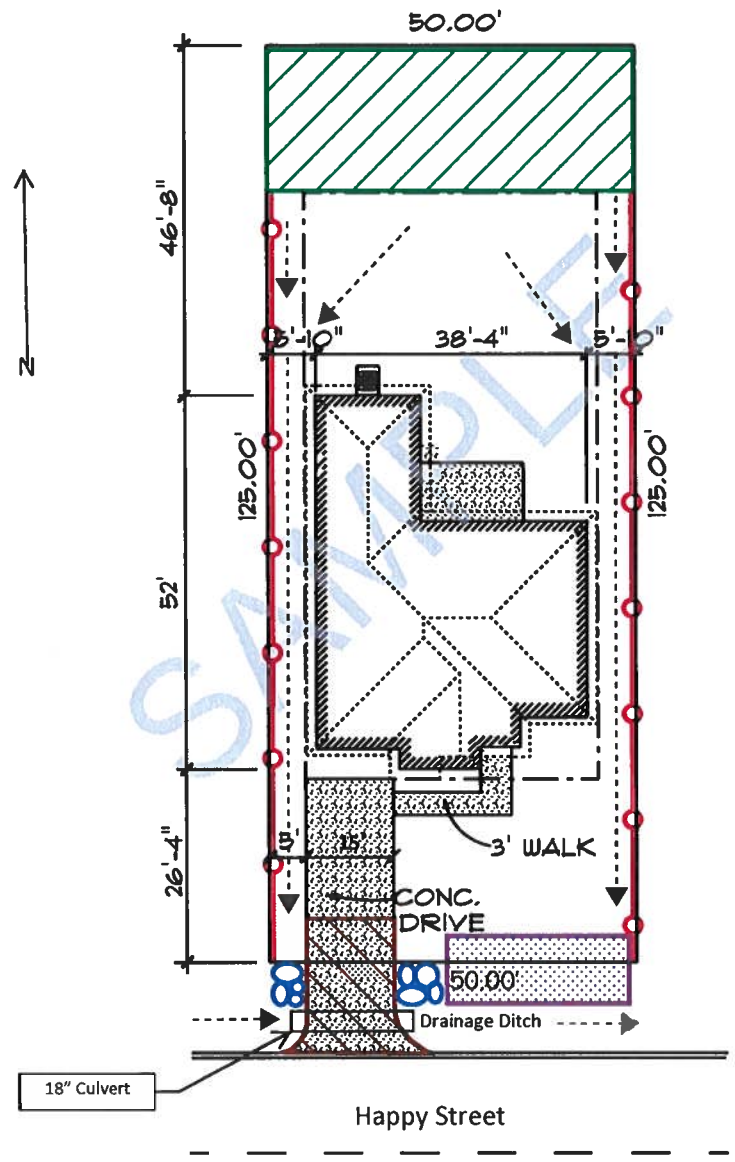
- St. Tammany Parish Stormwater Website: www.stpgov.org/stormwater-information
- St. Tammany Parish Department of Development/Engineering
 - Phone: 985-809-7448
 - E-mail: stormwater@stpgov.org
- LDEQ Website: www.deq.louisiana.gov

¹ This is for guidance purposes only. It is the responsibility of the owner/contractor to comply with all state, federal, & local stormwater requirements.


² LPDES permit type is based on the total amount of disturbed area within the common plan of development. See LPDES General Permits and/or LDEQ website for additional guidance regarding definitions of large construction sites, small construction sites, and common plan of development.

Stormwater Control Legend:

	Silt Fence		Exit Pad
	Rip Rap		Vegetated Buffer
			Erosion Mat



PLOT PLAN/STORMWATER SITE PLAN

	Home Design by: Home Sweet Home Design Service, LLC www.homesweethomedesign.com 985-555-1234	PLANS FOR: Imagination Builders 1234 EZ Street/Covington, LA 70435 Lot 14, Happy Life Subdivision, Phase 1 ST. TAMMANY PARISH, LA	SHEET 1 of 1 Scale: 1" = 20' 10/10/2016								
	NOTES: 1. This property is not located in the floodplain. 2. All drainage to roadside ditch. 3. Ultimate discharge to Lake Pontchartrain via Cane Bayou.	<table border="1"> <thead> <tr> <th>CODE</th> <th>LIV AREA</th> <th>AREA U.B.</th> <th>INDEX</th> </tr> </thead> <tbody> <tr> <td>A3</td> <td>1422</td> <td>1456</td> <td>6097</td> </tr> </tbody> </table>	CODE	LIV AREA	AREA U.B.	INDEX	A3	1422	1456	6097	
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A3	1422	1456	6097								



ST. TAMMANY PARISH
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Stormwater Site Plan Checklist

Owner Name: _____ Date: _____

Construction Co: _____ Permit: _____

Site Address: _____ Phone: _____

E-Mail: _____ Cell Phone: _____

**Please fill in Checklist & Stormwater Site Plan for submission with permit application.*

1. _____ Show North arrow
2. _____ Label property/lot dimensions
3. _____ Show proposed structures/development with distances from lot lines (including driveways).
4. _____ Show all natural and manmade drainages such as drainage ditches, canals, bodies of water, and swales, with distances from building/grading pad sites.
5. _____ Indicate drainage flow across property
6. _____ Show all storm drains, yard drains, culverts, catch basins, etc.
7. _____ Show all dirt stockpiles, material storage areas, portable toilets, and trash containers..
8. _____ Define limitation of grading area and/or grassy buffers (see questions below)
 - a. Is entire lot to be graded and/or filled? _____ YES or _____ NO
 - b. Will any grassy buffer remain around perimeter of graded/filled area? _____ YES or _____ NO
If yes, please indicate location and size on plan.
9. _____ Show all proposed erosion and sediment protection measures or Best Management Practices (BMPs) utilized to protect drainage infrastructure, roadways, and neighboring properties from sedimentation, erosion, construction debris, or construction related pollutants.
10. _____ A stabilized construction entrance/exit is required on all sites to prevent sediment tracking onto roadway.

NOTE: See attached sample stormwater site plan for guidance in creating a stormwater site plan specific to your site.



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revised 07/19/2022

Request for address directions to jobsite

Permit Number: _____ Date: _____

Customer Name: _____

Phone Number: _____

- Eastern St Tammany
- Lacombe Area
- Western St Tammany

DESCRIBE IN DETAIL DIRECTIONS TO YOUR JOB SITE:

Indicate nearest intersection, major highways, any landmarks, nearest municipal address, and even or odd side or street etc. Please use North, South, East and West when describing directions.

Street _____

Subdivision _____

Directions _____

Failure to complete the above information will result in delay of permit issuance