



## ST. TAMMANY PARISH

MICHAEL B. COOPER  
PARISH PRESIDENT

revised 01/31/2024

### REQUIREMENTS FOR RESIDENTIAL PLAN REVIEW

#### Swimming Pools

- Completed Permit Application
- Assessment # / Parcel # (Assessor's Office 985-809-8180 [www.stpao.org](http://www.stpao.org))
- Legal Description of Property (recorded copy of title, deed, cash sale)
- 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; (Must Include existing fence or proposed fence height and placement)
- Department of Engineering: Completed Residential Permit Data Form (Page 5 of this application). Please call 985-898-2574 for any questions regarding this form.
- Cross Section (See attached sample)
- Completed Sheriff's Job Registration Form (if job cost is \$20,000 or more)
- Code Compliance (*please refer to the 2015 International Swimming Pool & Spa Code ISPSC, Section 305*)  
<https://codes.iccsafe.org/public/document/ISPSC2015/chapter-3-general-compliance>

#### 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.

- New Construction    \$300.00 + 0.10 per sq ft (under beam)



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revised 12/30/2020

SECTION 130-2213 - Minimum Standards

(35) SWIMMING POOLS

1. Swimming pools which are not located within an appropriate commercial zoning district shall not be operated as a business; however private swimming lessons are permitted.
2. All swimming pools shall be completely enclosed within a permanent and solidly constructed fence or wall of not less than four (4) feet in height.
3. All gate or door openings through a fence or wall enclosure shall be equipped with a self-closing and self-latching device for keeping the gates or doors closed and locked at all times when not in actual use.
4. Above ground swimming pools can only be located on the property in either a side or rear yard area. The inside edge, lip or structure of each swimming pool shall setback at least five (5) feet from the side property line and ten (10) feet from the rear property line. However, in no instance shall a swimming pool be located within any documented servitude or easement.
5. In ground swimming pools (less than 12 inches above grade) can only be located on the property in either a side or rear yard area. The inside edge, lip or structure of each swimming pool shall setback at least five (5) feet from the side property line and five (5) feet from the rear property line. However, in no instance shall a swimming pool be located within any documented servitude or easement.  
*\*As per Section 130-5 Structure means anything constructed or erected, the use of which requires permanent location on the ground or attached to something having a permanent location on the ground, including but without limiting the generality of the foregoing, advertising signs, billboards, back stops for tennis courts and pergolas.*
6. All portable or accessory swimming pools that are less than eighteen (18) inches in water depth shall be exempt from any fencing or wall requirements.
7. No pool may be maintained in such a way that it is attractive to rats, mice, mosquitoes, or other such vermin. No pool may be maintained in such a way as to be hazardous to adjacent property owners.

The fence will be required upon filling of the pool.

Please sign below stating that you understand the above requirements.

\_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner(s)

\_\_\_\_\_ Date: \_\_\_\_\_  
Pool Contractor



**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.

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Signature of Property Owner/Applicant

Date

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Signature of Property Owner/Applicant

Date

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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:** \_\_\_\_\_





ST. TAMMANY PARISH  
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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.

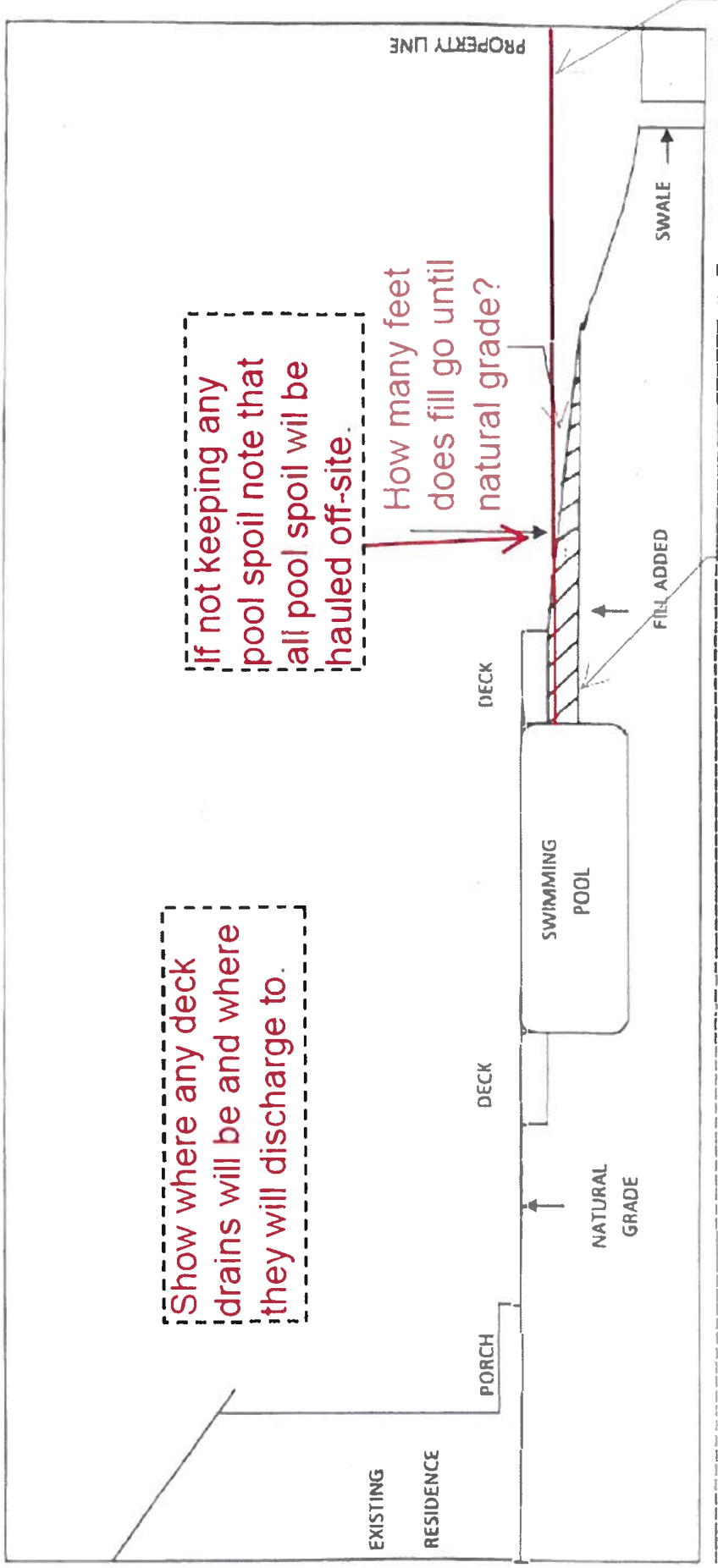
**\*Proceed to Item No. 2 and No. 3 below.**

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

# CROSS SECTION EXAMPLE



Information needed by the Department of Engineering for review:

1. Show pool relative to existing structures & any decking.
2. Note where all natural grade is & note if no fill will be added, some pool spoil will be used to backfill against pool, fill holes, etc.
3. Any dirt that is added needs to be shaded.
4. Draw the grade going away from the pool on both sides, up to the structure/property line.

**\*NOTE:** Please call the Department of Engineering to see if the property is located in a critical drainage area. If in critical drainage area, cross section must note where natural grade is and note that no fill will be added and all pool spoils will be hauled off-site.

For questions, call the Department of Permits (985) 898-2574



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**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**



# CONTRACTOR'S JOB REGISTRATION

Sales & Use Tax Department  
P.O. Box 1229 • Slidell, LA 70459  
(985) 726-7777



**BUILDER'S TRADE NAME:** \_\_\_\_\_  
(Full Name as Displayed on Signs/Advertising)

**LEGAL NAME:** \_\_\_\_\_

**LEGAL TYPE:**  Sole Proprietor  Corporation  Partnership  LLC  Self-Build

**CONTRACTOR'S LICENSES:** LA # \_\_\_\_\_ St. Tammany Occupational # \_\_\_\_\_

**BUILDER'S ADDRESS:** Street \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Telephone # \_\_\_\_\_

**TOTAL COST or CONTRACT AMOUNT for Completed Structure:** \$

**Construction TYPE:**  New  Renovation  Addition  Other: \_\_\_\_\_

**Construction CLASSIFICATION:**  Residential  
 Commercial \_\_\_\_\_  
(Name of Project/Business)

**JOBSITE ADDRESS:** Subdivision \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_  
Unit/Lot # \_\_\_\_\_

Will building materials or equipment be purchased or brought in from outside St. Tammany Parish and used in this project?  
 Yes  No

If YES, list Out-of-Parish Suppliers, Supplier Location, & Material Provided:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you answered **NO** and this situation changes, notify this Authority before goods are delivered in this parish, or verify supplier is registered to collect taxes for St. Tammany Parish by calling our office at (985) 726-7777. **All materials are subject to 4.25% - 5.25% St. Tammany Parish Sales and/or Use Tax.** THIS REGISTRATION IS NOT ASSIGNABLE OR HERITABLE AND IS VALID FOR THIS JOB ONLY. BY SIGNING BELOW, I CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN ARE ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Applicant Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_