

# Vermilion Parish Police Jury Building Permit Requirements for

## NEW STRUCTURES/MODULAR HOMES/ACCESSORY BUILDINGS

(Need to follow the 2006 IBC/IRC Wind & Flood Building Codes)

Certificate of plan review needs to be completed by the BO (Building official) or Certified ICC Inspector/3<sup>rd</sup> Party Provider OR the construction plans must be stamped & signed by a Louisiana licensed engineer or architect. A permit WILL NOT be issued without either a certificate of plan review or a copy of plans that are stamped & signed.

When applying for a permit please bring:

\*\*\***Copy of Contractor's license** (required for construction valuing \$10,000 or greater) or homeowner must complete self-contracting affidavit which we provide.

\*\*\***Construction plans** (provide one copy on a cd in .tif format and one paper copy)

\*\*\***Address** of construction (new building or addition); if you do not have an address you may obtain one from 911's Business Office at (337) 898-4350.

\*\*\***Site plan of property & Foundation plan of property** (see attached guideline for site plan & foundation plan)

\*\*\***Plat of property** (where home was damaged by the hurricane)

-If you need a plat of property it can be obtained at the Clerk of Court's Office, 1<sup>st</sup> floor of Court House, (337) 898-1992.

\*\*\***Elevation Certificate** of property is required if it is in a designated flood zone. No permits will be issued to properties in a flood zone without an elevation certificate. Elevation certificates are provided by local land surveyors.

\*\*\***Cost of permit** is determined by the cost of construction and type of inspections required. Please note the VPPJ only accepts checks or money orders.

Once you receive your permit, the **yellow** hard card needs to be posted on the temporary electrical pole and a copy of the permit is to be taken the Vermilion Parish Health Unit for temporary electrical service and to obtain a sewage permit.

Once construction begins, a Certificate of Foundation, Plumbing, Framing, Electrical, Mechanical/Fuel Gas, Roof, Final Inspection and **all other required inspections must** be signed by an ICC certified inspector, architect or licensed engineer and returned to the permit department upon completion.

**HOMEOWNERS ARE RESPONSIBLE FOR CONTACTING INSPECTORS & SCHEDULING INSPECTIONS.**

Once all required inspections and the final elevation certificate (if required) are submitted and approved by the Vermilion Parish Permit Department, a Certificate of Occupancy will be issued.

Your next step is to bring the Certificate of Occupancy to the Vermilion Parish Health Unit for full electrical power. Office hours for the Vermilion Parish Health Unit are Monday – Friday 8:00 – 9:30 and 3:00 – 4:30. They can be contacted by calling (337) 893-1438.

Please call if you have any questions.

Gladys Mouton  
Vermilion Parish Permitting Department  
Gladys.Mouton.VPPJ@hotmail.com  
(337) 898-4300  
Permit Hours – 8:00 o 4:00