



St. Mary Parish Government
Planning & Zoning Department
Fifth Floor Courthouse
Franklin, La. 70538
337-828-4100 ext. 509

City of Morgan City
Planning & Zoning Department
512 First St.
Morgan City, La. 70380
985-385-1770

Town of Berwick
Planning & Zoning Department
3225 Third St.
Berwick, La. 70342
985-384-8858

City of Patterson
Planning & Zoning Department
1314 Main St.
Patterson, La. 70392
985-395-5205

City of Franklin
Planning & Zoning Department
1300 Iberia St.
Franklin, La. 70538
337-828-6348

Town of Baldwin
Planning & Zoning Department
800 Main St.
Baldwin, La. 70514
337-923-7523

REQUIREMENTS FOR RESIDENTIAL PERMITS

- Completed Permit Application
- Obtain Land Use Determination from the Planning & Zoning Department
- Parcel # (from the Assessor's Office 337-828-4100 ext. 250)
- Legal Description of Property (title, deed, cash sale)
- Address (if you are located within the Parish please contact 911 at 985-385-3385 for your address all others need to contact the appropriate municipality.)
- Soil Boring\Compaction Letter from a certified lab (per IRC 2009 requirements)
- Flood Determination Letter (if you are located within the Parish please contact the Planning & Zoning Dept. all others need to contact the appropriate municipality.)
**Reminder: All mechanical devices need to also be at the required Base Flood Elevation along with the proper support of those devices.
- Plot Plan (drawn to scale including proposed and existing structures and set back lines)
A Survey of the property maybe requested.
- Dept. of Health L.H.S. 47 form and/or Community Water & Sewer Deposit Receipt
(Department of Health 985-385-7018)
- Completed dept. of Engineering Residential Drainage Data Form
- State DOTD Department Approved Culvert Permit and Local Culvert Application
(State roads only-DOTD Office 337-828-0352)
- Culvert Permit Application for local roads. (Application can be obtained from the appropriate local permitting office)
- Conditional Use, Administrative or Land Clearing Permits, Dept. of Planning
- S.M.P. Contractor Registration (Planning & Zoning Department)

- Complete set of plans:
All plans shall indicate project location and Designer's name, address and phone number
All plans shall comply with design criteria and wind speed (structure specific) 2009 IRC, SSTD10-99, Wood Frame Construction Manual. A stamp is required by a Louisiana licensed engineer or architect on roof pitches greater than 7 on 12. Plans that have bonus rooms or are two-story structures require a stamp is required by a Louisiana licensed engineer or architect
- Residential Contractor shall have a current Louisiana State Residential Contractor's License
- Residential Contractor shall be registered within St. Mary Parish
- Home Owner/Contractor shall be signed and notarized affidavit
- Home Owners shall indicate electrical, mechanical, plumbing and gas contractors
- Payment for plan review and permit fees
- List of Subcontractors and copies of contracts.

FEES:

New Construction:	\$3.00 per \$1000.00 based on \$75.00 per square foot for new construction
Additions, Renovations and Remodels:	\$3.00 per \$1000.00 based on actual construction cost
Demolition of Residential Structures	\$100.00
Plan Review Fee-New Construction:	\$600.00 (minimum) up to 2,000 total sq. ft. plus \$0.25 per sq. ft. over 2,000 sq. ft. (Maximum fee of \$1,800.00)
Plan Review Fee-Additions, Renovations & Remodels:	\$100.00 (minimum) up to 500 total sq. ft. plus \$0.25 per sq. ft. over 500 sq. ft. (Maximum fee of \$600.00)
Residential Inspections-all Disciplines-	\$60.00 per Inspection per Discipline
Re-Inspection Fees – All Disciplines	
1 st re-inspection	\$ 50.00 per re-inspection per discipline
2 nd re-inspection	\$ 75.00 per re-inspection per discipline
3 rd re-inspection	\$100.00 per re-inspection per discipline
4 th & higher	\$125.00 per re-inspection per discipline

DO NOT POUR A SLAB/FOUNDATION/FOOTING PRIOR TO RECEIVING AN APPROVAL Pouring a foundation without an inspection shall result in the following:

- 1st offense shall not exceed \$500.00 fine and a letter from an engineer
- 2nd offense shall not exceed \$1,000.00 fine and a letter from an engineer
- 3rd offense shall not exceed \$1,000.00 fine and removal of foundation