



East Feliciana Parish Building Department

12064 Marston Street, Post Office Box 427, Clinton, LA 70722 Phone 225.683.8577 Fax 225.683.3100

PERMITTING PROCEDURE FOR NEW RESIDENTIAL CONSTRUCTION

Before plan review and permitting process may begin:

- All property divisions and zoning must be completed and approved by the Police Jury or Township
- 911 address obtained or verified - 911 Call Center 225.683.9007, located at 12486 Feliciana Drive, Clinton, LA 70722
- Floodplain determination completed by the parish. If in a flood zone, a completed and stamped elevation certificate must be acquired from a licensed surveyor, engineer, or architect. The Elevation Certificate of Completion must be turned in after the slab is poured and **BEFORE FRAMING ON SLAB BEGINS.**

To be presented at permitting:

- 911 address
- Town approval (if required)
- Floodplain elevation (if required)
- Proof of ownership - copy of cash sale, act of donation or succession
- Survey Map of the property
- Contractor must be State licensed, and Parish registered - or if acting as your own general contractor, a signed and notarized Affidavit Claiming Exemption from Licensure recorded at the Clerk of Court.
- 2 standard sets of house plans showing the foundation layout, joist layout, plumbing, electrical and HVAC layout, roof design, house elevations - front, rear, left and right, floor plan showing room sizes and use with door and window placements along with plumbing, electrical and cabinet placements, schedules for living and total area square footage, window and door schedules.
- A plot plan derived from a legal plat or survey is required. The plot plan must show all servitudes, including but not limited to drainage, utility and private servitudes, the required building lines and the setback distances of the structure at its closest point to each corresponding property line north, south, east and west. The size and placement of the driveway must also be shown.
- Prepared to pay for permit with check, money order or cash.

A building permit is an umbrella permit that encompasses all aspects of the review and building process. Although a builder purchases the permit in advance of the plan review, the permit **does not become valid until plan review has been completed.** Please allow a minimum of two weeks for plan review. After plan review, one set of plans will be returned and required to be immediately placed at the jobsite and kept secure from the outside elements. The other set of plans will be kept in the Building Permit Office for 6 months after the project is complete. The inspection board may be picked up and posted at this time and construction may begin.