

NAME CHANGE/RECONNECTS

PUBLIC RECORDS REQUEST

- Complete public records request form (may be emailed)
- Within three days you will be notified of approval and cost of request (cost based on number pages printed)
- If you approve cost, we will proceed with fulfilling your request

PRE-APPROVED VENDORS LIST FOR DOCUMENT VIEWING

- Vendors shall complete a Building Department Public Records Request yearly to be kept on file
- Vendors shall sign the front pages of the book before viewing
- If copies are to be made, the vendor shall prepay in accordance with current fee schedule

NAME CHANGE - \$10.00 (per meter)

- 911 address posted, in accordance with the ordinance
- Town Approval if residing within any of the town limits - Clinton, Jackson, Norwood, Slaughter, Wilson
- If power has been turned off for two weeks or more and is not on a town sewer system, it must have an approval for the septic system from the Health Unit, 225.683.4148
- Once approved the meter is released to Demco or Entergy
- [Jackson Square and Shadowbrook Apartments do not require Town approvals as they have their own water system.](#)

CERTIFICATE OF USE/NAME CHANGE OVER 6 MONTHS - \$125.00 (per meter)

If power has been off for 6 months or more, it must have an approval for the septic system from the Health Unit, 225.683.4148 and an inspection by the Building Official. A list of items that the Building Inspector will be checking during inspection is available for pickup or can be emailed.

- 911 address posted, in accordance with the ordinance
- Town Approval if residing within any of the town limits - Clinton, Jackson, Norwood, Slaughter, Wilson
- Approval for the septic from the Health Unit, 225.683.4148
- Safety inspection is scheduled after receipt of the environmental/Health Unit approval and is then performed by Building Official.
- Once approved by the Building Official, the meter is then released to Demco or Entergy

- FIREWORKS/SNOWBALL STAND METER RELEASE (Movable Temporary Building/Tent, The Public Does Not Enter) - \$20.00
- Must have a registered business name, contact name, and phone number
- 911 address posted, in accordance with the ordinance
- Must have sign fireworks agreement letter at permitting

FIREWORKS/SNOWBALL STAND METER RELEASE WITH INSPECTION (Structure that the Public Enters) - \$100.00

- Must have a registered business name, contact name and phone number
- 911 address post, in accordance with the ordinance
- Inspection performed by the Building Official
- Once the approved by the Building Official, the meter is then released to Demco or Entergy

COMMERCIAL NAME CHANGE \$100.00 (per meter)

- Must have a registered business name, contact name, and phone number
- 911 address posted in accordance with the ordinance
- Fire Marshal Review Report determining the kind of Commercial Occupancy along with the approved plans stamped by the Fire Marshal (if making changes to the occupancy/use or to the building) are required at time of permitting
- Approval for septic system from the Health Unit, 225.683.4148 (if not on town sewer)
- Safety inspection is scheduled after receipt of the environmental/Health Unit approval by Building Official.
- Once the building is approved by the Building Official and the Final Fire Marshal Report has been received, the meter is then released to Demco or Entergy

RESIDENTIAL SERVICE POLES - \$125.00

COMMERCIAL SERVICE POLE - \$1175.00

GENERATOR PERMIT - \$150.00 - residential \$175.00 - commercial

SWIMMING POOL - 175.00

GAS PRESSURE TEST PERMIT - \$75.00

ELECTRICAL PERMIT -

RESIDENTIAL - \$125.00

COMMERCIAL \$175.00

STORM DAMAGE - \$0.00

MOBILE HOME - \$175.00 --- REQUIRED TO HAVE A LOUISIANA LICENSED ELECTRICIAN

ACCESSORY BUILDING

ADDITION/REMODEL COMMERCIAL & RESIDENTIAL

NEW CONSTRUCTION COMMERCIAL & RESIDENTIAL

CELL TOWERS

- \$250.00 - Initial and Annual inspection fee
- \$150.00 - Equipment swap out requires inspection
- \$175.00 - Electrical permit for additional meters, repair work or addition of generators
- \$175.00 - Generator
- \$500.00 - Change in ownership end/or new tenant

INDUSTRIAL SITES AND OIL WELLS

- 911 address posted, in accordance with the ordinance
- Floodplain analysis