



CAMERON PARISH ACCESSORY BUILDING CHECKLIST FOR V OR VE
PHONE (337) 775 2800 FAX (337) 775-5535

APPLICANT: _____ PHONE #: _____

LOCATION / ADDRESS OF PROPERTY: _____

Information needed to obtain Development, Electrical and Plumbing Permit for Accessory Building:

1. _____ HEALTH UNIT APPROVAL – (for plumbing, if applicable call 337-775-5368 – Ryan King)
2. _____ LAND VERIFICATION & PARCEL NUMBER / LEGAL DESCRIPTION OF PROPERTY (i.e. Filed Cash Deed, Abstract, Tax Assessment, Lease Agreement)
3. _____ SQUARE FOOTAGE, **MAXIMUM SIZE LIMITATIONS ARE 100 square feet** (_____)
4. _____ COST OF DEVELOPMENT (estimated) (_____)
5. _____ NUMBER OF CIRCUITS IN BREAKER BOX () JEFF DAVIS (), ENTERGY & ACCT # (_____)
6. _____ NUMBER OF PLUMBING FIXTURES () (**Fixtures not allowed below base flood elevations**)
7. _____ BUILDING PLANS (**Rough sketch showing size**) & SITE PLAN
8. _____ FEMA ELEVATION CERTIFICATE (**2 year or newer**), (if applicable)
9. _____ COPY OF LOUISIANA CONTRACTOR LICENSE
10. _____ NON-CONVERSION AGREEMENT FORM - PLEASE REFER TO THE ATTACHED FEMA/NFIP NON-CONVERSION AGREEMENT (TO BE PROVIDED BY THE PERMIT OFFICE AT TIME OF PERMITTING, FORM TO BE FILED & RECORDED AT CLERK OF COURTS OFFICE ALONG WITH A FILING FEE)

****NOTE: IN SOME CASES, ADDITIONAL INFORMATION MAY BE REQUIRED. ****

REQUIREMENTS FOR (RESIDENTIAL) ACCESSORY USES:

Buildings shall meet the following requirements unless Elevation Requirements are met.

- Maximum size limitations of accessory buildings are 100 square feet of floor space only and must be unfinished on the interior and constructed with flood-resistant materials. Non-conversion must be filed at Clerk of Court.
- **Measurements of enclosure will be taken at time of inspection.**
- Building **may not** be used at any time as a place of human habitation.
- Building must be adequately anchored down to prevent flotation.

**** PERMIT USE ONLY ****

FLOOD ZONE (_____)

WIND ZONE (_____)

APPLICANT'S SIGNATURE _____ DATE _____

**Accessory Building Plans Submittal Checklist
Cameron Parish Police Jury
ENFORCEMENT FOR RESIDENTIAL CONSTRUCTION**

Effective February 1, 2018, the adoption of the 2015 International Building Code by the Louisiana State Uniform Construction Code Council, the following documentation must be submitted for plan review prior to issuance of a building permit to ensure compliance with wind load and flood provisions within Cameron Parish (in its entirety).

Maximum size limitation is 1000 square feet of enclosed area.

Be advised, the review process may take up to one (1) week

- **400 square feet or less in 130 mph wind zone**
 - **Plans from manufacturer or rough sketch. No plan review**
 - **Flow through vents must be installed if constructed below Base Flood Elevation in AE flood zone**
 - **Must be tied down**
 - **Non-conversion agreement filed at Clerk's Office, provided by permit office**

- **Over 400 square feet in 130 mph wind zone**

Plans to be provided by manufacturer or homeowner must include:

- **Must submit architect or engineered stamped plans, including the foundation design certifying wind load and design criteria.**
- **Site Plan (dimensions, property lines, setbacks, existing structures)**
- **Foundation – size and depth of post or piles. Show thickness of concrete slab**
- **Footings - size, depth and rebar**
- **Wall section(s), foundation through roof**
- **Roof Framing or truss layout plan (show hold down locations to meet required wind speed)**
- **Basic Electrical (receptacles, switches & fixtures)**
- **Location of Window and Door**
- **Flow through vents must be installed if constructed below Base Flood Elevation in AE flood zone**
- **Non-conversion agreement filed at Clerk's Office, provided by permit office**

- **200 square feet or less in 140 mph wind zone**
 - **Plans from manufacturer or rough sketch. No plan review**
 - **Flow through vents must be installed if constructed below Base Flood Elevation in AE flood zone**
 - **Must be tied down**
 - **Non-conversion agreement filed at Clerk's Office, provided by permit office**

- **Over 200 square feet in 140mph wind zone**
 - **Must submit architect or engineered stamped plans, including the foundation design certifying wind load and design criteria**
 - **Flow through vents must be installed if constructed below Base Flood Elevation in AE flood zone**
 - **Non-conversion agreement filed at Clerk's Offices, provided by permit office**

****ATTENTION**:** **Complete Set of Plans must remain on job site at all times.**

The Cameron Parish Police Jury is working diligently to provide the citizens of our Parish with the most accurate up-to-date information. The information contained in this bulletin has been provided to assist in the submittal process for permitting. Additional documentation and information may be required as necessary.