



CAMERON PARISH NEW DEVELOPMENT CHECKLIST

PHONE (337) 775-2800 FAX (337) 775-5535

NAME OF HOMEOWNER: _____ PHONE #: _____
BLDG. SITE: _____ CONTRACTOR: _____ LICENSE #: _____

Information required to obtain Development, Electrical, Plumbing & Mechanical Permit for New Construction:

1. _____ HEALTH UNIT APPROVAL (337-775-5368 – Ryan King) or WATERWORKS DISTRICT
2. _____ LAND VERIFICATION & PARCEL NUMBER / LEGAL DESCRIPTION OF PROPERTY (i.e. Filed Cash Deed, Abstract, Tax Assessment, Lease Agreement)
3. _____ COPY OF LOUISIANA CONTRACTOR LICENSE
4. _____ SQUARE FOOTAGE UNDER ROOF (_____) ESTIMATED COST OF DEVELOPMENT (_____)
5. _____ NUMBER OF CIRCUITS IN THE PANEL/BREAKER BOX (_____)
6. _____ UTILITY COMPANY, JEFF DAVIS (_____), ENTERGY AND ACCOUNT NUMBER (_____)
7. _____ NUMBER OF PLUMBING FIXTURES (_____)
8. _____ NUMBER OF GAS PIPING FIXTURES (_____)
9. _____ NUMBER OF MECHANICAL (HVAC) FIXTURES (_____) **ex. Air Conditioners, Heat Pumps, Furnaces, etc..
10. _____ SITE PLAN (must show structures setbacks, including existing & proposed)
11. _____ BUILDING PLANS [two (2) sets] (**certifying compliance with 130 or 140 mph wind load requirements (SITE SPECIFIC), Engineer or architect stamped drawings to be required and have wind loads and design criteria stated on plans. Engineer or Architect must be licensed for the State of Louisiana. 130 MPH: HACKBERRY, BIG LAKE, GRAND LAKE, SWEETLAKE, KLONDIKE & LOWRY 140 MPH: JOHNSON BAYOU, CAMERON, CREOLE, LITTLE CHENIER & GRAND CHENIER**)
12. _____ FEMA ELEVATION CERTIFICATE, (**2 year or newer**), (Building Plans required in Flood Hazard Areas showing floor plans, front & side elevations)
13. _____ TO OBTAIN E-911 ADDRESS, PLEASE HAVE THE NEAREST ADDRESS & DISTANCE FROM STRUCTURE TO STRUCTURE. (E-911 Address will not be given prior to permitting)
14. _____ ACCESSORY BUILDING (If Applicable) – **Restrictions apply in some areas! Request checklist!**
15. _____ IF CONSTRUCTING AN ELEVATED STRUCTURE OR ELEVATING AN EXISTING STRUCTURE, SEE ATTACHED NON-CONVERSION AGREEMENT FORM PROVIDED BY THE PERMIT OFFICE AT TIME OF PERMITTING. (FORM TO BE FILED & RECORDED AT THE CLERK OF COURTS OFFICE ALONG WITH A FILING FEE)
16. _____ CONTACT CZM FOR INFORMATION TO DETERMINE IF A COASTAL USE PERMIT IS NEEDED (337-775-2800)
17. _____ NEED CULVERT?? (_____ YES) – Public Works 337-775-5718 or 337-775-2602 (_____ NO) – [if along a state-maintained roadway, contact Department of Transportation and Development (DOTD) 337-437-9138 for permitting]

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

(Accept Check, Money Order, Visa, MasterCard) No Cash

SIGNATURE OF APPLICANT: _____ DATE: _____

**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).

Be advised, the review process may take up to one (2) week.

1. **PLANS** (shall be site specific)

- **Two complete sets of plans – drawn to scale. Plans must contain:**
 - **Site Plan** (dimensions, property lines, setbacks, existing structures)
 - **Dimensioned foundation plans**
 - **Footing Plans---** (foundation footings shall be supported on undisturbed natural soils. Fill soils that support footings & foundations shall be designed, installed and tested in accordance with accepted engineering practices)
 - **Floor Plan, indicating all bearing walls, shear wall & hold down locations**
 - **Wall section(s), foundation through roof**
 - **Roof Framing or truss layout plan** (stamped to meet required wind speed)
 - **Basic Electrical** (receptacles, switches, fixtures & smoke detectors)
 - **Basic Plumbing** (fixtures)
 - **HVAC Equipment Location**
 - **Window and Door Schedules**
 - **Detailed ceiling joist plan (including beams)**

- **Designed and certified for 130 OR 140 MPH wind zone (based on development location)**

**All information, drawings, specifications and accompanying data shall bear the name, phone number, address and signature of the person responsible for the design.

2. **DESIGN CRITERIA** [Indicate which one of the following design criteria will be used]

- American Society Civil Engineers-7 (ASCE-7)
- AF&PA wood frame construction manual (WFCM)
- ICC standard for residential construction in high wind regions (ICC600)
- AISI standard for cold formed steel framing (AISIS230)
- International Building Code

Or others as allowed by the 2015 International Residential Building Code

3. SPECIAL FLOOD HAZARD DETAILS

- **Special Flood Hazard (V-Zone) – entire set of plans shall be stamped by a registered professional Architect or Engineer**

4. FRAMING AND CONNECTOR DETAILS (plans shall indicate the following, where applicable): Specify type, size and fastening schedules, etc...

- **Anchor Bolt Placement**
 - Bottom/sole plate to foundation
 - Interior load bearing walls
 - Exterior load bearing walls
- **Corner and Shear wall hold down locations**
- **Column Connectors**
- **Shear wall locations**
- **Bottom plate to studs**
- **Pack/jack studs to headers-interior and exterior walls**
- **Headers to top plate**
- **Stud to top plates**
- **Top plate to rafters (connection & required capacity)**
- **Wall to wall assembly**
- **Framing/Bracing of gable walls**
- **Wall sheathing**
- **Exterior cladding (vinyl siding application/fastening)**
- **Roof sheathing**
- **Roof underlay application**
- **Roof coverings (shingle application/fastening)**

****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.