



CAMERON PARISH ACCESSORY BUILDING CHECKLIST A & AE
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)
 2. _____ LAND VERIFICATION & PARCEL NUMBER / LEGAL DESCRIPTION OF PROPERTY (i.e. Filed Cash Deed, Abstract, Tax Assessment, Lease Agreement)
 3. _____ STATE FIRE MARSHAL APPROVAL LETTER & COPIES OF STAMPED PLANS (For Commercial Accessory Buildings only – 1-800-256-5452)
 4. _____ SQUARE FOOTAGE, MAXIMUM SIZE LIMITATIONS IS 1000 square feet OF ENCLOSED AREA _____
 5. _____ COST OF DEVELOPMENT _____
 6. _____ NUMBER OF CIRCUITS IN BREAKER BOX () JEFF DAVIS () ENTERGY AND ACCOUNT # _____
 7. _____ NUMBER OF PLUMBING FIXTURES () (Fixtures not allowed below base flood elevations)
 8. _____ BUILDING PLANS (Certifying compliance with wind load requirements for storage building is **SITE SPECIFIC** and is designed to be a Risk Category I structure for pole barn, portable building or metal structure. <https://ascehazardtool.org/>)
- See attached Accessory Building Plans Submittal Checklist for requirements on buildings. (Commercial Accessory Buildings are required to submit full building plans certifying compliance with wind load requirements, with foundation design regardless of size of building).**
9. _____ FEMA ELEVATION CERTIFICATE (**2 year or newer**), (if applicable)
 10. _____ COPY OF LOUISIANA CONTRACTOR LICENSE
 11. _____ 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.

- Building placed in an **AE Flood Zone** must be constructed with **Proper Openings** no more than 1 foot above grade having a total net area of not less than one (1) square inch for every square foot of enclosed area placed on two (2) opposite walls.
- **Measurements of enclosure will be taken at time of inspection.**
- Building must be adequately anchored down to prevent flotation.
- Building **may not** be used at any time as a place of human habitation.

**** 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 January 1, 2023, the adoption of the 2021 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 Hackberry, Big Lake, Grand Lake, Sweetlake, Klondike & Lowry**
 - 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 Hackberry, Big Lake, Grand Lake, Sweetlake, Klondike & Lowry**

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 Johnson Bayou, Cameron, Creole, Little Chenier & Grand Chenier**
 - **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 Johnson Bayou, Cameron, Creole, Little Chenier & Grand Chenier**
 - **Must submit architect or engineered stamped plans, including the foundation design certifying wind load and design criteria**
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****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.