



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. _____ LOUISIANA DEPARTMENT OF HEALTH (337-775-5368) taylor.lafleur@la.gov and holly.lajaunie@la.gov 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. _____ STAMPED BUILDING PLANS including foundation to comply with 2021 International Residential Code and 2020 National Electrical Code (**certifying compliance with wind load requirements SITE SPECIFIC and designed to be a RISK Category II** <https://ascehazardtool.org>)
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]

IN SOME CASES, ADDITIONAL INFORMATION MAY BE REQUIRED **Accept Check, Money Order, Credit Cards, No Cash**

SIGNATURE OF APPLICANT: _____ DATE: _____

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, and 2020 National Electrical Code, 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 site-specific wind zone**
www.ascehazardtool.org



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

2. **SPECIAL FLOOD HAZARD DETAILS**

Special Flood Hazard (V-Zone and AE-Zone) – entire set of plans including foundation shall be stamped by a registered professional Architect or Engineer.

In VE Flood Zones the bottom of the lowest horizontal structural member supporting the home must be (1) foot or higher than the elevation requirement.

In AE Flood Zones the finished floor must be (1) foot or higher than the elevation requirement

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.