

**JACKSON PARISH WATERSHED COMMISSION**  
**P.O. Box 398**  
**Jonesboro, Louisiana 71251**

Please note the following building packet must be adhered to if you are planning on new construction or modification of existing construction on or over the waters of Caney Creek Reservoir. By order of rules adopted March 3<sup>rd</sup> 2022, failure to comply with the rules may result in fines but not limited to cease orders if construction begins without an approved building permit.

The following package contains all the information needed to successfully complete and apply for a building permit through Jackson Parish Watershed District:

1. Rules for Obtaining a Building Permit (REV 02.22).
2. Property owners or contractors building a seawall, bulk head, or boat launch: If a seawall is built on the 200' MSL or above then no permit is required. If a seawall is built below the 200' MSL requiring backfill material, then a permit is required from Army Corps of Engineers, Vicksburg office contact: Brian Williamson 1.601.631.5292 Note: Jackson Parish Watershed will not issue any seawall, bulk head or boat launch Permits on Caney Creek Reservoir.
3. Building Permit Application (REV 02.22) Once the permit application and all documents are completed you may email to Jimmy Waggoner [jimmywaggoner@yahoo.com](mailto:jimmywaggoner@yahoo.com) alternate email addresses: Gary Joynor [joynor@att.net](mailto:joynor@att.net), Kent Hightower [kent.hightower@westrock.com](mailto:kent.hightower@westrock.com) or mail directly to Jackson Parish Watershed District @ PO Box 398 Jonesboro La, 71251.
4. If you have any questions about the permitting process please call Jimmy Waggoner cell No. 318.680.1914 or Kent Hightower 318.475.5770 or Gary Joynor cell No. 318.366.3491
5. Affidavit Claiming Exemption from Licensure Form. Note: This form should only be completed by a homeowner claiming to be the Contractor for "Home Improvement". Docks, Piers and boathouses fall under this category. By signing this form the homeowner\property owner is assuming all responsibilities as the "Contractor" and all State Licensing Laws must apply. It is the homeowner's\landowner's responsibility to have knowledge of all the contractor(s) or subcontractor(s) you assign to the project(s) and not Jackson Parish Watershed District and assume no liability. Any homeowner\property owner that does not sign the Affidavit Claiming Exemption Form will not be issued a Building Permit by JPWD. We are only interested in structures built over the water of Caney not on land.
6. After submission, the "Permit Application" will be reviewed for completeness. A site visit to the property in which the structure is to be built will then be scheduled

Thanks,  
JPWD

## Rules for Obtaining a Building Permit Rev: 02.22

BUILDING NEAR OR ON WATER RESTRICTED SEC 3-2(a)(b)(c)(d) may apply.

If any lakefront property owner or contractor wishes to build a pier, wharf, boathouse, floating boat house, boat slips, fences or any other structure extending into or over the water of Caney Creek Reservoir, they must first acquire a **PERMIT APPLICATION** from the Jackson Parish Watershed District (JPWD). **Note: If you extend any existing boathouse, pier (ex: drive pilings) a permit must be issued unless owner can prove original permit was not completed as issued prior to March 3<sup>rd</sup> 2022. The purpose of a permit application is to determine a location for a pier, wharf, boathouse, floating boathouse or boat slip or other structure that will give you good access and at the same time not block the view of your neighbors. Note: Permits will not be issued if project start date exceeds (1) calendar year. If a permit is issued then you have (1) calendar year from date of issuance to begin the project. The \$50.00 fee will not be refunded after (1) calendar year and you must request resubmission for the building project and additional \$50.00**

**If a seawall is built on the 200' Mean Sea Level (MSL) or above then no permit is required. If a sea wall is built on 200' MSL or below requiring back fill then a permit is required and you must contact United States Army Corps of Engineers (USACE) to obtain the permit form. Telephone Contact: Brian Williamson (Permitting Chief) 1.601.631.5292**

The following items must be completed:

- 1) Submit a drawing of the pier, dock, boathouse or other structure to be built indicating distances from both sides of property line and must be 10' from property line. In open water, residential will be permitted up to 90' from 200 MSL and up to 150' from 200 MSL for commercial as determined by JPWD unless the structure could pose a safety hazard, obstruction, or impede navigation as determined by JPWD. **In a cove no pier, dock, boathouse or other structures shall be closer than 10' from property line or extend no more than 30% of the distance from the 200' MSL contour line to the directly opposite 200' MSL contour line so it should not pose a safety hazard, obstruction, or impede navigation as determined by JPWD.**
- 2) Submit a plat, including the legal description of property, noting the location of construction to be built.
- 3) Submit a check or money order for permit fees.
- 4) **Submit the following information to complete a Permit Application Rev 02:22:**
  - a. Landowner's Name
  - b. Property Address
  - c. Property Legal Description
  - d. Drawing of Structure
  - e. Owner's Telephone Number
  - f. Contractor's Name & License Number.
  - g. Contractor's Telephone Number

The Permit Application and supporting documents will be presented to the Jackson Parish Watershed District board member(s), considered and approved or disapproved. If approved, a permit bearing a permit number will be issued to the landowner or contractor bearing JPWD seal. The approved permit must remain onsite during the entirety of the project construction. Permit fees collected are deposited in JPWD general fund.

JACKSON PARISH WATERSHED DISTRICT  
P.O. BOX 398  
JONESBORO, LOUISIANA 71251

**Permit Application**

Rev: 02.22

Please complete the following application to be submitted to JPWD for review & approval.

Permits(s) Selected: (Circle) 1. Boat House\Boat Slip Fee \$50.00  
2. Pier Fee \$50.00  
3. Fence Fee \$50.00 (Extending into water only)

New Construction or Modification to Existing Construction: \_\_\_\_\_

Brief Description of Project:

\_\_\_\_\_  
\_\_\_\_\_

Land Owner Name: \_\_\_\_\_

Note: If Landowner is claiming self-contractor, YOU MUST COMPLETE AFFIDAVIT CLAIMING EXEMPTION FROM LICENSURE. (SEE ATTACHED)

Project Address: \_\_\_\_\_  
\_\_\_\_\_

Landowner Phone Number(s): \_\_\_\_\_

Full Legal Property Description written here or attach copy from courthouse:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor License Number \_\_\_\_\_

Contractor Phone Number: \_\_\_\_\_

Project proposed start date: \_\_\_\_\_

Project proposed completed date: \_\_\_\_\_

Below Line to be completed by JPWD:

Sight Visit & Date Conducted By: \_\_\_\_\_

Permit Approved\ Not Approved Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

## AFFIDAVIT CLAIMING EXEMPTION FROM LICENSURE

The undersigned does hereby attest and certify that the following information is true and correct:

I am applying for a building permit from the Parish/City/Town of \_\_\_\_\_ for proposed construction activities to be performed at that certain parcel of immovable property bearing the municipal address of \_\_\_\_\_.

I understand that Louisiana law, R.S. 37:2150-2192, requires that, for this proposed construction activity, the work must be performed by a person possessing a contractor's license or registration issued by the State Licensing Board for Contractors. However, I claim to be exempt from the requirement of having this work performed by a licensed or registered contractor based on the following exemption (place an X next to the exemption that you claim to be applicable):

### NEW CONSTRUCTION:

I will serve as the contractor for the construction of a new home, will maintain the house as my personal residence following the issuance of the Certificate of Occupancy, and:

- I have not built another house within the past year.  
 I have had a legal change in marital status within the past year.  
 I have had a change in employment such that the distance between my former home and new place of employment is at least fifty (50) miles.

### HOME IMPROVEMENT:

I will serve as the contractor for home improvements to my existing residence, and/or to structures adjacent to my residence.

**I understand that this exemption does not apply to subcontractors who are still subject to licensing requirements listed below in the general information section of this affidavit.**

### General Information:

By signing this form, the homeowner affirms that s/he is pulling the permit for this project as the contractor therefor. S/he affirms that s/he will personally reside in the home (for new construction) following the issuance of the Certificate of Occupancy for this home, or that s/he currently resides in the residence (for home improvement projects). For new home construction, s/he acknowledges that s/he will not be allowed to pull a permit for the construction of another residence within one year from the issuance of the Certificate of Occupancy unless his/her legal marital status or employment has changed as outlined above, within that year. **S/he acknowledges that s/he will undertake and superintend the construction project, and that s/he will be prohibited from hiring an unlicensed subcontractor to superintend, manage, provide advice, or otherwise act as a contractor for this project.** It is recommended that the homeowner obtain builder's risk, worker's compensation, and liability insurance for this project, in order to be adequately protected in the event of an accident or other claim.

**A "labor only" designated licensee may not work directly for the homeowner.**

A person performing work on an existing residence or adjacent structures, other than the homeowner, must be registered as a State Home Improvement Contractor, for work costing \$7,500 to \$75,000. A person performing this work in violation of law may be fined up to twenty-five (25%) percent of the cost of the project including labor and materials, be subject to a cease and desist order, and/or other penalties as provided by law.

A person constructing a new residence, or performing work on an existing residence or adjacent structures in excess of \$75,000, other than the homeowner, must be licensed as a State Residential Building Contractor. A person performing this work in violation of law may be fined up to ten (10%) percent of the total cost of the project including labor and materials, be subject to a cease and desist order, and/or other penalties as provided by law.

The following subcontractors are required to hold either a State Residential Building Contractor's license or one of the following Residential Specialty sub-classifications by the State Licensing Board for Contractors for work (labor & materials) in excess of \$7,500 for: (1) residential pile driving, (2) residential foundations, (3) residential framing, (4) residential roofing, (5) residential masonry/stucco and (6) residential swimming pools. **A "labor only" designated licensee may not work directly for the homeowner.** Electrical, Mechanical and Plumbing work in excess of \$10,000 requires a license issued by this Board.

The contractors for whom licensure is required on this project are:

Contractors: \_\_\_\_\_ | Contractor name (as licensed): \_\_\_\_\_ | License number: \_\_\_\_\_

If all subcontractors which require licensure are not known at the time of application, it shall be the Homeowner's obligation to file an updated affidavit with the Code Enforcement Department prior to the commencement of work related to the subcontractor's trade. The Code Enforcement Department shall not perform any inspections related to the aforementioned subcontractors work until the licensure information has been submitted and verified to be accurate.

The warranty period provided under the New Home Warranty Act will not begin until the date that legal title to a home is conveyed to its initial purchaser or the date the home is first occupied, whichever occurs first, and the current homeowner may be responsible for any defects in construction to the purchaser. The specific provisions of the New Home Warranty Act may be reviewed at: [http://www.lslbc.louisiana.gov/wp-content/uploads/New\\_Home\\_Warranty\\_Act.pdf](http://www.lslbc.louisiana.gov/wp-content/uploads/New_Home_Warranty_Act.pdf)

The entire Contractor's Licensing Law, applicable Rules and Regulations, a list of Licensed Contractors and other information may be found on the Louisiana State Licensing Board for Contractors website, at [www.lslbc.louisiana.gov](http://www.lslbc.louisiana.gov).

**Falsification or misrepresentation of this document may leave the homeowner without recourse through the Louisiana State Licensing Board for Contractors should a dispute arise during the construction of the aforementioned project.**

**I further understand that the intentional act of submitting false information to a public agency may constitute a violation of applicable provisions in the Louisiana Criminal Code, subjecting the person making the false statement to imprisonment up to five (5) years, a fine up to \$5,000.00, and/or restitution to the state including legal interest. *La. R.S. 14:133.***

This is a legally binding document and homeowners should consult with an attorney prior to signing should any questions arise.

Sworn to and subscribed on this date of

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Homeowner

\_\_\_\_\_

Signature of Notary Public

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

## SEC. 3-2 BUILDING NEAR OR ON WATER RESTRICTED

(a), (b), (c) (d) Adopted March 3<sup>rd</sup> 2022

(a) Piers, wharves, boathouses, floating boathouses, boat slips, barges and other facilities extending into or over the waters of Caney Lake will be limited to a maximum total length up to 90 feet perpendicular to the water line in open water from the 200' MSL for residential lot owners unless the structure could pose a safety hazard, obstruction or impede navigation as determined by Jackson Parish Watershed District. Commercial lot owners will be limited up to 150 feet perpendicular to the water line from the 200' MSL in open water unless the structure could pose a safety hazard, obstruction or impede navigation as determined by Jackson Parish Watershed District. The structure must be 10' from the property line for commercial lot owners or residential lot owners. Lot owners operating a commercial business must possess an occupational license issued by the Jackson Parish Police Jury. Any residential owners or commercial owners building in a cove for pier, wharves, boathouses, floating boathouses or boat slips or other structures shall not extend more than 30% of the total distance from the structure's 200' MSL contour line to the directly opposite 200' MSL contour line as to not pose a safety hazard, obstruction or impede navigation as determined by Jackson Parish Watershed District.

(b) **PERMIT APPLICATION (Rev 02.22)** must be completed by landowner or contractor prior to construction, submitted for review to JPWD for any residential or commercial piers, wharves, boathouses, boat slips or any other facilities stationary or floating extending into the reservoir below the 200 MSL contour line. **Rules for Obtaining a Building Permit (Rev 02.22)** must be followed in completing the Permit Application. Once the Permit Application is approved then a permit will be issued bearing JPWD stamp and must remain onsite during the entirety of the construction process.

(c) All floating piers, docks, boathouses and/or barges or other facilities must be securely moored in an approved manner at all times and anchored properly in order to prevent such from becoming unmoored and floating away during periods of high water. This requirement also applies to floating type fences. Floating fences (which rise and fall with fluctuations in the lake level) must be of standard type and not more than 90 feet in length measured from the 200' MSL contour line of Caney Lake. Installation of all floating piers, wharves, floating boathouses, docks, barges, and floating type fences and other facilities must comply with maximum distances **Sec 3-2(a)** and in all instances and are subject to the **Permit Application and Approval** process listed in **3-2(b)** of the Jackson Parish Watershed District.

(d) Applications for floating structures must be accompanied by sketch showing locations, dimensions and a copy of detailed construction plans including method of anchoring to insure proper mooring at all times. Where applicable, Rules in **Sec 3-2(a), (c)** may apply) Application approval process will be same as **Sec 3-2(b)**