



Jackson Parish Police Jury
Courthouse
500 East Court Street, Room 301
Jonesboro, Louisiana 71251-3446
Phone: (318) 259-2361
Fax: (318) 259-5660
www.jacksonparishpolicejury.org

Building Permit Application Information

Do you have a 911 address? Yes or No

***If you answered No, you need to contact the 911 administrator to obtain a new address**

Will the structure be on a separate or new meter from the existing meter on the land? Yes or No

***If you answered Yes, you need to contact the 911 administrator to obtain a new address for the separate meter.**

911 Administrator
Glen "Skeeter" McBride
319 Jimmie Davis Blvd. Jonesboro, La 71251
Phone: 318-259-2103
Office hours vary – you may need to leave a voicemail.

Are you building a structure, pouring a concrete slab, or adding to a structure that is 50% or greater than the original structure?

Yes or No

If the answer to the above questions is Yes, you must first obtain a plan review before proceeding. A plan review may be obtained by contacting the Certified Building Official (CBO) for Jackson Parish. The contact information is as follows:

Inspections Unlimited
Chad Parker, CBO
Phone: 318-387-2319
Cell: 318-376-4659
Fax: 318-388-3228
Email: inspunlimited17@gmail.com



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Will there be new plumbing at the site you are building, remodeling, moving a manufactured home onto?

Yes or No

If the answer to the above questions is Yes or if you are not certain, contact the Department of Health to inquire about obtaining a sewage permit. YOU CANNOT HAVE YOUR ELECTRICITY TURNED ON IF THE PROPER DOCUMENTATION FOR A SEWAGE PERMIT DOES NOT ACCOMPANY YOUR BUILDING PERMIT. The contact information is as follows:

Parish Sanitarian
Jackson Parish Health Unit,
228 Bond St. Jonesboro, La. 71251.
Phone number (318) 259-6601 Ext 306.
Office hours vary – you may need to leave a voicemail.

Permit Fee: \$25 for residential (new or existing), commercial (new or existing), manufactured homes, modular homes, camps, camper trailers and RV hookup. This is paid to the Jackson Parish Police Jury. This can be mailed in along with the Permit Application Information sheet or paid in person at the Police Jury Office. We only accept cash, checks, or money orders. **WE DO NOT ACCEPT CREDIT CARDS OR DEBIT CARDS.** If a plan review is required, this must be completed **PRIOR** to applying for a permit at the Jackson Parish Police Jury office.

Project Location:

Address: _____

City: _____ State: _____ Zip Code: _____



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Applicant:

Person or Business Name: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

*This information may be used to contact you for additional information to complete the permit application

Land (Property) Owner:

Person or Business Name: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Permit Type:

_____ Residential _____ Commercial _____ Industrial

Do you need electricity turned on at an existing structure that has had no changes but has not had power in in longer than six (6) months?

Yes or No

If the answer is Yes, you have completed the necessary portions of the application and you can either mail the information to Police Jury Office along with the \$25.00 permit fee or bring it to the Police Jury Office in person at 500 E Court St., Room 301 Jonesboro, La 71251.

If the answer is No, please continue with the application information sheet.



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Category of construction:

- | | |
|---|---|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Detached Building (garage, shed) |
| <input type="checkbox"/> Manufactured Home | <input type="checkbox"/> Portable Building |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Change of Occupancy |
| <input type="checkbox"/> Mini – Storage | <input type="checkbox"/> Modular Building |
| <input type="checkbox"/> Farm Structure | <input type="checkbox"/> Temporary Use Building |
| <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Deck or Porch |
| <input type="checkbox"/> Remodeling | <input type="checkbox"/> Building Relocation |
| <input type="checkbox"/> Camp (hunting/fishing) | <input type="checkbox"/> Change of Use |
| <input type="checkbox"/> Sign | <input type="checkbox"/> Other |



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****Complete this section for Mobile or Manufactured homes ONLY**

Home Owner Name:

Address:

Land Owner Name:

Address:

Year Home was Manufactured:

Make/Model of Home:

Size of Home:
