



## Jackson Parish Police Jury

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### Permit Checklist

In order to complete the Building Permit Application, **you must** have the following information:

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- Permit Application:** Pick up an application from the Jackson Parish Police Jury Administrative office or print an application from the website. Once completed, bring the form back to the Administrative office or return by mail along with the \$25.00 application fee. **The permit will be reviewed within 3-5 business days.**
  
- Permit Application Fee:** \$25.00 application fee payable by cash, check, or money order (credit and debit not accepted at this time)
  - Administrative Office: 160 Industrial Drive, Jonesboro, LA 71251
  - Website: [www.jacksonparishpolicejury.org](http://www.jacksonparishpolicejury.org)
  - (318) 259-2361 ext. 1
  

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- 9-1-1 Address and/or Verification:** For a new or an existing address you will need to have a **Verification Form** completed by the 9-1-1 office.
  - 911 Administrator: (318) 259-2103
  - 319 Jimmie Davis Blvd., Jonesboro, LA 71251
  
- Sewage Permit and/or Verification:** Obtain this from the Jackson Parish Health Department. Office hours vary, you may need to leave a voicemail to schedule an appointment. If you have an existing system, please obtain a **Verification Letter** from the Parish Sanitarian.
  - (318) 259-6601 ext. #306
  - 228 Bond Street, Jonesboro, LA 71251
  

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- Flood Zone Determination:** Upon submission of the permit application, all projects will have a flood zone review / analysis for determination of flood zone area. If additional information or action is required, you will be contacted by the Flood Plain Administrator.
  - Flood Plain Administrator: (318) 259-2361
  - 160 Industrial Drive, Jonesboro, LA 71251

***Completed application and printed 911 Address and Sewage Verification Forms must be hand-delivered or mailed to:***

***Jackson Parish Police Jury  
160 Industrial Drive  
Jonesboro, LA 71251***

**Once the permit is issued you will need to proceed with the following steps depending on the permit type:**

**Electrical Trade Permit:**

*Includes electrical service to an existing structure, RV/camper hookup, electrical upgrade, temporary service*

- Inspection
  - Inspections Unlimited – Chad Parker (318) 387-2319
  - An inspection is also required for any residential or commercial building where the utilities have been disconnected for 12 months or more OR where the meter has been pulled requires an inspection and permit to reconnect. Failure to receive both permit and inspection could result in utilities being removed from the site.

**ALL Mobile/Manufactured Homes:**

- Inspection
  - Inspections Unlimited – Chad Parker (318) 387-2319
  - Plumbing, electrical, and tie downs must be inspected prior to receiving electrical service from the power company
  - If replacing one mobile home with a new one, inspections are still required.

**New Construction (new home, modular home, detached structure):**

- Certified Building Plan Review
  - Name of the licensed contractor who will be doing the construction
- Certificate of Occupancy
  - Issued by the Parish’s Certified Building Official:
    - Inspections Unlimited – Chad Parker (318) 387-2319
  - Failure to receive this Certificate could result in utilities being removed from Home
  - Will require inspections throughout construction by the Parish’s Certified Building Official

**Commercial Buildings (New and Additions):**

- Approval of the State Fire Marshal
- Certified Building Plan Review
  - Name of the licensed contractor who will be doing the construction
- Certificate of Occupancy
  - Issued by the State Fire Marshall’s Office **AND** the Parish’s Certified Building Official:
    - Office of State Fire Marshal – (800) 256-5452, (225) 925-4920; Fax (225)925-4414
    - Inspections Unlimited – Chad Parker (318) 387-2319
  - Failure to receive both Certificates could result in utilities being removed from the building

**ALL Recreational Camps (immovable structure):**

- Inspection
  - Inspections Unlimited – Chad Parker (318) 387-2319
  - Electrical inspection is required to receive service from the power company
- Notarized affidavit stating that the property is a camp and will not be used as a primary residence

**Additions to Existing Structure:**

*If addition is **more than 50%** of the original square footage of the home:*

- Certified Building Plan Review
  - Name of the licensed contractor who will be doing the construction
- Inspection
  - Inspections Unlimited – Chad Parker (318) 387-2319
- Flood Zone Analysis
  - Flood Plain Administrator: (318) 259-2361
  - 160 Industrial Drive, Jonesboro, LA 71251