



Jackson Parish Police Jury

Permit Checklist

The payment, "printed" 911 Address, Sewage Verification and Flood Determination Forms must be included with the completed application and hand-delivered or mailed to:

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

In accordance with the requirements set forth in Louisiana R.S. 40:1730.28, Effective January 1, 2007

APPLICATION PACKAGES THAT DO NOT INCLUDE ALL REQUIRED INFORMATION AND DOCUMENTS WILL BE RETURNED

- ☐ **Permit Application:** Applications are available for pickup at the Jackson Parish Police Jury Administrative office or can be downloaded and printed from the website. Completed applications and required documents *along with the payment* can be hand delivered or mailed to the Administrative Office. **Please allow 3-5 business days for the review and issuance of the permit.**
- ☐ **Permit Application Fee:** \$25.00 application fee payable by cash, check, or money order (credit and debit payments accepted in person only)
 - Administrative Office: 160 Industrial Drive, Jonesboro, LA 71251
 - Website: www.jacksonparishpolicejury.org
 - (318) 259-2361
- ☐ **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: Glen McBride or Billy Moore (318) 259-2103
 - 319 Jimmie Davis Blvd., Jonesboro, LA 71251
- ☐ **Sewage Permit and/or Verification:** Contact 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.
 - Parish Sanitarian: Amy Baldwin (318) 259-6601 ext. #306
 - 228 Bond Street, Jonesboro, LA 71251
- ☐ **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: Brad Roller (318) 259-5691 or Admin Clerk
 - 500 E. Court St, Room 301, Jonesboro, LA 71251 or 160 Industrial Drive, Jonesboro, La 71251
- ☐ **Jackson Parish Watershed Application:** This form must be completed for any structure that will be in, on, or over the water at Caney Lake in Jackson Parish, La. A separate application fee that is payable to the Watershed Board will apply.
 - Board member names, contact details, and the application are found at the Website: www.jacksonparishpolicejury.org
 - Click on Boards and Divisions, find Watershed and click there

**PLAN REVIEW & APPROVAL BY A CERTIFIED BUILDING OFFICIAL REQUIRED FOR
ISSUANCE OF PERMIT ON ANY NEW CONSTRUCTION
(excludes manufactured homes and projects 400 sq ft or less)**

Proceed with the following steps depending on the permit type:

Electrical Only Trade Permit: *Permit shall be issued before work and inspections.*

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: *Permit shall be issued before work and inspections.*

- ☐ 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 Official Plan Review – **This should be completed before submitting application to JPPJ.**
 - Name and License number of the General contractor who will oversee the construction or original copy of notarized affidavit claiming exemption from licensure.
- ☐ 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 - **This should be completed before submitting application to JPPJ.**
- ☐ Certified Building Plan Review - **This should be completed before submitting application to JPPJ.**
 - Please include the 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:*

- ☐ Please follow the same steps required for a new construction.