



ST. TAMMANY PARISH, LA
CODE OF ORDINANCES
PART II: UNIFIED DEVELOPMENT CODE
Ch. 300 – Buildings and Construction

DRAFT for Public Comment

March 31, 2023



•Environmental Consulting
•Zoning/Planning
•Land Use Law



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Chapter 300 – Buildings and Construction

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SEC. 300-1 IN GENERAL.

A. Title.

These regulations shall constitute and be known and cited as "The Building Code of St. Tammany Parish," hereinafter referred to as "the UDC."

B. Rules of Construction for Technical Codes.

1. Wherever the term "municipality" is used within the technical codes which are adopted by reference in this chapter, it shall be held to mean St. Tammany Parish, Louisiana.
2. Wherever the term "chief appointing authority" is used within the technical codes which are adopted by reference in this chapter, it shall be held to mean St. Tammany Parish, Louisiana.
3. Where reference is made to the duties of certain officials named within the technical codes which are adopted by reference in this chapter, then that designated official of the parish, who has duties corresponding to those of the named official in said technical code, shall be deemed to be the responsible official insofar as enforcing the provisions of that technical code are concerned.

C. Purpose; Uniform Construction Code Adopted.

1. The administration and enforcement of any construction which occurs, or which is to occur, in the unincorporated portion of St. Tammany Parish shall be at all times subject to the provisions of the Louisiana State Uniform Construction Code. The following is adopted by reference and made a part hereof:
 - a. The Louisiana State Uniform Construction Code, which is provided for in R.S. 40:1730.21 through 40:1730.40, and which may be amended from time to time.
2. Any code or appendix set forth heretofore may be cited individually or collectively as "the UDC." Inspections conducted by the parish pursuant to this Code shall occur within the unincorporated area of St. Tammany Parish, and may be amended from time to time, by an ordinance of the parish council.

D. Intent.

The purpose of the UDC is to establish the minimum requirements and to secure the beneficial interests and purposes thereof—which are to safeguard the public health, safety, and general welfare—through structural strength means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment. These purposes are applicable to all buildings and structures including additions, alterations, repairs, removal demolition, use and occupancy of buildings and structures or premises and by regulating the installation and maintenance of all electrical, gas, mechanical and plumbing systems, which may be referred to as service systems.

E. Permitting and Inspection.

The inspection or permitting of any building, structure, service system or plan by the parish, under the requirements of the UDC, shall not be construed in any court as a warranty of the physical condition of such building, structure, service system or the adequacy of such plan. Neither the parish, nor any employee thereof, shall be liable in tort for damages for any defect or hazardous or illegal condition or inadequacy in such building, structure, service system, or plan, or for failure of any component of such,

which may occur subsequent to such inspection or permitting. Nothing contained in the UDC shall be construed to relieve or lessen the responsibility or liability or any person for injury or damage to persons or property caused by or resulting from any defects of any nature in any work performed by said person or in any equipment owned controlled, installed, operated or used by him, nor shall the parish, or any agent or employee thereof, incur or assume any liability by reason or in consequence of any things done or acts performed pursuant to any provisions of the adopted codes.

F. Applicability.

Where, in any specific case, different sections of the UDC specify different materials, methods of construction or other requirements, the most restrictive shall govern. Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall be applicable.

G. Other Laws.

The provisions of the UDC shall not be deemed to nullify any provisions of local, state, or federal law.

H. Application of References.

References to chapter or section numbers, or to provisions not specifically identified by number, shall be construed to refer to such chapter, section, or provision of the UDC.

I. Referenced Codes and Standards.

The codes and standards referenced in the UDC shall be considered part of the requirements of the UDC to the prescribed extent of each such reference. Where differences occur between provisions of the UDC and referenced codes and standards, the provisions of the UDC shall apply.

J. Partial Invalidity.

In the event any part or provision of the UDC is held to be illegal or void, this shall not have the effect of making void or illegal any of the other parts or provisions.

K. Department of Permits and Inspections.

The Department of Permits and Inspections is hereby created and the person in charge shall be known as the Director of the Department of Permits and Inspections, hereinafter known as the "director" is the agency responsible for the administration and enforcement of the UDC. The director is hereby authorized and directed to enforce the provisions of the UDC.

L. Applications and Permits.

The director, or his designee, shall receive application, review construction documents and issue permits for the erection, and alteration demolition and moving of a building and structures, inspect the premises for which such permits have been issued and enforce compliance with the provisions of the UDC.

M. Notices and Orders.

The director shall issue all necessary notices or orders to ensure compliance with the UDC.

N. Inspections.

The director shall make or cause to be made all of the required inspections. The director shall have the authority to accept reports of inspection by approved agencies or individuals. Reports of such inspections shall be in writing and be certified by an officer of such approved agency or by the responsible individual.

The director is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise, subject to the approval of the appointing authority.

O. Identification.

The director shall carry proper identification when inspecting structures or premises in the performance of duties under the UDC.

P. Right of Entry.

Where it is necessary to make an inspection to enforce the provisions of the UDC, or where the director has reasonable cause to believe that there exists in a structure or upon a premises a condition which is contrary to or in violation of the UDC which makes the structure or premises unsafe, dangerous or hazardous, the director is authorized to enter the structure or premises at reasonable times to inspect or to perform the duties imposed by the UDC, provided that if such structure or premises be occupied that credentials be presented to the occupant and entry requested. If such structure or premises be unoccupied, the director shall first make a reasonable effort to locate the owner or other person having charge or control of the structure or premises and request entry. If entry is refused, the director shall have recourse to the remedies provided law to secure entry.

Q. Liability.

The director, members of the board of appeals or employee charged with the enforcement of th, while acting for the jurisdiction in good faith and without malice in the discharge of the duties required by the UDC or other pertinent law or ordinance, shall not thereby be rendered liable personally and is hereby relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act of omission in the discharge of official duties. Any suit instituted against an officer or employee in the lawful discharge of duties and under the provisions of the UDC shall be defended by legal representative of the jurisdiction until the final termination of the proceedings. The director or any subordinate shall not be liable for cost in any action, suit or proceeding that is instituted in pursuance of the provisions of the UDC.

R. Stop Work Orders.

Upon notice from the director, work on any building, structure, electric, gas, or mechanical system that is being done prior to the securing of the required permit and/or contrary to the provisions of the UDC or in a dangerous or unsafe manner, shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property or to his agent, or to the person doing the work, and shall state the conditions under which work may be resumed. Where an emergency exists, the director shall not be required to give a written notice prior to stopping the work.

S. Revocation of Permits.

The director may revoke a permit or approval, issued under the provisions of the UDC, in the event that there has been any false statement or misrepresentation or upon failure to execute said work in accordance with said application, plans or specifications or which has been issued in violation of the zoning or building code.

T. Approved Materials and Equipment.

Materials, equipment, and devices approved by the director shall be constructed and installed in accordance with such approval.

U. Requirements Not Covered by the UDC.

Any requirements necessary for the strength or stability of an existing or proposed building or structure, or for the public safety, health and general welfare, not specifically covered by the UDC, shall be determined by the director. Wherever there are practical difficulties involved in carrying out the provisions of the UDC, the director shall have the authority to grant modifications for individual cases, upon application of the owner or owner's representative, provided the director shall first find that special individual reason makes the strict letter of the UDC impracticable and the modification is in compliance with the intent and purpose of the UDC and that such modification does not lessen health, accessibility, life and fire safety, or structural requirements. The application for modification and the approval of the director shall be in writing. The details of action granting modifications shall be recorded and entered in the permanent records of the department of permits and regulatory.

V. Tests.

Whenever there is insufficient evidence of compliance with the provisions of the UDC, or evidence that a material or method does not conform to the requirements of the, or in UDC order to substantiate claims for alternative materials or methods, the director shall have the authority to require tests as evidence of compliance to be made at no expense to the jurisdiction. Test methods shall be as specified in the UDC or by other recognized and accepted test standards. In absence of recognized and acceptable test methods, the director shall approve the testing procedures. Tests shall be performed by an approved agency. Reports of such tests shall be retained by the director for the period required for retention of public records.

SEC. 300-2 PERMITS.**A. Required.**

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, mechanical, plumbing, or gas system, the installation of which is regulated by the UDC, or cause any such work to be done, shall first make application to the director and obtain the required permit.

B. Work Exempt from Permit.

Exemptions from permit requirements of the UDC shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of the UDC or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:

1. *Building.*
 - a. One story detached accessory structures, accessory to one- and two-family dwellings, used as tool, storage sheds, playhouses, and similar uses provided the floor area does not exceed 200 square feet.
 - b. Fences not over 7 feet high.
 - c. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
 - d. Shade cloth structures constructed for nursery or agricultural purposes and not including service systems.

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- e. Swings and other playground equipment accessory to 1 and 2 family dwellings.
 - f. Movable cases, counters, and partitions not over 5 feet 9 inches tall.
 - g. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1.
 - h. Prefabricated swimming pools accessory to single-family dwellings that are less than 24 inches deep.
 - i. Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.

2. *Electrical.*

- a. *Repairs and maintenance.* Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.
- b. *Radio and television transmitting stations.* The provisions of the UDC shall not apply to electrical equipment used for radio and television transmissions, but does apply to equipment of wiring for power supply, the installation of owners and antennas.

3. *Mechanical.*

- a. Portable appliance.
- b. Portable ventilation appliances/equipment.
- c. Portable cooling unit.
- d. Steam, hot, or chilled water piping within any heating or cooling equipment regulated by the UDC.
- e. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
- f. Portable evaporator cooler.
- g. Self-contained refrigeration systems containing 10 pounds or less of refrigerant or that are actuated by motors of 1 horsepower or less.
- h. Residential portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

4. *Plumbing.*

- a. The stopping of leaks in drains, water, soil waste, or vent pipe; provided, however, that if any concealed trap, drainpipe, water, soil, waste, or vent pipe becomes defective and it becomes necessary to remove and replace same with new material, such work shall be considered as new work and a permit shall be obtained and inspections made as provided in the UDC.
- b. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided that such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

C. Emergency Repairs.

Where equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted within 24 hours/next working business day of the repair to the director.

D. Repairs Application.

Notice to the director is not required for ordinary repairs to structures, replacement of lamps, or the connection of approved portable electrical equipment to approved permanently installed receptacles. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load bearing support, or the removal or change of any required means or egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include the addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer drain, drain leader, gas, soil, waste, vent or similar piping, electrical wiring or mechanical, or other work affecting public health or general safety.

E. Application for Permit.

To obtain a permit, the applicant shall first file an application in writing on a form furnished by the Department of Permits and Inspections for that purpose. Such application shall:

1. Identify and describe the work to be covered by the permit for which application is made.
2. Provide an assessment or parcel number from the parish assessor's office.
3. Describe the land on which the proposed work is to be done by legal description.
4. Provide clear and concise directions to the land on which the proposed work is to be done.
5. Indicate the use and occupancy for which the proposed work is intended.
6. Be accompanied by construction documents and other information as required by **Sec. 300-2.A.**
7. State the valuation of the proposed work.
8. Be signed by the applicant, or the applicant's authorized agent.
9. Completed lot fill form.
10. Completed sheriff's job registration form.
11. L.H.S.47 (if using an individual sewerage system).
12. State highway department approval form (if accessing from a state controlled road).
13. Approved conditional use/administrative permit (if required).
14. Approved land clearing permit (5 acres or greater).
15. Approved sign review permit (commercial signs).
16. State fire marshal review letter (commercial only).
17. List of subcontractors. Copies of contracts if commercial.
18. Be accompanied by permit fees and any other fees.
19. Provide such other data and information as required by the director.

F. Action on Application.

The director shall examine or cause to be examined applications for permits and amendments thereto within a reasonable time after filing. If the application or the construction documents do not conform to the requirements of the pertinent laws, the director shall reject such application in writing, stating the reasons therefore. If the director is satisfied that the proposed work conforms to the requirements of the UDC and laws and ordinances applicable thereto, the director shall issue a permit therefore as soon as possible.

G. Time Limitation of Application.

An application for a permit for any proposed work shall be deemed to have been abandoned 90 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the director is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

H. Validity of Permit.

The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any provisions of the UDC or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel provisions of the UDC or other ordinances of the jurisdiction shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the director from requiring the correction for errors in the construction documents and other data. The director is also authorized to prevent occupancy or use of a structure where a violation of the UDC or of any other ordinances of this jurisdiction.

I. Expiration.

Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced or is not completed within 2 years of the issuance of the permit. A new permit shall be applied for, work cannot commence again until the new permit has been issued. The director is authorized to grant, in writing, 1 or more extensions of time, for periods not more than 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

J. Suspension or Revocation.

The director is authorized to suspend or revoke a permit issued under the provisions of the UDC wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information or in violation of any ordinance or regulation or any provisions of the UDC.

K. Placement of Permit Placard.

Work requiring a permit shall not commence until the permit has been issued and the placard is posted on premises. The building permit placard shall be kept on the site of work until a certificate of occupancy, or a certificate substantial completion has been issued, by the director. It shall be placed in a conspicuous manner, as to be seen from the road, and made available to the director or representative to conveniently make any required entries thereon.

L. Owner's Responsibility.

It shall be the duty of owner who shall perform work for the installation or repair of buildings, structures, electrical, mechanical, plumbing or gas systems, for which the UDC is applicable, to comply with the UDC.

M. Contractor's Responsibility.

It shall be the duty of every contractor who shall make contracts for the installation or repairs of buildings, structures, electrical, mechanical, plumbing and gas systems, for which a permit is required, to comply with state or local rules and regulations concerning licensing which the applicable governing authority may have adopted.

SEC. 300-3 CONSTRUCTION DOCUMENTS.

A. Submittal Documents.

1. *Supporting documents.* Construction documents, special inspection and structural observation programs, and other data shall be submitted in 2 or more sets with each application for a permit. The construction documents shall be prepared by a certified design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the director is authorized to require additional construction documents to be prepared by a certified design professional.
2. *Exception.* The director may waive certification requirements, if he finds that the nature of the work applied for is such that certification of plans is not necessary to obtain compliance with the UDC.

B. Information on Construction Documents.

Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the director. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the UDC and relevant laws, ordinances, rules and regulations, as determined by the director.

C. Manufacturer's Installation Instructions.

Manufacturer's installation instructions, as required by the UDC shall be available on the job site at the time of inspection.

D. Construction in Areas Prone to Flooding.

For buildings and structures in special flood hazard areas construction documents shall include:

1. *Site plan.* On the site plan required in section 105-101 below include
 - a. Boundary of any special flood hazard areas (SFHA),
 - b. Floodway boundary, if applicable, b
 - c. Base flood elevation (BFE) and the
 - d. Parish required design flood elevation (DFE);
 - e. Height of the centerline of the road or street on which the structure is located.

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2. *Elevation Certificate.* For new construction or additions to an existing structure located in a SFHA an Elevation Certificate is required.
 - a. *New Construction.* A construction drawing elevation certificate is required for permit approval and a finished construction elevation certificate is required for issuance of a certificate of occupancy. The elevation certificates shall be completed in compliance with the most recent edition of the FEMA's National Flood Insurance Program (NFIP) Elevation Certificate and Instructions. In addition to the information required by FEMA's instruction for Section A, B, and C, the applicant shall include the following information in Section D:
 - i. Parish required Design Flood Elevation
 - ii. Height of the centerline of the road or street on which the structure is located.
 - b. *Addition to Existing Structure.* A finished elevation certificate meeting requirements of **Sec. 300-3.2.a** above is required for issuance of a certificate of completion. For permit approval the applicant can either
 - i. Submit a construction drawing construction elevation certificate Sec. 300-3.2.a. above, or
 - ii. Submit a copy of a finished elevation certificate for the existing structure and provide the finished floor elevation of the addition on the site plan/construction drawings.

E. Site Plan.

A site plan drawn at a legible scale which shall include the size and location of new construction and every existing structure on the site and distances from the lot/property lines. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site of plot.

F. Boundary Line Survey.

A boundary line survey prepared by a licensed surveyor shall accompany any request for new construction, additions, mobile home placement and accessory structures. The survey shall indicate flood zone information and delineation of flood hazard areas.

G. Examination of Documents.

The director shall examine or cause to be examined construction documents for code compliance.

H. Approval of Construction Documents.

When the director issues a permit, the construction documents shall be approved, in writing or by stamp. One set of construction documents so reviewed shall be retained by the director. The other set shall be returned to the applicant, shall be kept at the site of work and shall be open to inspection by the director or a duly authorized person.

I. Previous Approvals.

The UDC shall not require changes in the construction documents, construction, or designated occupancy of a structure for which a lawful permit has been heretofore issued otherwise lawfully authorized, and the construction of which has been commenced and pursued in good faith within 180 days after the effective date of the UDC and has not been abandoned.

J. Amended Construction Documents.

Work shall be installed in accordance with the reviewed construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents.

K. Phased Approval.

The director is authorized to issue a permit for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted, provided that adequate information and detailed statements have been filed complying with pertinent requirements of the UDC. The holder of such a permit for the foundation or other parts of a building or structure shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted.

L. Retention of Construction Documents.

One set of approved construction documents shall be retained by the director for a period of not less than 180 days from the date of completion of the permitted work, or as required by state or local laws.

SEC. 300-4 BUILDING PERMIT FEES.**SEC 300-4.1 GENERALLY.****A. Payment of Fees.**

A permit shall not be valid until the prescribed fees prescribed by law have been paid. Nor shall an amendment to a permit be released until the additional fee, if any, has been paid.

B. New Construction, Additions, Accessory Structures.

The applicant for a permit for new construction, additions, and accessory structures shall provide in writing, the total square footage at the time of the application. Permit square footage shall include any square footage under beam. If in the opinion of the director, the total square footage is not reported accurately on the application, the permit shall be denied. Final building permit square footage shall be determined by the director.

C. Building Permit Valuations.

The applicant for a permit for renovations, remodeling, build outs, and commercial, electrical, mechanical, plumbing and gas systems shall provide a signed contract or proposal estimating the value in writing at time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems. If, in the opinion of the director, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the director. Final building permit valuation shall be set by the director.

D. Work Commencing before Permit Issuance.

Any person who commences work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to an additional fee of 100 percent of the usual fee that shall be in addition to the required permit fees.

E. Licensed Parks.

For licensed parks, the fee shall be a \$100.00 nonrefundable application fee, plus \$20.00 electrical connection.

F. Related Fees.

The payment of the fee for the construction, alteration, removal or demolition for work done in connection or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the payment of other fees that are prescribed by law.

G. Application Fees.

Application fees are not refundable.

H. Refunds.

Building permit fees, once a permit has been issued, shall not be refunded or transferred.

I. Schedule of Permit Fees.

On buildings, structures, electrical, gas, mechanical and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required. The fees shall be in accordance with the schedule in **Sec. 300-2**.

SEC. 300-4.2 BUILDING FEES**A. Building Commercial.**

1. New construction: \$300.00 nonrefundable application fee, plus \$0.31 per square foot.
2. Additions: \$300.00 nonrefundable application fee, plus \$0.31 per square foot.
3. Remodel/build outs: \$100.00 nonrefundable application fee, plus \$5.00 per thousand of executed contract amount.
4. Plan review: \$150.00, plus \$0.01 per square foot.

B. Building Residential.

1. New construction: \$300.00 nonrefundable application fee, plus \$0.10 per square foot.
2. Additions: \$300.00 nonrefundable application fee, \$0.10 per square foot.
3. Remodel: \$100.00 nonrefundable application fee, plus \$5.00 per \$1000 of executed contract amount.
4. International Building Code (IBC) Plan review: \$50.00, plus \$0.01 per square foot (nonrefundable.)

C. Mobile Homes Residential.

Mobile homes: \$100.00 nonrefundable application fee, plus \$0.10 per square foot, plus \$5.00 electrical connection.

D. Miscellaneous.

1. Seasonal retail tents, temporary structures, and pre-fab units: \$300.00, plus \$0.25 per square foot.
2. Land Clearing: \$250.00
3. Residential Demolition: \$100.00
4. Commercial Demolition: \$250.00
5. Towers (included but not limited to telecommunications, radio, and digital): \$2500.00

SEC. 300-4.3 ELECTRICAL FEES. [RESERVED]

SEC. 300-4.4 MECHANICAL FEES. [RESERVED]

SEC. 300-4.5 PLUMBING FEES. [RESERVED]

SEC. 300-4.6 GAS FEES. [RESERVED]

SEC. 300-4.7 REINSPECTION FEES. [RESERVED]

SEC. 300-4.8 SPECIAL INSPECTION FEES. [RESERVED]

SEC. 300-4.9 REGISTRATION FEES. [RESERVED]

SEC. 300-5 INSPECTIONS.

SEC. 300-5.1 GENERALLY.

A. General.

Construction or work for which a permit is required shall be subject to inspection by the director and such construction work shall remain accessible and exposed for inspection purposes until approved. Upon notification from the permit holder or his agent, the director, shall make or cause to be made any necessary inspections and shall either approve that portion of the construction as completed or shall notify the permit holder or his agent wherein fails to comply with the UDC. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of the UDC or of other ordinances of the parish. Inspections presuming to give authority to violate or cancel the provisions of the UDC or of other ordinances of the jurisdiction shall not be valid. It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the director nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

B. Inspection Requests.

It shall be the duty of the holder of the building permit or their duly authorized agent to notify the director when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspection of such work for any inspections that are required by the UDC.

C. Approval Required.

Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the director. The director, upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, shall notify the permit wherein the same fails to comply with the UDC. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the director.

D. Preliminary Inspection.

Before issuing a permit, the director is authorized to examine or cause to be examined buildings, structures and sites for which a permit application has been filed.

E. Required Inspections.

The director, upon notification, shall make or cause to be made the inspections set forth in **Sec. 300-2** and **Sec. 300-3**.

F. Other Inspections.

In addition to the inspections specified above, the director is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of the UDC and any other laws that are enforced by the department of permits and inspection.

G. Construction Test Meter.

A construction test meter shall be energized prior to scheduling any building, electrical, mechanical, or plumbing final.

H. Inspection Agencies.

The director is authorized to accept reports of approved agencies, provided such agencies satisfy the requirements as to qualifications and reliability.

SEC. 300-5.2 DRAINAGE INSPECTIONS.**A. Preliminary Grade/Drainage Inspection Slab on Grade.**

Prior to a foundation inspection the preliminary grade inspection shall be made after forms erected. All fill material shall meet appropriate standards. All ditch/culvert/silt fencing shall be in place. If necessary, drainage swales must be constructed. Any fill placement cannot block drainage flow.

B. Preliminary Drainage Inspection for Piling/Pier Construction.

The preliminary grade inspection shall be after site/grade preparation and immediately after installation of piling/pier and prior to any other construction.

C. Swimming Pools Preliminary Drainage.

Preliminary drainage inspection shall be made after the initial dig, before gunite/shell, and after the fill from the dig has been removed or redistributed. Silt fencing shall be required to protect adjacent properties or drainage easements as necessary.

SEC. 300-5.3 BUILDING INSPECTIONS.

A. Underground Inspections.

Reserved.

B. Footing or Foundation Inspection.

Footing and foundation inspections shall be made after excavations for footing are complete and any required reinforcing steel is in place, prior to the placing of concrete. The foundation inspection shall include excavations for thickened slabs intended for the support of bearing walls, partitions, structural supports or equipment and special requirements for wood foundations. Footing and foundation inspections shall be made after an approved preliminary grade inspection and underground plumbing inspection if plumbing is in the foundation.

C. Concrete Slab or Under-floor Inspection.

Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the sub floor.

D. Rough in Inspections.

Reserved.

E. Framing Inspections.

Reserved.

F. Fire-resistance-rated Commercial Construction Inspection.

Where fire-resistance-rated construction is required between dwelling units due to location on property, the director shall require an inspection of such construction after all lathing and/or wall board is in place, but before any plaster is applied, or wallboard joints and fasteners retaped and finished.

G. Fire Resistant Penetrations (Commercial).

Protection of joints and penetrations in fire resistant-rated assemblies shall not be concealed from view until inspected and approved.

H. Final Inspections.

Final inspections for all electrical, mechanical, plumbing, and gas systems shall be made after the electrical, mechanical, plumbing, and gas systems are complete. The final grade inspection shall be made prior to the final building inspection. The final building inspection shall be made after the building is completed and ready for occupancy. Municipal addresses shall be posted on the property and visible from the street. Construction test meters shall be energized prior to scheduling of any final inspection.

I. Minimum Flood Elevation Requirement.

1. *Minimum Elevation Requirement.* Minimum flood elevation requirement for residential and commercial structures by zone are:
 - a. *Zone "X" or "D".* Elevations of the lowest habitable floor in an "X" or "D" zone shall be not less than twelve (12) inches above the centerline of street or top of curb fronting the structure, whichever is greater.
 - b. *Zones unnumbered "A" or "AO".* Elevations of the lowest habitable floor in an unnumbered "A" and "AO" zone shall be not less than the base flood elevation, as determined by the Parish Flood Plain Administrator, plus twelve (12) inches.
 - c. *Zones numbered "A", "AE", or "AH".* Elevations of the lowest habitable floor in numbered "A", "AE", and "AH" zone shall be not less than the base flood elevation, as determined by the Flood Insurance Study, plus twelve (12) inches.
 - d. *Zone unnumbered "V".* Elevation of the bottom of the lowest horizontal member in an unnumbered "V" zone shall be not less than the base flood elevation, as determined by the Flood Plain Administrator, plus twelve (12) inches.
 - e. *Zones numbered "V" or "VE".* Elevation of the bottom of the lowest horizontal member in an unnumbered "V" or "VE" zone shall be not less than the base flood elevation, as determined by the Flood Insurance Study, plus twelve (12) inches.
1. *Dry Floodproofing.* Commercial structures can be dry floodproofed. The elevation requirement for dry floodproofing shall be the elevation requirement established in the corresponding paragraph in Section 300-5.3.I.1. paragraphs a through e plus one (1) foot.
2. *Building on Pier, Post, Pile or stem wall instead of Fill in Lots with a width less than ninety (90) feet.*
 - a. In Zones "A", "AE", "AO", "AH", "X", or "D". In zones "A", "AE", "AO", "AH", "X", or "D" for residential lots less than ninety (90) feet in width, the maximum allowable fill to elevate a structure is twenty-four (24) inches. Structures to be elevated more than twenty-four (24) inches must be elevated by use of pier, post, pile, or stem wall. Fill on lots in flood zone "A", "AE", "AO" and "AH" or in a designated critical drainage area shall be mitigated in accordance with **Chapter 900**, pertaining to drainage and flood control.
 - b. Zone "V" and "VE". Fill shall not be used to elevate a residential or commercial structure in a "V", "VE", or "VO" zone.
3. When determining the elevation required in **Sec. 300-5.3.I.1.** and 2. the centerline of street or top of curb elevation where the grade is highest along the front width of the lot shall be the baseline elevation. For the case where a lot is at the corner of two streets, the centerline of street or top of curb elevation where the grade is the highest along the front and side of the lot adjacent to the corner shall be the baseline elevation.
4. The Department of Planning and Development shall require the building permit applicant to submit a form board elevation certificate prepared by a professional land surveyor noting the highest street centerline or top of curb elevation along the front width of the lot in addition to the top of form board elevation representing the finished floor elevation. Elevations shall be based on

the NAVD88 vertical datum or its replacement as determined by the United States a Geodetic Survey. In such cases, the elevation certificate shall be received by the Department of Planning and Development prior to the approval of a preliminary drainage inspection or scheduling the foundation inspection. For a case where a home is elevated, a “Building Under Construction” elevation certificate shall be required prior to the framing inspection.

5. *Exceptions to Elevation and Fill Requirements.* The director of the department of planning and development may grant exceptions:
- a. Where existing topography makes it impractical to raise structures above the street centerline of street/top of curb and/or could negatively impact drainage for surrounding lots, the director can approve elevations lower than the elevation of the centerline of the street/top of curve.
 - b. When a subdivision has an approved fill plan, the director can approve the use of fill of higher than twenty-four (24) inches to elevate a structure on lots with a width of less than 90 feet.

SEC. 300-5.4 INSPECTIONS FOR STRUCTURES LOCATED IN A FLOODPLAIN.

A. Prior to Issuance of a permit.

Before issuance of a building permit a “construction drawing” elevation certificate shall be submitted and inspected showing the building plans conform with the elevation requirements set forth in **Sec. 300-5.3.I.**

B. Prior to pouring of Foundation.

After the foundation forms have been set but before permission to pour the foundation is given, a “Building Under Construction” Elevation Certificate shall be submitted and inspected showing the forms conform with the elevation requirements set forth in **Sec. 300-5.3.I.**

C. Before Issuance of a Certificate of Occupancy or Completion.

After the completion of the structure but before a Certificate of Occupancy or Completion is issued, a “Finished Construction” elevation certificate shall be submitted and inspected showing the building conforms with the elevation requirements set forth in **Sec. 300-5.3.I.**

SEC. 300-6 REGISTRATIONS.

SEC. 300-6.1 GENERALLY.

A. Scope.

Any contractor or subcontractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure or to erect, install, enlarge, alter, remove, convert, or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by the technical codes shall first make application to the director, and obtain the required registration for the appropriate trade. Each registration issued shall specify the name of the person, firm or corporation

registered, who shall be known as the holder of the registration, and shall specify the name of the person who has passed the state requirements, and such person shall be designated in the registration as the supervisor of all work to be done under the registration. The person designated as the supervisor may be a person in the employ of the holder of the registration or, if the holder is a person, may be the holder himself or; if the holder is a firm, may be member of the firm; or, if the holder is a corporation, may be an officer of the corporation. The same person shall not be designated as the supervisor in two or more registrations issued to different persons, firms or corporations. In the event that the business association with or employment of the supervisor by the holder the registration shall terminate, said registration shall become null and void 180 days after such termination.

B. Registrations and Renewals.

Initial registrations for building, electrical, mechanical plumbing and gas shall be valid until the end of the calendar year registration is applied for. Notice of renewal shall be mailed to each registered contractor/subcontractor each November. Renewal fees shall be due by January 1st. Registration renewals received after January 1 shall be charged a delinquent for every month delinquent until March 31, after March 31 the registration shall be revoked.

SEC. 300-6.2 REQUIREMENTS.**A. Commercial Builder Registration Requirements.**

Any person may apply for a commercial builder's registration who meets the following requirements:

1. Current state general contractor's license (building construction).

B. Residential Builder Registration Requirements.

Any person may apply for a residential builder's registration who meets the following requirements:

1. Current state residential building contractor's license.

C. Electrical Registration Requirements.

Any person may apply for an electrical registration who meets the following requirements:

1. Current state electrical license.

D. Gas Registration Requirements.

Any person may apply for a gas registration who meets one of the following requirements:

1. Current state liquefied petroleum gas commission license.

E. Mechanical Registration Requirements.

Any person may apply for a mechanical registration who meets the following requirements:

1. Current state mechanical license.

F. Plumbing Registration Requirements.

Any person may apply for a plumbing registration who meets the following requirements:

1. Current state plumbing license.

SEC. 300-6.3 EXCEPTIONS.**A. Homeowners' Clause.**

Whenever the owner of a single-family dwelling builds, repairs or remodels their own personal residence without the benefit of a general contractor, subcontractor, architect, or engineer or any other individual who receives a fee for employment or direction of any labor or any work beyond the normal architectural or engineering services, with the intent to occupy such as a primary residence, and provided the homeowner does not build more than one personal residence in a two year period, the director shall have the authority waive the registration provisions of the UDC.

B. Agricultural Buildings.

Agricultural buildings located in applicably zoned areas, which do not have habitable spaces, shall be exempt from building inspections. Permits and inspections shall be required when electrical, mechanical, plumbing, and gas systems are installed. When an owner subcontracts any work on electrical, mechanical, plumbing, or gas systems, the subcontractor must possess a current registration with the parish.

C. Portable Accessory Structures Under 200 Square Feet.

Parish registration is not required for a builder who constructs a residential accessory structure under 200 square feet, that is designed and built to be a portable unit and not affixed to a permanent foundation. All necessary permits are required for the structure, and for any electrical, mechanical or plumbing systems that may be installed. All work shall be in compliance with all provisions of the UDC, inspected and approved in the usual manner. When an owner subcontracts any work on electrical, mechanical, plumbing or gas systems, the subcontractor must possess a current registration with the parish.

SEC. 300-6.4 REVOCATION.**A. Revocation of Parish Registrations.**

Any parish registration granted under this section may be suspended or revoked by the director, if the holder or the registration violates any ordinance or law relating to the technical codes or is guilty of construction which is dangerous to life or property, or for transferring or allowing directly or indirectly, firms or persons or corporations other than the lawful holder to operate, or to obtain permits to work under said registrations, provided the holder of the registration be found guilty of such violations. Appeals may be filed within 10 days to the board of standards and appeals, upon recommendation of the director. All appeals to the board of standards and appeals must be submitted with any fees associated with the appeals filing.

SEC. 300-7 BOARDS.**SEC. 300-7.1 GENERALLY.****A. Scope.**

Building, electrical, mechanical and plumbing (gas) boards are established for the purpose of communication between inspectors and contractors. Quarterly scheduled meetings may be held for this purpose.

SEC. 300-7.2. BUILDING BOARD.**A. Appointment.**

There is hereby established a board to be called the board of building construction, which shall consist of eight members and two alternates. Six members and two alternates appointed by the parish council and one member appointed by the parish president, all of whom shall be residents of the parish.

B. Membership.

The board should consist of 8 members. Such board members should be composed of individuals with knowledge and experience in the technical codes, such as design professionals, contractors or building industry representatives. In addition to the regular members, there should be 2 alternate members, 1 member at large from the building industry and 1 member at large from the public. A board member shall not act in a case in which he has a personal or financial interest. The criteria for a building professional are any individual who is a resident and registered voter in the parish; and has experience and/or knowledge of building construction. The domicile used for such building professionals shall be the physical location of their primary residence.

C. Terms.

1. The director shall serve on the board for the length of his employment. The terms are to coincide with those of the parish council/parish president, with the exception of the parish employee who serves until termination of employment. Any member may, per cause, be removed from office at any time by the said governing authority. Whenever any member shall cease to be a resident of the parish, his membership shall automatically be terminated. Vacancies shall be filled by the parish council. A chairperson will be elected by the board each year.
2. Secretary of board. The director shall act as secretary of the board and shall make or cause to be made a detailed record of all its proceedings.

SEC. 300-7.3 ELECTRICAL BOARD.**A. Appointment.**

There is hereby established an electrical board which shall consist of 5 members: 1 electrical inspector, 3 parish registered electrical contractors and 1 licensed electrical engineer. Four members appointed by parish council and 1 member appointed by the parish president, all of whom shall be residents of the parish.

B. Terms.

The terms are to coincide with those of the parish council/parish president, with the exception of the parish employee who serves until termination of employment. Any member may, per cause, be removed from office at any time by the said governing authority. Whenever any member shall cease to be a resident of the parish, his membership shall automatically be terminated. Vacancies shall be filled by the parish council.

SEC. 300-7.4 MECHANICAL BOARD.**A. Appointment.**

There is hereby established a mechanical board which shall consist of five members: one mechanical inspector, three parish registered mechanical contractors and one licensed mechanical engineer. Four members are appointed by parish council and one member is appointed by the parish president, all of whom shall be residents of the parish.

B. Terms.

The terms are to coincide with those of the parish council/parish president, with the exception of the parish employee who serves until termination of employment. Any member may, per cause, be removed from office at any time by the said governing authority. Whenever any member shall cease to be a resident of the parish, his membership shall automatically be terminated. Vacancies shall be filled by the parish council.

SEC. 300-7.5 PLUMBING/GAS BOARD.**A. Appointment.**

There is hereby established plumbing board which shall consist of five members; 1 plumbing inspector, 1 journeyman plumber, 2 master plumbers, and 1 allied plumbing, gas or engineering trade or professional. Four members are appointed by parish council and one member is appointed by the parish president, all of whom shall be residents of the parish.

B. Terms.

The terms are to coincide with those of the parish council/parish president, with the exception of the parish employee who serves until termination of employment. Any member may, per cause, be removed from office at any time by the said governing authority. Whenever any member shall cease to be a resident of the parish, his membership shall automatically be terminated. Vacancies shall be filled by the parish council.

SEC. 300-8 FINES.**A. Occupying without Certificate of Occupancy.**

The contractor of record shall be subject to a daily fine of \$100.00 for each day until compliance stop work orders shall be issued on all active permits until compliance is achieved.

B. Failure to Provide Sanitary Facilities on Job Site.

The contractor of record shall be subject to a daily fine of \$50.00 for each day until compliance stop work orders shall be issued on all active permits until compliance is achieved.

SEC. 300-9 MUNICIPAL ADDRESSING.**A. Required.**

It is hereby required that each and every property holder identify the physical location of any and all residential, commercial and industrial structures by obtaining a municipal address for each such structure

from the St. Tammany Parish Communication District No. 1. Thereafter, it is the responsibility of each property holder to purchase and affix numbers in a visible location on every residential, commercial, or industrial building belonging to him.

B. Numbering.

Municipal numbers shall be composed of individual Arabic digits, not less than a minimum height of 4 inches each, to be posted on the building or structure in such a manner as to be read from the street, road or public right-of-way. If the building is not visible from the roadway, the mailbox or other means for visible posting must be numbered. With respect to apartments, all apartment complexes must have approved numbers, plus numbers or letters on each individual door of the complex.

C. New Construction/Building Permit.

With regard to new construction, expansion or renovation, no building permit shall be granted until a municipal address has been assigned to the property and numbers must be posted prior to issuance of a final inspection approval.

D. Prohibited.

The installation and/or placement of municipal addresses within parish rights-of-way is hereby prohibited.