



FOR OFFICE USE ONLY
DATE RECEIVED:
ACCEPTED BY:
PERMIT NO.

Revised 7.31.24

Residential Building Permit Application

PROPERTY INFORMATION	
PROPERTY ADDRESS:	ZONING DISTRICT: <input type="checkbox"/> Historic District Structure Rating: _____
SUBDIVISION/LOT/SQ.:	CONSTRUCTION TYPE: <input type="checkbox"/> Single-Family <input type="checkbox"/> Duplex <input type="checkbox"/> Other _____ <input type="checkbox"/> Fence <input type="checkbox"/> Accessory <input type="checkbox"/> Addition <input type="checkbox"/> Pool <input type="checkbox"/> Renovation <input type="checkbox"/> Elevation
ASSESSMENT NO.	FLOOD ZONE:
Building Height:	Total Square Footage: Living: _____ Porches, etc: _____
Est. Cost of Construction:	Does a culvert need to be installed? <input type="checkbox"/> YES <input type="checkbox"/> NO

PROPERTY OWNER INFORMATION	
OWNER NAME:	CONTRACTOR COMPANY / CONTACT NAME:
SELF CONTRACTING: <input type="checkbox"/> YES <input type="checkbox"/> NO	STATE LICENSE NO.
ADDRESS:	ADDRESS:
PHONE:	PHONE:
EMAIL:	EMAIL:

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Please submit all applications digitally to permits@cityofmandeville.com

☐ COMPLETED APPLICATION☐ 911 ADDRESS VERIFICATION (<http://www.stp911.org/online-address-request/>)☐ BOUNDARY SURVEY - A certified copy signed by a Registered Land Surveyor which depicts the dimensions of the site and identified any utility servitudes, rights of way, land features, and improvements. If a Live oak is present on the property, include the location and dripline.☐ TREE PRESERVATION PLAN - A depiction of the site identifying the location of all trees proposed and/or required to be preserved under CLURO Article 9.☐ SITE PLAN - Fully dimensioned plan including all setbacks, required parking, existing structures☐ COMPLETE SET OF BUILDING PLANS -

1. Foundation plans stamped by a licensed engineer
2. Framing Plans - stamped by a licensed engineer
3. Floor Plans - square footage must be noted
4. Roofing Plan
5. Elevations
6. Construction details
7. REScheck report or other approved method
8. Manuel-J report

☐ DRAINAGE PLAN - Prepared and stamped by a licensed civil engineer/Land Surveyor in Louisiana, which shows the existing AND proposed surface drainage patterns and the shape and slope of required drainage ditches.☐ RECORDED COPY OF CASH SALE / DEED OF PROPERTY☐ ELEVATION CERTIFICATE - In FEMA flood zones AE or V☐ Non-Conversion Agreement☐ CULVERT APPLICATION - if applicable

____ (initial) **DEFEND, INDEMNIFY, AND HOLD HARMLESS** - I do hereby acknowledge that the City of Mandeville has no obligation to and does not review my application for compliance with any applicable building restrictions that may be placed on my property through HOA covenants or recorded construction/use restrictions that may exist on my property. I do hereby affirm that compliance with any restrictions placed on the construction/use of my property are my responsibility. I further hereby affirm that should any issue with my compliance with any such covenant or building restriction result in a claim or litigation naming the City of Mandeville, I do hereby agree to defend, indemnify, and hold harmless the City of Mandeville and its employees, representatives, appointed officials, and commission members, from any such action brought as a result of my sole or concurrent negligence, including payment of reasonable attorney's fees and costs.

I have read, understand, and have submitted the above required documents. I further understand that additional information may be required during plan review.

Applicant/Contractor Name/Date: _____

Property Owner Name/ Date: _____

Property Owner Signature*/Date: _____

*If ownership is joint, each owner must be listed. If ownership is a partnership, the Partnership Agreement must be included. If ownership is a corporation, Articles of Incorporation and a Board Resolution authorizing an individual or agent to sign on its behalf or if ownership is a LLC, Articles of Organization and legal documentation authorizing an individual or agent to sign on its behalf must be included. If necessary, submit proof of ownership documents, such as copies of the recorded act of sale, act of exchange, act of donation, cash sale or deed. Appropriate documentation is also required for successions.