



Revised 7.31.24

FOR OFFICE USE ONLY

DATE RECEIVED:

ACCEPTED BY:

PERMIT NO.

## Residential Building Permit Application

### PROPERTY INFORMATION

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

### PROPERTY OWNER INFORMATION

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



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Please submit all applications digitally to [permits@cityofmandeville.com](mailto: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

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

Application for Water and Sewer Connection and Impact Fees - 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.

**CITY OF MANDEVILLE**  
**ST TAMMANY PARISH**  
3101 E CAUSEWAY APPROACH, MANDEVILLE LA 70448  
CITY HALL - 985-626-3144    PUBLIC WORKS - 985-624-3169

**Application for Water and Sewer Connection and Impact Fees**

**DATE:**

**ADDRESS/LOT#:**

**TYPE OF BUILDING:**

<u>WATER TAP (33600)</u>	<u>Quantity</u>	<u>Sub Total</u>
3/4"		
1"		
2"		

WATER INSPECTION FEE (33400)

<u>SEWER TAP (35300)</u>
4"
6"

SEWER INSPECTION FEE (35400)

<u>IMPACT FEES</u>	<u># of Units</u>
RESIDENTIAL: WATER (33300)	
SEWER (35500)	

  

<u>COMMERCIAL</u>	<u>WATER (33300)</u>	<u>Lot Sq Ft</u>
	SEWER (35500)	

**TOTAL DUE**

**CONTRACTOR:**

**ADDRESS:**

**PHONE#:**

**5.2.5.4. Sewer and Water Impact Fees**

Sewer and water impact fees shall be paid prior to the issuance of a building permit, in accordance with the schedule set forth in Division 19 of Appendix C of the City of Mandeville Code of Ordinances. All additions to existing properties will be reviewed for sewer impact and will be assessed fees according to the aforementioned schedule. The City may waive the requirement for collection of sewer and water impact fees for all existing residences or residences permitted for construction as of August 11, 1998 connecting to the newly extended sewer lines constructed under Phase 1 of the Sewer Improvement Program begun in 1987.

**5.2.5.5. Water and Sewer Connections Fees**

The following fees for connection to City water and sewer services shall be paid at the time of application for a building permit associated with such connections. These fees shall be paid in accordance with the schedule set forth in Division 19 of Appendix C of the City of Mandeville Code of Ordinances.