

Requirements to Obtain a Building Permit Village of Parks

**** Applicant shall first visit with the Planning and Zoning coordinator, Heath Babineaux to discuss specific parish and zoning ordinances and regulations. You may contact Mr. Babineaux @ 337-394-2800**

911 Property Address: Contact the St Martin Parish 911 Maintenance Office @ 337-394-2800

Recorded Legal Property Description & Recorded Plat of Property: You may obtain a copy of these documents at the St. Martin Parish Clerk of Court Office. If you are not the owner of the property, a designated agent form must be signed & notarized prior to applying for a permit.

Residential New Construction:

You must submit a set of plans to the Parks City Hall. Please allow 4 days for review

Mobile Homes:

- *Any mobile home that is over 15 years old will not receive a permit
- *Site plan must be approved by Planning & Zoning prior to applying for a permit
- *Year, size, and value is needed
- *Licensed Installer's Name is required

Commercial New Construction:

- *Submit 2 sets of plans to Parks City Hall. Please allow 4 days for review
- *You must have Fire Marshall Review Letter before the application can be taken
- *Any construction over \$50,000 must have a licensed contractor

When applying for a permit located in a flood zone:

- *Flood Zone Administrator will evaluate your property and determine the Base Flood Elevation. You will then hire a licensed Land Surveyor to complete an Elevation Certificate for your property. (Elevation certificates are only good for the structure that it is done for)
- *Once your final Elevation certificate is completed, it must be turned in to the Parks City Hall

****BCIS will not schedule your service inspection until sewer is approved by a registered Parks Water Dept superintendent and the final Elevation certificate is received for properties located in flood prone areas**