

# Ouachita Parish Police Jury

*Building Permit Office  
1650 Desiard Street Suite 202 Monroe, Louisiana 71201  
(318)398-9780 Fax (318)323-5583*

## **Procedure for Obtaining a Building Permit For new residential construction**

- 1. Required documentation to obtain a permit for new home construction:**
  - a. Sewer permit from Department of Health and Hospitals (361-7260) or letter from public sewer company confirming the service
  - b. Legal description of property
  - c. One set of house plans
  - d. Plan review letter if using a third party inspector
  - e. Address of property obtained from 911 Coordinator (387-2593)
  - f. Elevation certificate if property is located in a special flood hazard area
  - g. Must hire a La. State licensed contractor or submit self-contracting affidavit
  - h. Fees must be paid at time permit is issued
  
- 2. Building permit will be issued in temporary status.** House plans will be reviewed and returned to applicant along with any necessary changes that need to be made
  
- 3. Applicant MUST notify building permit office for inspections. Required inspections:**
  - a. plumbing rough-in
  - b. foundation
  - c. open wall
  - d. electrical service connection
  - e. final for certificate of occupancy
  
- 4. Applicant using third party inspectors must make sure permit office receives documentation of inspections.**
  
- 5. All Certificates of Occupancy will be issued by the Ouachita Parish Police Jury. Applicant must notify Ouachita Parish Permit Office of completion of project before building is occupied.**