



# CITY OF NEW ORLEANS

## DEPARTMENT OF SAFETY & PERMITS

### Building Permit Application Requirements

Below is a list of items which must be submitted to Safety & Permits in order to be issued a Building Permit for new construction, additions to existing buildings, and renovations where the work will exceed 50% of the value of the structure.

- ◆ **Building Permit Application:** This form is available on the Safety & Permits website or in our office. This form must be completed in its entirety, indicating the description and scope of the proposed work.
- ◆ **Plot Plan:** A drawing which clearly indicates lot dimensions, all buildings on the lot with dimensions and setbacks from the property lines, location and dimensions of all parking spaces.
- ◆ **Architectural Plans:** Two sets of complete plans of the building completely detailing the work, with live, original seals, stamped by a Louisiana Registered Architect or Civil Engineer.
- ◆ **Benchmark Certificate:** Completed by a registered land surveyor on the City's three-part form, with live, original seals, stamped and dated within the last six-months.
- ◆ **Foundation Drawings:** Detailing the foundation of the proposed structure, with live, original seals, stamped by a Louisiana Registered Architect or Civil Engineer.
- ◆ **Vieux Carré Commission or Historic District Landmarks Commission Approval:** (Only if your property is within a Local Historic District) Certificate of Appropriateness and two (2) sets of plans/drawings approved by the appropriate Commission. Please contact the VCC at 344 Royal St. or (504) 658-1420 or the HDLC at 1340 Poydras St., Ste. 1152 or (504) 658-7040.
- ◆ **State Certification of Resident or Non-Resident Contractor Status:** Required by the Louisiana Department of Revenue and Taxation. Please contact LDR at P. O. Box 201, Baton Rouge, Louisiana 70821, or (225) 219-7318. The City may have this on file for Contractors registered with our Department.
- ◆ **State Exemption Form:** (Required if you wish to act as your own contractor) Exemption form R-1364, completed and signed by the property owner. This form must be notarized.
- ◆ **Recorded Act of Sale** (only necessary if the property has recently changed ownership).
- ◆ **Value of Proposed Work:** This value should reflect the market value of the work to be performed, even if you are performing the work yourself.
- ◆ **Fee Payment:** Safety & Permits only accepts checks and money orders, paid to the order of City of New Orleans. Permit fees are based on the value of proposed work.

This document is intended to generally answer frequent questions about building permit requirements. For more information, please call the Department of Safety & Permits at (504) 658-7100 or visit our office at 1300 Perdido Street, Room 7E05.