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# Iberville Parish Council

P.O. Box 389  
Plaquemine, LA 70765-0389

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The Iberville Parish Permit & Inspection Office welcomes you into our parish.

We have put together this step by step Packet to help you with your new construction.

If you need any assistance please call: (225)687-5150.

Our office hours are 7:30AM – 5:00PM Monday-Thursday and 7:30AM – 11:30PM on Friday

58050 MERIAM ST. • PLAQUEMINE, LA. 70765 • PHONE: (225) 687-5190 • FAX: (225) 687-5250

*An Equal Opportunity Employer*

Imagine  Iberville!

**ALL REQUIRED APPROVALS MUST BE MET BEFORE BEGINNING NEW CONSTRUCTION**

You must have a 911 address issued to the property (issued at permit office). This number must be visible on the project site at start of any construction and readable from the street. Permanent numbers must be on the building in order to do final inspection.

Submit your plans for review and apply for site visit application (at permit office)  
Provide permit office with proof of ownership of property.

Certified Building Official will do a plan review and a pre-site visit.  
To schedule an inspection with CBO, call Jack Gleason, CBO, @ (225) 975-1582 or Joe Messina, CBO @ (225) 772-4854 or Permits/Inspection Office @ (225) 687-5150.  
Call-ins must be made a day in advance of needing an inspection.

Permit office will contact you when CBO's pre-site visit and plan review are complete and approved.  
Permit office will provide a copy of the plan review letter to the applicant.

The Certified Building Official (CBO) will communicate with the contractors as well as:

- o CBO will call homeowner and arrange a personal introduction and provide helpful details.
- o CBO will leave cards at time of inspections to let you know inspection was done.
- o CBO will email homeowner as inspections are done.
- o CBO will perform a total of fourteen inspections of new home constructions.
  1. Pre-Site Visit
  2. Temporary Power Pole
  3. Rough-in Plumbing (in ground)
  4. Foundation/slab Inspection (Prior to pour)  
**ROUGH-IN INSPECTIONS (The following four to be done all at one time)**
    5. Framing Inspection
    6. Open Wall electrical / Electrical Rough-In
    7. Open Wall plumbing / Plumbing Rough-In
    8. Open Wall mechanical / Mechanical Rough-In
  9. Insulation
  10. Temp to Perm  
**Final Inspection (The following four to be done all at once time)**
    11. Building
    12. Plumbing

**13. Mechanical**

**14. Electrical**

- o CBO will contact electrical service company for hook up
- o CBO will issue Certificate of Occupancy

Permit office will forward the site visit approval to DHH and at this time YOU will go to the Department of Health & Hospital (DHH) and apply for sewer permit. (contact numbers and names in packet)

Copy of DHH requirements enclosed in packet.

Once DHH approval is received bring it to permit office. (DHH will contact you & permit office)

If your location is in a flood zone, you must provide this office with a Base Flood Elevation Certificate, which you obtain from a certified surveyor.

The Permit & Inspection office can advise you if you are in a flood zone.

Once the above documents are provided to the Permit Office, permits can be obtained by either the contractor or homeowner. An affidavit must be obtained for homeowner to pull his own permits.

Applicant must provide email addresses of the contractor and the owner prior to issuing of permits.

(NOTE) All Contractors must be licensed and registered in Iberville Parish in order to do work in Iberville Parish, and pull permits.

**Four (4) Building Permits and fees required (RESIDENTIAL)**

1. New Construction: Based @ \$115 per sq. ft. of living area and @ \$60 per sq. ft. of non living area / \$1.25 per thousand of total cost
  2. Electrical ---flat rate \$100
  3. Plumbing---flat rate \$100
  4. Mechanical -- flat rate \$100
- (COMMERCIAL) fees / \$3.00 per thousand of total cost  
Accessory Buildings: \$60 per sq. ft / \$1.25 per thousand of total cost

**Additional Fees: Plan Review & Inspection Fee Based on sq. ft. (Cost will be established at Plan Review stage.)**

\*\*\*\*\* All permits must be obtained BEFORE trade work begins. \*\*\*\*\*

\*\*\*\*\* ALL NEW CONSTRUCTIONS SITES MUST HAVE A DUMPSTER ON SITE \*\*\*\*\*

## HELPFUL CONTACTS

Iberville Parish Permit & Inspections Office: 58050 Meriam St. Plaquemine, La. 70764 (225) 687-5150  
(Terry Freeman or Brian Romero)

Jack Gleason, Certified Building Official (225) 975-1582 [jgleason@ibts.org](mailto:jgleason@ibts.org)

Jo Messina, Certified Building Official (225) 772-4854

Heather Gray, State Inspector @ Department of Health & Hospital (DHH) (225) 687-5882  
Stacy Alder, Receptionist @ DHH (225) 687-5882 (Office located across from courthouse)

Iberville Parish Utility Department (225) 687-5152 (Office located @ Maintenance Building)  
(located next to parish barn)

Iberville Parish Barn (culverts)(225) 687-5148

Iberville Parish Sales Tax Office (225) 687-5200

City of Plaquemine (225) 687-3725

Iberville Parish Solid Waste (225) 692-3844

Iberville Parish Clerk of Court (225) 687-5160

Iberville Parish Assessor's Office (225) 687-3568

City of St Gabriel (225)-642-9600

Town of Maringouin (225)-625-2630

Village of Grosse Tete (225) 648-2131

Village of Rosedale (225) 648-2333

Town of White Castle (225) 545-3012

**YOU ARE REQUIRED TO HAVE A CERTIFIED SURVEYOR CONDUCT YOUR BASE FLOOD ELEVATION CERTIFICATE. YOU MAY USE ANY SURVEYOR YOU CHOOSE AS LONG AS HE IS CERTIFIED.**

**A FEW ARE LISTED BELOW MAY BE HELPFUL:**

**COURT BRADFORD-----225-776-3129**

**JAMES LITTLE-----225-445-1078**

**WOOD TRICHE-----225-749-7878**

**TODD HARRIS-----225-752-0336**

**PATIN ENGINEERS-----225-387-2167**

Information for Individual Sewage System Permits

Offices/Departments:

Iberville Environmental Health Dept., 58030 Meriam Street, Plaquemine, LA 70764

PH: (225)687-5882

Permit and Inspections Dept. (Courthouse), 58050 Meriam Street, Plaquemine, LA 70764

PH: (225)687-5150

Parish Utility Dept. (Public Works), 59805 Bayou Road, Plaquemine, LA 70764

PH: (225)687-5152

Clerk of Court Office (Courthouse), 58050 Meriam Street, Plaquemine, LA 70764

PH: (225)687-5160

Steps:

Upon Application you will need:

A 911 Address (if you do not have one, contact the Permit and Inspection Department).

A Cash Bill Of Sale This can be obtained at the Clerk of Court Office. (If you do not own the property, you must obtain a "Designated Agent" form at the Iberville Environmental Health Department.

A Property Plat with a Legal Description of the property and architectural seal. This can be obtained from the Clerk of Court Office.

A Detailed Site Plan of your property including its dimensions, all structures, and the proposed location of the sewage system and all components.

- 1) Contact the Iberville Environmental Department to apply for a temporary sewerage permit. At this time, a representative will assist you with completing an application to install a sewage system.
- 2) Consult with a State-Licensed Installer and draw up a detailed site plan if this has not already been done. (This plan will show the proposed location of the sewage system and all components of your property. Be sure to include property dimensions and any features on the property that may influence the location of the system such as building, driveways, trees, utility lines, etc.)
- 3) After an approved site plan is received, the sanitarian will perform a site evaluation and make a final approval of the plans for the proposed system. To ensure a site evaluation will be done, make sure the property is clearly marked with the 911 address.
- 4) At this time, a temporary permit to install and individual system will be issued, (Note: The Permit and Inspections Departments may not release building permits without proof of a temporary sewerage permit).
- 5) The installer must provide paperwork (certification of installation and tag) to the Iberville Parish Environmental Department. (Note: Permanent utilities may not be released until all paperwork is received from the State-Licensed Installer).