



Development and Planning Department  
 220 West Willow Street, Building B  
 Lafayette, LA 70501  
 Monday thru Friday 7:00 am - 4:00 pm  
 Ph: (337) 291-8461  
 Fax: (337) 291-8476  
[etrakit@lafayettela.gov](mailto:etrakit@lafayettela.gov)

**Residential Building Permit Application  
 (New Construction, Additions, Alterations)**

**FAILURE TO SUBMIT A COMPLETE, LEGIBLE APPLICATION MAY RESULT IN DELAYS IN PROCESSING OR PERMIT APPROVAL**

OFFICE USE ONLY  Permit No.	Reviewer:	Project Location: <input type="checkbox"/> City <input type="checkbox"/> Parish (Unincorporated)				
	Zoning:	Sub ID:	Site Plan: <input type="checkbox"/> Build Line <input type="checkbox"/> Roof Line			
	Setbacks: Front:		Rear	Left	Right	Other
	Flood Zone:					

<b>GENERAL PROJECT INFORMATION</b>
Project Address:
Subdivision Name and Phase #:
Description of Project/Scope of Work:

<b>CONTACT INFORMATION</b>			
Applicant:	<input type="checkbox"/> Contractor <input type="checkbox"/> Architect/Engineer <input type="checkbox"/> Owner <input type="checkbox"/> Other		
Address:	City:	State:	Zip:
Phone:	Fax:	Email:	
Property Owner (if different from above):			
Address:	City:	State:	Zip:
Phone:	Fax:	Email:	

<b>PROJECT DETAILS</b>			
Cost of Construction (total project cost): \$			
Construction Type (select all that apply):	<input type="checkbox"/> New	<input type="checkbox"/> Addition/Alteration	<input type="checkbox"/> Accessory Structure
<input type="checkbox"/> Duplex	<input type="checkbox"/> Single Family Detached	<input type="checkbox"/> Single Family Attached	<input type="checkbox"/> Fence
Living Area Sq. Ft (for new):	Expansion Sq. Ft (for additions):	Total Area Under Roof Sq. Ft:	
# Stories:	# Bedrooms:	# Full Baths:	# Partial Baths:
Covered Parking: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Air Conditioning: <input type="checkbox"/> Central <input type="checkbox"/> Other (Specify)			

UTILITIES		
Type of Sewage Disposal:	<input type="checkbox"/> Public/Private	<input type="checkbox"/> Individual
Type of Water Supply:	<input type="checkbox"/> Public/Private	<input type="checkbox"/> Individual
Type of Foundation:	<input type="checkbox"/> Slab	<input type="checkbox"/> Pier & Beam
Heating Fuel:	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric
Type of Frame:	<input type="checkbox"/> Light-Frame Wood/Metal	<input type="checkbox"/> Pre-engineered <input type="checkbox"/> Pole Barn

STREETS & SIDEWALKS:		
Open Ditch:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If YES, obtain culvert permit from Public Works -- (337) 291-5634 or (337) 291-8129.</b>
Curb & Gutter:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Sidewalks:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Projects requiring sidewalks must comply with local, State, Federal and ADA regulations.</b>

Applicant is responsible for maintaining existing conditions of the Public Right-of-Way (i.e. ditch grade, roadway shoulder and roadway) during construction activities as it relates to this Permit. Applicant is not allowed to damage and/or alter ditches, store construction material and equipment that may cause damage to and/or alter the Public Right-of-Way. LCG reserves the right to inspect permitted sites at any given time and upon written notification, the Applicant will have ten (10) calendar days to correct noted deficiencies. Construction plans are to be on site during scheduled inspections. Failure to provide construction plans upon request will result in a rejected inspection.

**Failure to correct noted deficiencies will result in the suspension of all construction-related inspections until noted deficiencies are corrected and approved by the Public Works Department.**

My signature below certifies that I am aware of my responsibility and liability as the permit purchaser to comply with: all applicable building codes; City, Parish, State, and Federal regulations and requirements; insurance coverage for workers, building and contents, general public and occupants of the building, etc.

**I agree that the building will not be occupied until a Certificate of Occupancy has been issued by the Codes Division of the Lafayette Consolidated Government's Development and Planning Department.** I further understand that violation of any of the above may result in the revocation of this and continent permits and disconnection of electrical power and/or other utilities to the building.

The undersigned applicant hereby represents that he has performed the necessary research to ascertain the existing and location of all servitudes, easement, setbacks, restrictive covenants, building restrictions, deed restrictions and other matters which may have an impact or effect upon the site which construction is to be made pursuant to this permit.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Application Instructions

Submit completed application to the Development and Planning Department located at **220 W Willow St., Building B – Lafayette, Louisiana – 70501** or e-mail to **etrakit@lafayettela.gov**. Refer to the Requirements for Approval below to ensure your application is complete.

Once an application is received, the plans are routed to the various divisions of LCG departments for review. **This process typically takes three (3) to five (5) working days.**

### Requirements for Approval

- Complete, legible Residential Building Permit Application
- Scaled Site Plan on 8 ½ x 11
- Include existing buildings on same lot (if applicable)
- Delineate between existing and proposed (if applicable)
- Include Streets
- Lot Dimensions
- Driveway & Sidewalk locations
- Easements and/or other encumbrances
- For Additions/Alterations, provide scaled floor plan, labeling each room
- For Accessory Structures, provide scaled floor plan

### Payment

**The Building Permit fee is \$3.50 per \$1,000.00 of fair market value. The minimum fee is \$35.00. Residential Plans Review fee is \$50.00.** Total valuation varies per project. Contact our Permit Desk at **(337) 291-8461** for additional info or an exact valuation.

**Payment for a building permit and plans review (if applicable) is due at the time the permit is issued. Cash or check made payable to LCG only.** If the project is valued over \$7,500, the purchaser of the permit must be a licensed Building Contractor by the Louisiana State Licensing Board for Contractors. A Property Owner may obtain a building permit to build his/her own home according to the State Licensing Board for Contractors. An Affidavit of Exemption from Licensure supplied by our Permit Office must be completed and notarized. The Property Owner is required to reside in the residence for **ONE FULL YEAR** after Certificate of Occupancy is issued. A Residential Plans Review is required for self-contractors and contractors who are building for the first time in our jurisdiction. Payment

### Process

