

Vermilion Parish Police Jury Building Permit

Requirements for

RESIDENTIAL

(Need to follow the 2024 IBC/IRC Wind & Flood Building Codes)

When applying for a residential permit all documents are to be emailed to the permit office at permits@vppj.org.

All plan are required to be reviewed and approved by the Vermilion Parish Building Code Official before a permit can be issued.

*****Construction plans must include:**

- Site Plan (dimensions, property lines, setbacks from all property lines)
R106.2.1 Setbacks. Structures (including porches, steps, etc.) shall not be less than 25 feet from the street right-of-way line (includes both streets on corner lots), not less than 5 feet from adjoining property lines, and not less than 15 feet from the back property line.
- Foundation Plan
- Floor Plan
- Wall Section(s)
- Roof Framing or truss layout plan
- Basic Electrical (receptacles, switches, fixtures & smoke detectors)
- Basic Plumbing
- HVAC Equipment Location
- Window and Door Schedules
- Detailed Ceiling joist plan

- Insulation Values
- If you are building a barndominium / shop house; the shell plans have to be stamped by an architect or engineer.
- Contractor's name, license number and insurance; if you are self-contracting an affidavit claiming exemption from licensure must be completed. The affidavit can be found on the Vermilion Parish Police Jury website at vppj.org

*****Address** of construction; Physical Address Verification must be obtained from 911's Business Office located on the 3rd floor of the Courthouse or call (337) 898-4350.

*****Recorded Cash Deed / Bill of Sale / Act of Donation**

-If you do not have a copy one can be obtained at the Clerk of Court's Office, 1st floor of Court House, (337) 898-1992.

*****Elevation Certificate** of property is required if it is in a designated flood zone with a required base flood elevation. No permits will be issued to properties in a flood zone with a required base flood elevation without a Preliminary Elevation Certificate. Once project is finished, you must receive Final Elevation Certificate before a Certificate of Occupancy can be issued. Elevation certificates are provided by a land surveyor.

*****Cost of Construction**

*****Soil Compaction** test are required if using fill with clean sand or gravel and over 24" or fill with dirt/earth and over 8".

*****ONCE YOU RECEIVE YOUR PERMIT:**

You must then take the permit, recorded cash deed of the property and the site plan to Sanitation for construction / temporary electrical service and to obtain a sewer permit. They are located at 2501 Charity Street, Abbeville, LA 70510, with office hours from 8am to 9:30am and 3pm to 4pm. For any questions regarding septic. For any questions regarding septic, you can call their office at 337-893-1438.

*****HOMEOWNERS / CONTRACTORS ARE RESPONSIBLE FOR CONTACTING PRIMEAUX, TOUCHET & ASSOCIATES @ 337-893-8397 TO SCHEDULE INSPECTIONS.** Once all required inspections and the Final Elevation Certificate (if required) are submitted and approved by the Vermilion Parish Permit Department, a Certificate of Occupancy will be issued.

Please Note: VPPJ only accepts checks or money orders.

Please call or email if you have any questions.

Vermilion Parish Permitting Department

Melissa M White, CFM

permits@vppj.org

(337) 898-4300

Permit Processing Hours

Monday – Friday

7:00 a.m. to 4:00 p.m.