

Vermilion Parish Police Jury Building Permit

Requirements for

ACCESSORY BUILDINGS

Effective January 1, 2023 the adoption of the 2021 International Building Code / International Residential Code by the Louisiana State Uniform Construction Code Council, the following documentation must be submitted for plan review prior to issuance of a building permit to ensure compliance with wind load and flood provisions within the un-incorporated areas of Vermilion Parish.

Be advised, the review process may take up to one (1) week. Please email the following to the permit office at permits@vppj.org

***Metal Building drawings are required to be stamped by a licensed Architect or Engineer

- 400 square feet or less
 - Plans from manufacturer or rough sketch. No Plan Review
 - Site plan (dimensions, property lines, setbacks, existing structures)
 - Must be tied down
 - Non- conversion agreement filed in the Clerk’s Office, provided by permit office

- Over 400 square feet

Plans to be provided by manufacturer or homeowner must include:

- Plans from manufacturer or rough sketch. Plan review required and inspections.
- Site plan (dimensions, property lines, setbacks, existing structures)
- Foundation – size and depth of post or piles. Show thickness of concrete slab
- Footings – size, depth and rebar
- Wall section(s), foundation through roof
- Roof Framing or truss layout plan (show hold down locations to meet required wind speed)
- Basic Electrical (receptacles, switches & fixtures)
- Location of Window and Door
- Flow through vents must be installed if constructed below base Flood Elevation in A & AE flood zone
- Non-conversion agreement filed at the Clerk’s Office, provided by permit office

*******If you are adding electrical and/or plumbing please indicate when submitting plans

*****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 / Plat of Property**

-A copy 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. No permits will be issued to properties in a flood zone without a Preliminary Elevation Certificate. Once project is completed, the permit office must receive the Final Elevation Certificate before a Certificate of Occupancy can be issued. Elevation Certificates are provided by a land surveyor.

*****Cost of Construction**

*****Soil Compaction** tests 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 if you are adding electricity and/or plumbing, failure to do so will delay electricity being released at the end of construction. Sanitation is 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, you can call their office at 337-893-8314

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.