

## Union Parish Police Jury

303 East Water Street

Farmerville, LA 71241

(318) 368-3296-Phone (318) 368-8342--Fax

### **Steps for Building a Recreational structure (Boat house or Camp) or an Agricultural structure (barn or facility used in agricultural purpose) in Union Parish**

1. **9-11 Office**—1<sup>st</sup> floor of the courthouse- to establish an address for the structure you are placing. Be sure to advise them it is for a camp or agricultural structure.
2. **Clerk of Court** offices. 1<sup>st</sup> floor courthouse-you will sign an affidavit of the purpose of the structure. Remember to bring the affidavit with you to your next steps.
3. **Sanitation office**-Health Unit on the Marion Hwy. Across from the Union General Hospital. Someone with the Sanitation Office will be required to sign your application.
4. **Union Parish Police Jury**—Annex Building, across from Big Star Grocery, next to The Department of Motor Vehicles. This is your final step in getting your permit.
5. **If your property is determined to be in a flood zone, a Base Flood Elevation Certificate will be required before a permit is issued. This certificate can only be obtained by a licensed surveyor.**

Please feel free to call us if we may assist you in anyway.

Amber Futch

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Permit Office-318-368-3296