

# Union Parish Police Jury

303 East Water Street

Farmerville, LA 71241

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

## **Steps for receiving a Building Permit in Union Parish**

***If you have any questions about your structure, please call the Union Parish Police Jury***

- 1. New Construction Plan Review** – Building Official (Lagniappe Inspection Services 318-331-9145) will need to review plans prior to the building permit being issued. If using a Third-Party inspector, you must provide documentations of inspections to the Union Parish Police Jury and the Union Parish Building Official.
- 2. Flood Elevation Certificate** - If your property is determined to be located in a flood zone – you will be required to provide a Base Flood Elevation Certificate and documentation that a FINAL Elevation Certificate will be provided from a licensed surveyor before a permit can be issued.
- 3. 9-1-1 Office-** (<sup>1st</sup> floor of the UNION PARISH COURTHOUSE) this is where you will obtain the permit application form. The 911 office will complete the top portion of the form and sign. You may contact the 911 office with any questions - 318-368-0911
- 4. Sanitation Office (Union Parish Health Unit)** – Marion Hwy. Across from Union General Hospital. Lindsey or Dawn will sign the second part of the application after they have completed their process for sanitation. You may contact the Sanitation Office at 318-368-9380 with any questions
- 5. Union Parish Police Jury Office** – It is here that you will obtain a building permit after the standard qualifications have been met. Make sure to **bring the permit application form that you received from the 911 office – with 911 and Sanitation signatures on the form and Flood Elevation documentation if you are in a flood zone.** If it is a **New Construction** a plan review will need to be provided as well.
- 6. Fees for permit are as follow:**  
**Lagniappe Inspection Services:** will collect all fees but Mobile Homes. Please bring \$150.00 check/money order when receiving permit.  
**Union Parish Police Jury:** \$100.00  
Check, Money Order, and Credit Card (4% charge will be added) NO CASH WILL BE ACCEPTED.
- 7. Applicant MUST contact the building inspector for inspections to be completed.** Third-Party inspectors must provide documentations of inspections to the Union Parish Police Jury and the Union Parish Building Official.

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

Union Parish Police Jury at 318-368-3296