



CITY OF
CENTRAL

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RESIDENTIAL DETACHED ACCESSORY PERMIT GUIDE

11530 Sullivan Rd, Central, LA 70818 | P:225-262-5000 | Centralgov.com

IMPORTANT NOTICE

This guide is intended to provide general information regarding the permit application process and should not be considered an all-inclusive reference. Requirements, forms, and procedures may vary depending on the scope of work and applicable regulations. The forms included in this guide may be used for permit submittal; however, application forms and requirements are subject to change.

The City of Central offers online permit application submittal through the Govmotus portal for your convenience. Online permit portal: <https://coc.govmotus.org/cityofCentral/> . Applicants who need assistance with the application process, document uploads, or other permit-related items are welcome to call or visit the Permit Office, where staff will be available to provide guidance and support.

HELPFUL LINKS

[Permits and Inspections | City of Central](#)

Govmotus User guide

https://files-backend.assets.thrillshare.com/documents/asset/uploaded_file/3989/Central/cac9ca71-59c2-4164-9e8f-5e5b62efc62d/GOVMOTUS_User_Guide.pdf?disposition=inline

Govmotus Linking guide:

https://files-backend.assets.thrillshare.com/documents/asset/uploaded_file/3989/Central/1219c196-33b0-41e9-9af9-22b90510cfea/LINKING_PERMITS_IN_GOVMOtus.pdf?disposition=inline

Need a Flood Zone Determination letter? Apply here: [City of Central, LA Public Portal | GovWell](#)



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ACCESSORY PERMIT APPLICATION CHECKLIST

ALL FEES DUE WITH APPLICATION

- ☐ **Completed Residential Permit Application**
- ☐ **Contractor's State License or Registration or Notarized Homeowner's Affidavit**
- ☐ **Proposed Elevation Certificate** (A Fema Final Elevation Certificate will be required **PRIOR** to issuance of a Certificate of Occupancy; 2 elevation certificates are required for all enclosed structures.)
- ☐ **Plot Plan:** A scaled drawing that includes both proposed and existing structures, all setbacks and easements affecting the lot, the natural drainage direction on the lot, the location and materials of driveways and sidewalks, and include a north arrow for orientation.
- ☐ **SWPPP (if applicable) and/or Site Specific Erosion Control Plan**
- ☐ **ODA review in Conveyance Zone:** <https://csrs-gis.maps.arcgis.com/apps/webappviewer/index.html?id=756d9f174b514ce4ad3cb3530581494e>
- ☐ **Compaction Test Results** if more than 8" of fill has been brought in
- ☐ **Two CLEAN complete sets of plans drawn to scale, including:**
 - Site location
 - Designer's name, address, and phone number
 - Design criteria and wind speed (structure specific) per **2021 IRC**
 - Structural Details for foundation, walls, floors & roof. Provide load path and point load locations from roof ridge to foundation. Also show Braced Wall locations per IRC R602.10
 - Trusses or any engineered lumber usage with required engineering information from supplier. This must be submitted at time of application.
 - **Foundation plans, floor and roof plans, elevations, sections, and structural details sufficient to define completely the proposed construction.**
 - ***NO MARKINGS SHOULD BE ON ANY PLANS**
 - **Any span exceeding 18 feet and/or 1500 square foot requires certification from an engineer or architect**



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STORAGE SHED APPLICATION CHECKLIST

ALL FEES DUE WITH APPLICATION

REQUIRED DOCUMENTS

- ☐ **Completed Residential Permit Application**
- ☐ **Contractor's State License or Registration or Notarized Homeowner's Affidavit** (not needed for pre-build structures)
- ☐ **Proposed Elevation Certificate** (A Final Elevation Certificate will be required **PRIOR** to issuance of a Certificate of Occupancy. A total of two elevation 'shots' are required for enclosed structures.)
- ☐ **Plot Plan** Drawn to Scale, including proposed and existing structures, showing all setbacks and servitudes affecting lot, showing direction of natural drainage on lot, location and material of driveways and sidewalks.
- ☐ **Site Specific Erosion Control Plan**
- ☐ **ODA review in Conveyance Zone**
- ☐ **Two (2) sets or one (1) digital set of plans, to include the following:**
 - Building specs/ Manufacturer specs
 - Wind load compliance
 - Anchorage or Foundation Plans
 - Building size and height

REQUIREMENTS TO BE CONSIDERED A "STORAGE SHED" PER ORDINANCE NUMBER 2020-23:

- ☐ ☐ RESIDENTIAL LOT
- ☐ ☐ NO GREATER THAN 10 FOOT HIGH OR 300 SQUARE FEET
- ☐ ☐ NO SLAB OR PERMANENT FOUNDATION
- ☐ ☐ WILL NOT BE A WORKSHOP
- ☐ ☐ WILL NOT STORE A VEHICLE OR BOAT
- ☐ ☐ EAVES SHOULD NOT EXTEND MORE THAN 2 FEET INTO A REQUIRED SETBACK
- ☐ ☐ MEETS LOT COVERAGE PER ZONE

MINIMUM SETBACKS FOR "STORAGE SHED":

- ☐ 7.5 FT FROM REAR
- ☐ 7.5 FT FROM SIDE
- ☐ 10 FT FROM ANY EXISTING STRUCTURE (SAME OR ADJACENT PROPERTY)
- ☐ CANNOT EXCEED LOT COVERAGE MAXIMUMS PER PROPERTY ZONING



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RESIDENTIAL BUILDING PERMIT APPLICATION

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NOTICE TO CONTRACTORS:

No changes shall be made regarding the information on this application or in the reviewed plans and specifications without submitting the changes in writing and with the signature and seal of the originating Design Professional in charge. These changes must undergo the same review process as the original drawings and must be on the job with the original plans for inspections. Granting this permit shall not be construed as a permit or license to violate, set aside, cancel or alter applicable codes, ordinances, or other laws regulating construction. All work shall be readily accessible for inspections(s) by the Building Official and/or his Building Inspector. All work shall comply with the 2021 international Residential Code and all other applicable codes and ordinances. **Work shall not start until the permit is in the applicant's possession and is posted as per local ordinances. Permit must be visible from street and protected from weather.**

CONTRACTOR INFORMATION (Please Print or Type)

COMPANY NAME	CONTRACTOR NAME	STATE LICENSE #
STREET ADDRESS	BUSINESS PHONE #	CELL PHONE #
CITY/STATE/ZIP	EMAIL	

PROPERTY LOCATION (Please Print or Type)

OWNER NAME	PHONE #
STREET ADDRESS	EMAIL
CITY/STATE/ZIP	LOT #, SUBDIVISION

☐ NEW BUILDING ☐ REMODEL ☐ ADDITION ☐ DEMOLITION ☐ ACCESSORY ☐ RELOCATION

DESCRIPTION OF WORK: _____

BUILDING HEIGHT: _____ FT NUMBER OF STORIES: _____ CONSTRUCTION TYPE: _____

LIVING SQ FT: _____ NON LIVING SQ FT: _____ TOTAL SQ FT: _____

BUILDING SETBACKS FROM PROPERTY LINES:

FRONT: _____ FT REAR: _____ FT RIGHT SIDE: _____ FT LEFT SIDE: _____ FT

FOUNDATION TYPE: ☐ SLAB-ON-GRADE ☐ PIER&BEAM ☐ STEM-WALL ☐ OTHER _____

OTHER WORK: ☐ PLUMBING ☐ ELECTRICAL ☐ MECHANICAL (HVAC)

ENERGY CODE COMPLIANCE TYPE: ☐ VISUAL ☐ BLOWER DOOR ☐ OTHER _____

FLOOD ZONE: _____ BFE: _____ LOWEST FLOOR ELEVATION: _____

This is to certify that I am the authorized agent for the owner of subject property. I have read and understand the "NOTICE TO CONTRACTORS" stipulations above and I agree to perform all work in compliance with all standards as required by codes and regulations as set forth in the City of Central's Code of Ordinance, and the Louisiana State Uniform Construction Codes.

Signature	Date
-----------	------

AFFIDAVIT CLAIMING EXEMPTION FROM LICENSURE

Under penalty of perjury and the filing of false public records, the undersigned does hereby acknowledge and certify that all the information contained in the building permit application and provided herein is true and correct.

I am applying for a building permit from the Town/City/Parish of _____
for proposed construction activities to be performed at that certain parcel of immovable property bearing the
municipal address of:

Initial next to each statement below to attest to your understanding.

_____ I understand that state law requires construction be done by a licensed contractor and I have applied for a permit under the exemption granted in La. R.S. 37:2157(A)(14), <https://legis.la.gov/Legis/Law.aspx?d=93576>, to act as the general contractor as defined in La. R.S. 2150.1(4), <https://legis.la.gov/Legis/Law.aspx?d=93567>, for the construction, repair, improvement, or maintenance of my home or accessory building and will maintain the house as my primary residence following the issuance of the Certificate of Occupancy or completion of construction.

_____ I understand that I will not be allowed to obtain a permit for the construction or improvement of another residence within a period of one year from the issuance of the Certificate of Occupancy unless I experience a change in legal marital status or employment as specified in La. R.S. 37:2157(A)(14).

_____ I understand that as the contractor of record, I bear sole legal and financial responsibility for the entirety of this project; must provide direct, onsite supervision of the construction; may not hire an unlicensed person to act as my contractor, construction manager, and/or to supervise persons working on my residence or building.

_____ I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance policy may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property. I am aware of the recommended builder's risk, workers' compensation, and liability insurances I may purchase for protection from financial risk.

_____ I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her own name instead of my name.

_____ I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements and the construction itself must comply with all applicable laws, ordinances, building codes, and zoning regulations.

_____ **I understand that this exemption does not apply to any subcontractors who are subject to licensure requirements as described in La. R.S. 37:2150, *et seq.***

_____ I understand the warranty provisions of the New Home Warranty Act are found in La. R.S. 9:3141-3150. Its specific provisions may be reviewed at: http://www.lslbc.louisiana.gov/wp-content/uploads/New_Home_Warranty_Act.pdf.

_____ I understand the Contractors Licensing Law, its Rules and Regulations, a searchable database of licensed contractors, and other requisite information may be found on the Louisiana State Licensing Board for Contractors website at www.lslbc.gov.

_____ I understand that this affidavit is a legal document and I have the right to consult an attorney prior to signing.

_____ I understand that this affidavit is the **only** document authorized by the Louisiana State Licensing Board for Contractors pursuant to La. R.S. 37:2160(C) to claim exemption from licensure.

_____ **I understand that the intentional act of submitting false information to a public agency is a felony violation under R.S. 14:133 of the Louisiana Criminal Code, punishable by up to five (5) years in prison and/or a fine of up to \$5,000.00.**

Sworn to and subscribed before me on this _____ day of _____, 20_____.

Signature of Homeowner

Signature of Notary

Name of Homeowner

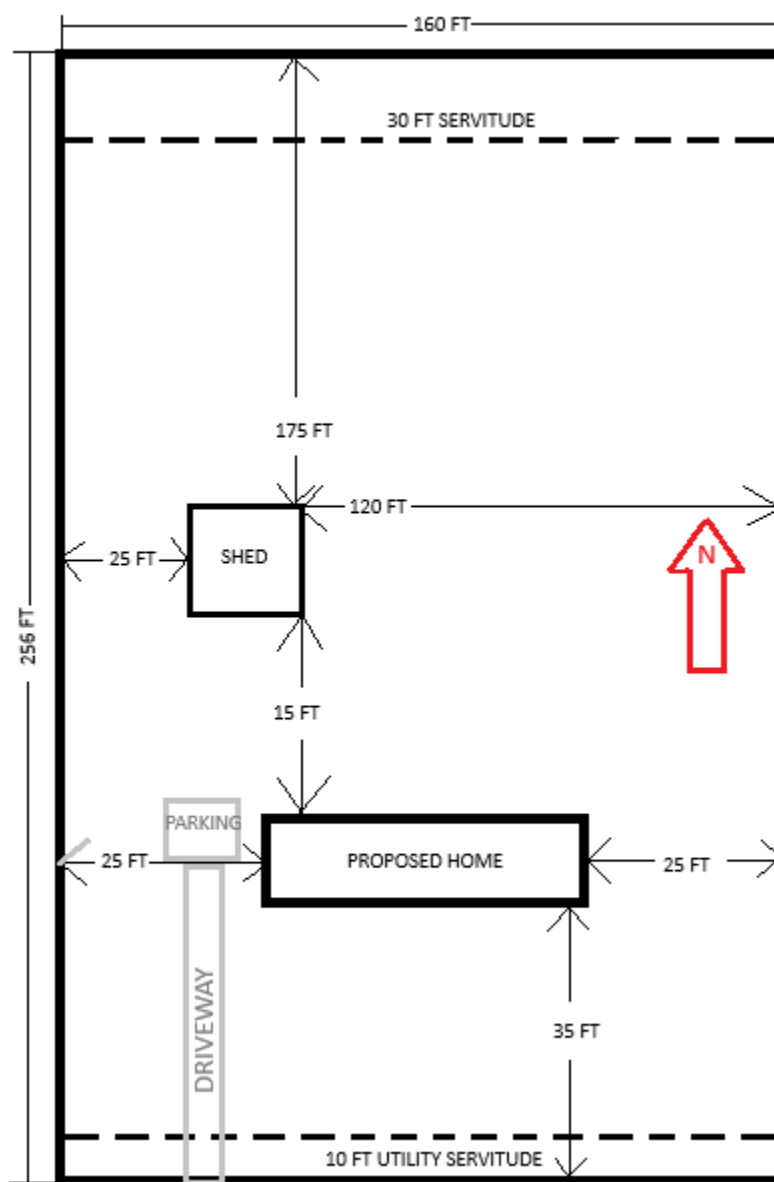
Name and Notary/Bar#



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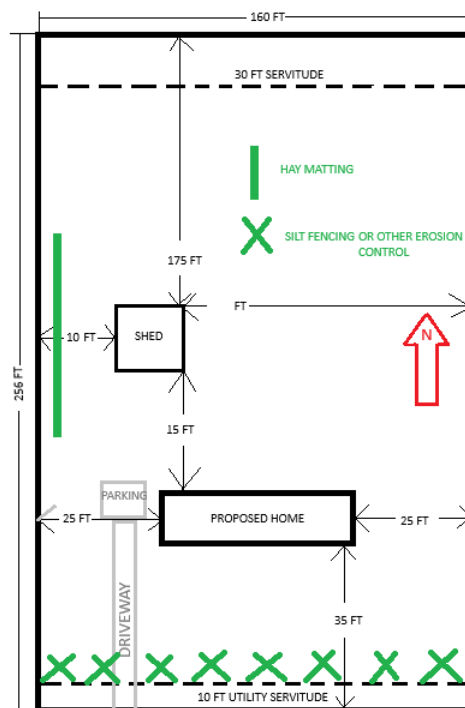
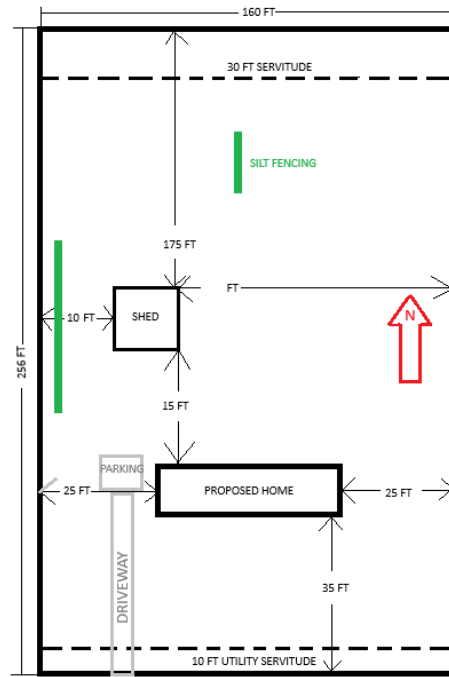
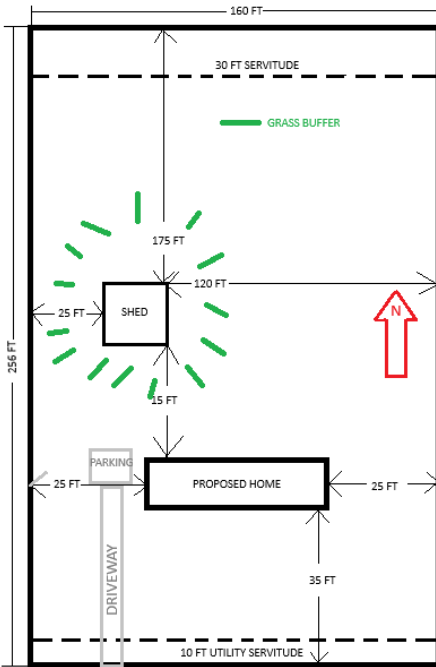
SAMPLE PLOT PLAN





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SAMPLES OF EROSION CONTROL





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ACCESSORY STRUCTURE INSPECTION LIST

1. **Temporary Electrical Pole**, if applicable and a license electrician is required to acquire appropriate permit
2. **Foundation Inspection:** When completely ready, and prior to pouring concrete.
3. **Insulation Inspection:** proper roof venting with baffles, fire resistant foam all top plate penetrations, and before any interior wall covering are applied
4. **Combination Final Inspection:** All trades are inspected on this inspection. The structure must be clean, and ready to be used, lot must be graded and sod/seed down, and all equipment must be operable. Final flood Elevation Certificate including photographs must be submitted prior to this inspection. (FEMA FINAL)
5. **Meter Inspection, if separate meter is needed:** made after all equipment, electrical devices, etc. are in place, and the structure is ready for power, and Fema Final Elevation Certificate is received, reviewed and approved.

The Cost of performing inspections is included in the building permit fees; however, the following **additional inspection fees** apply:

- A) The fee for a **re-inspection** shall be **\$50**. A re-inspection fee will be assessed after the second failure for the same issue.
- B) The fee for inspections conducted **outside of normal business hours** shall be \$100.

Permits expire 180 days from the last inspection. An expired permit can be **re-instated for 50% of the original permit fee.**

Trades (Electrical, Mechanical, Plumbing) are required to request their own inspection.



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GENERAL REGULATIONS

- A. The City of Central shall be notified of, and must approve, any changes made after the application for a permit or during construction before such changes are implemented.
- B. The permit must be posted in a conspicuous location on the construction site before any work commences.
- C. All associated fees must be paid prior to application. Complete documentation is required at the time of submission. Incomplete applications with no follow-up activity will expire after 30 days.
- D. The builder/contractor is responsible for providing containers to dispose of all trash and debris. Burning construction debris is prohibited by local ordinance.
- E. A portable toilet must be kept on-site during construction and maintained weekly. If weekly maintenance is neglected, the City of Central will maintain the portable toilet and bill the owner.
- F. Any mud or debris brought onto the street must be cleaned up immediately by the builder, contractor, or owner. If necessary, the City of Central will clean the street and bill the homeowner.
- G. The builder/contractor must consistently manage surface water runoff using methods approved by the Louisiana Department of Environmental Quality.
- H. The site must always be accessible for emergency vehicles.
- I. Sidewalks must comply with subdivision requirements and shall not be blocked during construction.
- J. It is the homeowner/contractor's responsibility to submit plans to their neighborhood's Subdivision Architectural Control Committee or HOA (if one exists) for review and approval.
- K. Temporary address numbers are required to be posted on-site, in a conspicuous location, for inspections. Failure to post an address on-site may result in a failed inspection.
- L. Plan reviews expire 180 days after approval, unless the permit is issued.



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CURRENT CODES USED BY THE CITY OF CENTRAL

- ❖ City of Central Code of Ordinances:
https://library.municode.com/la/central/codes/code_of_ordinances?nodeId=COORCELO
- ❖ Comprehensive Zoning Code & Development Code:https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/3989/Central/5205924/App1_CZO_20250117.pdf
and https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/3989/Central/5205923/7_UDC_20250117.pdf
- ❖ FEMA/NFIP Floodplain Regulations
The following International Codes, along with the State of Louisiana's amendments
- ❖ 2021 International Building Code
- ❖ 2021 International Residential Code
- ❖ 2020 National Electrical Code
- ❖ 2021 International Mechanical Code
- ❖ 2021 International Fuel Gas Code
- ❖ 2021 International Energy Conservation Code
- ❖ 2021 International Plumbing Code
- ❖ 2021 International Existing Building Code
- ❖ 2021 International Swimming Pool and Spa Code
- ❖ <http://lsuccc.dps.louisiana.gov/CODES.HTML>



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DUST FREE PAVING

All parking spaces, aisles, and connecting driveways shall be surfaced with permanent dust free paving.

Paving waivers for residential uses in the Rural/Agriculture Zoning District may be granted by the Building Official provided the proposed home meets the following requirements:

- A. It is located on an individual tract or lot of more than one acre;
- B. Shell or gravel drives are prevalent in the area;
- C. The first 30 feet of driveway is paved; and
- D. Subdivision deed restrictions permit an unpaved driveway.

If the owner cannot comply with these conditions, then he shall apply to the Planning Commission and Council for a paving waiver.

Guidelines for Granting Paving Waivers: Paving waivers shall not be granted for residential or commercial structures within the City of Central or within recognized subdivisions or for any commercial uses in the rural zoned area unless the waiver is requested to save a tree(s) that is deemed important by a licensed landscape architect.

Note: No temporary utility or temporary occupancies will be granted until these requirements have been completed.



PERMIT AND INSPECTION FEES **ALL FEES DUE AT APPLICATION**

Residential Building Construction, Renovation/Remodel & Additions:

Value is assessed at \$82.00 per square foot Living Area; \$40 per square foot attached Non-Living Area

Permit & Inspection Fee: \$5.00 per every \$1,000 in valuation
Minimum Permit Fee: \$100.00 Single Family Residential
Plan Review Fee: \$100.00 Single Family Residential

For Example: A 2000 Sq. Ft. home which includes a 400 Sq. Ft. attached garage would have a value of \$147,200 [(1600 Sq. Ft. x \$82 / Sq. Ft.) + (400 Sq. Ft. x \$40 / Sq. Ft.)] / 1000

Permit & Inspection Fee is 147.2 x \$5	= \$736.00
Plan Review Fee	= \$100.00
M, E & P permit fees (see below)	= \$300.00
Flood zone Determination and PEC	= \$ 30.00
Sewer Impact Fee	= \$1,075.00
For a total of	= \$2,241.00

Detached Accessory Structure Construction *separate permit guide available

Value is assessed at \$10.00 per Square Foot with a minimum of \$50.00

Permit & Inspection Fee: \$5.00 per every \$1,000 in valuation
Minimum Permit Fee: \$50.00 Detached Accessory Structure
Plan Review Fee: \$40.00 Detached Accessory Structure

Trade (Mechanical, Electrical & Plumbing) Permit Fees:

Trade Permit Fees: \$5.00 per every \$1,000 in valuation of the trade contract price.

Minimum Trade Fee: \$100.00

Example: \$28,500 HVAC valuation=\$142.50 permit fee

Example: \$12,000 Electrical valuation= \$100.00 permit fee

Proposed Elevation Certificate (PEC) and Flood zone Determination Fee:\$30.00

Sewer Impact fee: \$1075 (50% of total charged on 5/8 meter size, if applicable)

***Valuation is for permitting calculations ONLY and is not the valuation used for tax purposes.**

Payment options: Cash, Check, Credit Card (credit cards are processed with up to 3% convenience fee) or Money Order Payable to "City of Central"



PERMIT AND INSPECTION FEES

ALL FEES DUE AT APPLICATION

Calculating Building Valuation	<i>Unless otherwise stated, the valuation for all new construction will be based on the following:</i>	
	Residential Activity	\$82 per Sq. Ft. living \$40 per Sq. Ft. non-living \$10 per Sq. Ft. detached accessory
	Commercial, Multi-family, Trade and other Activity	Based upon the construction contract for the project or 87% of the latest construction cost data as published in the Building Safety journal by the International Code Council. A current copy will be made available in the permitting office.
Permit Fees	Residential Building Construction (minimum \$100)	\$5.00 per \$1,000 in valuation
	Detached Accessory Structure (minimum \$50)	\$5.00 per \$1,000 in valuation
	Trade Permits (minimum \$100, unless otherwise stated in "Other Inspections and Fees" below)	\$5.00 per \$1,000 in valuation of trade contract price
Plan Review Fees	Residential Architectural Plan Review Fee (includes additions & remodeling)	\$100
	Accessory Structures Plan Review Fee (includes all structures larger than 200 square feet)	\$40
Disturbance Permit	Separate application process	
Inspection	Re-inspection Fees	\$50.00
Other Fees	Inspections/Permit Fee for which no fee is specifically indicated	\$30.00
	Inspections outside of normal business hours	\$100.00
	Pre-manufactured structures without electrical or plumbing, excluding pre-manufactured structures less than 200 sq. ft	\$100.00
	Air Conditioner Units	\$40.00 up to 4.5 tons \$59.00 over 4.5 tons
	Cooling Towers	\$75.00
	Heaters	\$24.00



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PERMIT AND INSPECTION FEES

ALL FEES DUE AT APPLICATION

	Refrigeration Units		\$40.00 up to 4.5 hp \$52.00 over 4.5 hp \$40.00 walk-in cooler
	Water Heater Permit (addition or replacement)		\$30.00
	Commercial Clothes Dryer		\$28.00
	Demolition Permit		\$100.00
	Flood Zone Determination / Proposed Elevation Certificate		\$30.00
	Fence Permit (does not include electric or barbed-wire fences)		\$30.00
	Lawn Sprinkler system Permit		\$25.00
	Generator Installation		\$150.00
	Swimming Pool Permit (residential)		\$125.00
	Swimming Pool Permit (commercial / community)		\$250.00
	Manufactured home, mobile home, and modular buildings		
	(a) Installation of new home or building		\$100.00
	(b) Replacement of existing home or building		\$30.00
	(c) Used as temporary storage or as an accessory structure		\$100.00
	ODA (Offsite Drainage Assessments)		
	Development Type: Residential Zone ≤ 5 lots Residential Zone > 5 lots Non-Residential Zone ≤ 30 acres Non-Residential Zone > 30 acres	Verification Cost: Res ≤ 5 lots = \$0 Res > 5 lots = \$500 Non-Res = \$500	Res ≤ 5 lots = \$1000.00 Res > 5 lots = \$5000.00 Non-Res = \$5000.00 Non-Res = \$5000.00 plus \$125 per acre

Fee: \$30.00 (paid with permit) Permit #: _____

**City of Central
Proposed Elevation Certificate**

Property Information

Owner: _____ Email: _____

Address: _____ Lot/Tract # _____

Subdivision/Tract Name _____ Filing: _____

City: **City of Central** State **Louisiana** Zip Code _____

Flood Insurance Rate Map (FIRM) Information

Community #: **220060** Panel #: _____ Suffix: _____

Effective Date of FIRM: _____

Base Flood Elevation: _____ FIRM Zone: _____

Project Data

Description of Proposed Construction: _____

Current grade at the proposed building location: _____

Elevation Datum Used: NAVD 88 Other: _____

Benchmark: _____ How Marked At Site: _____

The elevation requirement shall be determined by using the highest elevation of the following:

1. Base Flood Elevation (BFE) *In FZ AE use the Effective FIRM *In FZ A or X use best available data	ft.	+ 1.0 ft. =	ft. NAVD
2. Community Defined Flood Elevation *Use CDFE Map on City Website or request from the City	ft.	+ 1.0 ft. =	ft. NAVD
3. Sanitary Sewer Manhole *Top of nearest controlling SSMH	ft.	+ 1.0 ft. =	ft. NAVD
4. Street Centerline Elevation	ft.	+ 1.0 ft. =	ft. NAVD

*Attendant utilities and machinery also have to meet the elevation requirement.

*Manufactured homes are to be elevated so that the bottom of the longitudinal structural I-beam is elevated to the elevation requirement listed below.

I hereby certify that the required elevation of the proposed structure (finished floor or lowest I-beam) and attendant utilities/machinery at the property location is _____ feet NAVD 88 and is located in FIRM ZONE _____."

Professional Land Surveyor, Professional Engineer, or
Registered Architect

E-mail: _____

Telephone No. _____

Reviewed and Accepted by: _____

Date Accepted: _____

U.S. DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
National Flood Insurance Program

OMB Control No. 1660-0008
Expiration Date: 06/30/2026

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON INSTRUCTION PAGES 1-11

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

SECTION A – PROPERTY INFORMATION	FOR INSURANCE COMPANY USE
A1. Building Owner's Name: _____	Policy Number: _____
A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.: _____	Company NAIC Number: _____
City: _____ State: _____ ZIP Code: _____	
A3. Property Description (e.g., Lot and Block Numbers or Legal Description) and/or Tax Parcel Number: _____	
A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.): _____	
A5. Latitude/Longitude: Lat. _____ Long. _____ Horiz. Datum: ☐ NAD 1927 ☐ NAD 1983 ☐ WGS 84	
A6. Attach at least two and when possible four clear color photographs (one for each side) of the building (see Form pages 7 and 8).	
A7. Building Diagram Number: _____	
A8. For a building with a crawlspace or enclosure(s):	
a) Square footage of crawlspace or enclosure(s): _____ sq. ft.	
b) Is there at least one permanent flood opening on two different sides of each enclosed area? ☐ Yes ☐ No ☐ N/A	
c) Enter number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade: Non-engineered flood openings: _____ Engineered flood openings: _____	
d) Total net open area of non-engineered flood openings in A8.c: _____ sq. in.	
e) Total rated area of engineered flood openings in A8.c (attach documentation – see Instructions): _____ sq. ft.	
f) Sum of A8.d and A8.e rated area (if applicable – see Instructions): _____ sq. ft.	
A9. For a building with an attached garage:	
a) Square footage of attached garage: _____ sq. ft.	
b) Is there at least one permanent flood opening on two different sides of the attached garage? ☐ Yes ☐ No ☐ N/A	
c) Enter number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade: Non-engineered flood openings: _____ Engineered flood openings: _____	
d) Total net open area of non-engineered flood openings in A9.c: _____ sq. in.	
e) Total rated area of engineered flood openings in A9.c (attach documentation – see Instructions): _____ sq. ft.	
f) Sum of A9.d and A9.e rated area (if applicable – see Instructions): _____ sq. ft.	
SECTION B – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION	
B1.a. NFIP Community Name: _____ B1.b. NFIP Community Identification Number: _____	
B2. County Name: _____ B3. State: _____ B4. Map/Panel No.: _____ B5. Suffix: _____	
B6. FIRM Index Date: _____ B7. FIRM Panel Effective/Revised Date: _____	
B8. Flood Zone(s): _____ B9. Base Flood Elevation(s) (BFE) (Zone AO, use Base Flood Depth): _____	
B10. Indicate the source of the BFE data or Base Flood Depth entered in Item B9: ☐ FIS ☐ FIRM ☐ Community Determined ☐ Other: _____	
B11. Indicate elevation datum used for BFE in Item B9: ☐ NGVD 1929 ☐ NAVD 1988 ☐ Other/Source: _____	
B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? ☐ Yes ☐ No Designation Date: _____ ☐ CBRS ☐ OPA	
B13. Is the building located seaward of the Limit of Moderate Wave Action (LiMWA)? ☐ Yes ☐ No	

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON INSTRUCTION PAGES 1-11

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:

City: _____ State: _____ ZIP Code: _____

FOR INSURANCE COMPANY USE

Policy Number: _____

Company NAIC Number: _____

SECTION C – BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

C1. Building elevations are based on: ☐ Construction Drawings* ☐ Building Under Construction* ☐ Finished Construction

*A new Elevation Certificate will be required when construction of the building is complete.

C2. Elevations – Zones A1–A30, AE, AH, AO, A (with BFE), VE, V1–V30, V (with BFE), AR, AR/A, AR/AE, AR/A1–A30, AR/AH, AR/AO, A99. Complete Items C2.a–h below according to the Building Diagram specified in Item A7. In Puerto Rico only, enter meters.

Benchmark Utilized: _____ Vertical Datum: _____

Indicate elevation datum used for the elevations in items a) through h) below.

☐ NGVD 1929 ☐ NAVD 1988 ☐ Other: _____

Datum used for building elevations must be the same as that used for the BFE. Conversion factor used?

☐ Yes ☐ No

If Yes, describe the source of the conversion factor in the Section D Comments area.

Check the measurement used:

a) Top of bottom floor (including basement, crawlspace, or enclosure floor): _____

☐ feet ☐ meters

b) Top of the next higher floor (see Instructions): _____

☐ feet ☐ meters

c) Bottom of the lowest horizontal structural member (see Instructions): _____

☐ feet ☐ meters

d) Attached garage (top of slab): _____

☐ feet ☐ meters

e) Lowest elevation of Machinery and Equipment (M&E) servicing the building
(describe type of M&E and location in Section D Comments area): _____

☐ feet ☐ meters

f) Lowest Adjacent Grade (LAG) next to building: ☐ Natural ☐ Finished _____

☐ feet ☐ meters

g) Highest Adjacent Grade (HAG) next to building: ☐ Natural ☐ Finished _____

☐ feet ☐ meters

h) Finished LAG at lowest elevation of attached deck or stairs, including structural
support: _____

☐ feet ☐ meters

SECTION D – SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by state law to certify elevation information. *I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.*

Were latitude and longitude in Section A provided by a licensed land surveyor? ☐ Yes ☐ No

☐ Check here if attachments and describe in the Comments area.

Certifier's Name: _____ License Number: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone: _____ Ext.: _____ Email: _____

Signature: _____ Date: _____

Place Seal Here

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

Comments (including source of conversion factor in C2; type of equipment and location per C2.e; and description of any attachments):

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON INSTRUCTION PAGES 1-11

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:

City: _____ State: _____ ZIP Code: _____

FOR INSURANCE COMPANY USE

Policy Number: _____

Company NAIC Number: _____

SECTION E – BUILDING MEASUREMENT INFORMATION (SURVEY NOT REQUIRED) FOR ZONE AO, ZONE AR/AO, AND ZONE A (WITHOUT BFE)

For Zones AO, AR/AO, and A (without BFE), complete Items E1–E5. For Items E1–E4, use natural grade, if available. If the Certificate is intended to support a Letter of Map Change request, complete Sections A, B, and C. Check the measurement used. In Puerto Rico only, enter meters.

Building measurements are based on: ☐ Construction Drawings* ☐ Building Under Construction* ☐ Finished Construction

*A new Elevation Certificate will be required when construction of the building is complete.

E1. Provide measurements (C.2.a in applicable Building Diagram) for the following and check the appropriate boxes to show whether the measurement is above or below the natural HAG and the LAG.

a) Top of bottom floor (including basement, crawlspace, or enclosure) is: _____ ☐ feet ☐ meters ☐ above or ☐ below the HAG.

b) Top of bottom floor (including basement, crawlspace, or enclosure) is: _____ ☐ feet ☐ meters ☐ above or ☐ below the LAG.

E2. For Building Diagrams 6–9 with permanent flood openings provided in Section A Items 8 and/or 9 (see pages 1–2 of Instructions), the next higher floor (C2.b in applicable Building Diagram) of the building is: _____ ☐ feet ☐ meters ☐ above or ☐ below the HAG.

E3. Attached garage (top of slab) is: _____ ☐ feet ☐ meters ☐ above or ☐ below the HAG.

E4. Top of platform of machinery and/or equipment servicing the building is: _____ ☐ feet ☐ meters ☐ above or ☐ below the HAG.

E5. Zone AO only: If no flood depth number is available, is the top of the bottom floor elevated in accordance with the community's floodplain management ordinance? ☐ Yes ☐ No ☐ Unknown The local official must certify this information in Section G.

SECTION F – PROPERTY OWNER (OR OWNER'S AUTHORIZED REPRESENTATIVE) CERTIFICATION

The property owner or owner's authorized representative who completes Sections A, B, and E for Zone A (without BFE) or Zone AO must sign here. *The statements in Sections A, B, and E are correct to the best of my knowledge*

☐ Check here if attachments and describe in the Comments area.

Property Owner or Owner's Authorized Representative Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone: _____ Ext.: _____ Email: _____

Signature: _____ Date: _____

Comments:

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON INSTRUCTION PAGES 1-11

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:

FOR INSURANCE COMPANY USE

City: _____ State: _____ ZIP Code: _____

Policy Number: _____

Company NAIC Number: _____

SECTION G – COMMUNITY INFORMATION (RECOMMENDED FOR COMMUNITY OFFICIAL COMPLETION)

The local official who is authorized by law or ordinance to administer the community's floodplain management ordinance can complete Section A, B, C, E, G, or H of this Elevation Certificate. Complete the applicable item(s) and sign below when:

- G1. ☐ The information in Section C was taken from other documentation that has been signed and sealed by a licensed surveyor, engineer, or architect who is authorized by state law to certify elevation information. (Indicate the source and date of the elevation data in the Comments area below.)
- G2.a. ☐ A local official completed Section E for a building located in Zone A (without a BFE), Zone AO, or Zone AR/AO, or when item E5 is completed for a building located in Zone AO.
- G2.b. ☐ A local official completed Section H for insurance purposes.
- G3. ☐ In the Comments area of Section G, the local official describes specific corrections to the information in Sections A, B, E and H.
- G4. ☐ The following information (Items G5–G11) is provided for community floodplain management purposes.
- G5. Permit Number: _____ G6. Date Permit Issued: _____
- G7. Date Certificate of Compliance/Occupancy Issued: _____
- G8. This permit has been issued for: ☐ New Construction ☐ Substantial Improvement
- G9.a. Elevation of as-built lowest floor (including basement) of the building: _____ ☐ feet ☐ meters Datum: _____
- G9.b. Elevation of bottom of as-built lowest horizontal structural member: _____ ☐ feet ☐ meters Datum: _____
- G10.a. BFE (or depth in Zone AO) of flooding at the building site: _____ ☐ feet ☐ meters Datum: _____
- G10.b. Community's minimum elevation (or depth in Zone AO) requirement for the lowest floor or lowest horizontal structural member: _____ ☐ feet ☐ meters Datum: _____
- G11. Variance issued? ☐ Yes ☐ No If yes, attach documentation and describe in the Comments area.

The local official who provides information in Section G must sign here. *I have completed the information in Section G and certify that it is correct to the best of my knowledge. If applicable, I have also provided specific corrections in the Comments area of this section.*

Local Official's Name: _____ Title: _____

NFIP Community Name: _____

Telephone: _____ Ext.: _____ Email: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Signature: _____ Date: _____

Comments (including type of equipment and location, per C2.e; description of any attachments; and corrections to specific information in Sections A, B, D, E, or H):

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON INSTRUCTION PAGES 1-11

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:

FOR INSURANCE COMPANY USE

City: _____ State: _____ ZIP Code: _____

Policy Number: _____

Company NAIC Number: _____

SECTION H – BUILDING'S FIRST FLOOR HEIGHT INFORMATION FOR ALL ZONES (SURVEY NOT REQUIRED) (FOR INSURANCE PURPOSES ONLY)

The property owner, owner's authorized representative, or local floodplain management official may complete Section H for all flood zones to determine the building's first floor height for insurance purposes. Sections A, B, and I must also be completed. Enter heights to the nearest tenth of a foot (nearest tenth of a meter in Puerto Rico). **Reference the Foundation Type Diagrams (at the end of Section H Instructions) and the appropriate Building Diagrams (at the end of Section I Instructions) to complete this section.**

H1. Provide the height of the top of the floor (as indicated in Foundation Type Diagrams) above the Lowest Adjacent Grade (LAG):

a) **For Building Diagrams 1A, 1B, 3, and 5–8.** Top of bottom _____ ☐ feet ☐ meters ☐ above the LAG floor (include above-grade floors only for buildings with crawlspaces or enclosure floors) is:

b) **For Building Diagrams 2A, 2B, 4, and 6–9.** Top of next _____ ☐ feet ☐ meters ☐ above the LAG higher floor (i.e., the floor above basement, crawlspace, or enclosure floor) is:

H2. Is **all** Machinery and Equipment servicing the building (as listed in Item H2 instructions) elevated to or above the floor indicated by the H2 arrow (shown in the Foundation Type Diagrams at end of Section H instructions) for the appropriate Building Diagram?

☐ Yes ☐ No

SECTION I – PROPERTY OWNER (OR OWNER'S AUTHORIZED REPRESENTATIVE) CERTIFICATION

The property owner or owner's authorized representative who completes Sections A, B, and H must sign here. *The statements in Sections A, B, and H are correct to the best of my knowledge.* **Note:** If the local floodplain management official completed Section H, they should indicate in Item G2.b and sign Section G.

☐ Check here if attachments are provided (including required photos) and describe each attachment in the Comments area.

Property Owner or Owner's Authorized Representative Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone: _____ Ext.: _____ Email: _____

Signature: _____ Date: _____

Comments:

ELEVATION CERTIFICATE
IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON INSTRUCTION PAGES 1-11
BUILDING PHOTOGRAPHS

See Instructions for Item A6.

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:

City: _____ State: _____ ZIP Code: _____

FOR INSURANCE COMPANY USE

Policy Number: _____

Company NAIC Number: _____

Instructions: Insert below at least two and when possible four photographs showing each side of the building (for example, may only be able to take front and back pictures of townhouses/rowhouses). Identify all photographs with the date taken and "Front View," "Rear View," "Right Side View," or "Left Side View." Photographs must show the foundation. When flood openings are present, include at least one close-up photograph of representative flood openings or vents, as indicated in Sections A8 and A9.

Photo One

Photo One Caption:

Clear Photo One

Photo Two

Photo Two Caption:

Clear Photo Two

ELEVATION CERTIFICATE
IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON INSTRUCTION PAGES 1-11
BUILDING PHOTOGRAPHS

Continuation Page

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:

City: _____ State: _____ ZIP Code: _____

FOR INSURANCE COMPANY USE

Policy Number: _____

Company NAIC Number: _____

Insert the third and fourth photographs below. Identify all photographs with the date taken and "Front View," "Rear View," "Right Side View," or "Left Side View." When flood openings are present, include at least one close-up photograph of representative flood openings or vents, as indicated in Sections A8 and A9.

Photo Three

Photo Three Caption:

Clear Photo Three

Photo Four

Photo Four Caption:

Clear Photo Four

Protect Yourself with Flood Insurance

Get information on your flood risk and prepare now with an emergency plan, which should include purchasing flood insurance to protect property and possessions from flood damage.

- ❖ Remember, most Homeowners Insurance does not cover floods, and there typically is a 30-day wait before a policy goes into effect. If you already have a flood policy, be sure to renew it each year to remain financially protected against costly flood damage.
- ❖ A flood can be devastating, and you don't have to live near water to be at risk. Only 6 inches of flood water can cause over \$20,000 in damages to a 1,000 sq. ft. home.
- ❖ In 2016, approximately 43% of the structures that flooded in Central were in Flood Zone X (outside of the high-risk area).
- ❖ Homeowners can insure a home for up to \$250,000 and its contents for up to \$100,000. Renters can cover their belongings for up to \$100,000. Non-residential property owners can insure a building and its contents for up to \$500,000 each.
- ❖ Due to the City of Central's new Class 5 Rating with CRS (Community Rating System), residents will now receive a 25% discount on their Flood Insurance premiums (starting in October 2025).

For information on your flood risks, flood insurance or the Community Rating System (CRS), please contact your local floodplain manager or visit the City Website.

Central Floodplain Management Dept: 225.372.1054 or floodplain@central-la.gov

City of Central Website: <https://www.centralgov.com/>

Central GIS Map Portal: <https://ibts.maps.arcgis.com/home/index.html>





ELECTRICAL PERMIT APPLICATION

11530 Sullivan Rd, Central, LA 70818 | P:225-262-5000 | Centralgov.com

NOTICE TO CONTRACTORS:

All work shall be readily accessible for inspection(s) by the Building Official and/or his Building Inspector. This form offers no deviation or exclusion from permitting procedures and policies, local ordinances or the codes adopted by the city. All electrical work shall comply with the 2020 National Electric Code or 2021 International Residential Code. **Work shall not start until the permit is in the applicant's possession and is posted as per local ordinances. Permit must be visible from the street and protected from weather.**

CONTRACTOR INFORMATION (PRINT OR TYPE)

COMPANY NAME	ELECTRICIAN NAME	STATE LICENSE #
STREET ADDRESS	BUSINESS PHONE	CELL PHONE
CITY	STATE/ZIP	EMAIL

PROJECT INFORMATION (PRINT OR TYPE)

PROPERTY OWNER/ TENANT NAME	EMAIL	
STREET ADDRESS	CITY/STATE/ZIP	CELL PHONE #
SUBDIVISION	LOT #	ALTERNATIVE PHONE #

ELECTRIC SERVICE PROVIDER:

☐ ENTERGY

☐ DEMCO

SERVICE TYPE:

☐ UNDERGROUND

☐ OVERHEAD

CONSTRUCTION TYPE: ☐ COMMERCIAL ☐ RESIDENTIAL ☐ NEW ☐ REMODEL ☐ ADDITION

☐ TEMPORARY

☐ SIGN

☐ CHANGE OUT

☐ OTHER

DESCRIPTION OF WORK: _____

JOB VALUATION: _____ **TOTAL AMPS:** _____ **PHASES:** _____

This is to certify that I am the authorized agent for the owner of subject property. I have read and understand the "NOTICE TO CONTRACTORS" stipulations above and I agree to perform all work in compliance with all standards as required by the codes and regulations set forth in the City of Central Code of Ordinance and the Louisiana State Uniform Construction Codes.

APPLICANT SIGNATURE	DATE
---------------------	------

FEE SCHEDULE

MINIMUM \$100.00 TRADE PERMIT FEE FOR NEW CONSTRUION, ADDITION & REMODEL PROJECTS

GENERATOR \$150.00

METER PAN/COMPONENTS \$30.00

FOR PERMITS NOT LISTED ABOVE, THE FEE IS THE GREATER OF \$100.00

OR \$5.00 FOR EVERY \$1,000.00 IN VALUATION

Offsite Drainage Assessments (ODA)

The Conveyance Zone Map identifies nearly all of the critical areas of stormwater conveyance across the city. The Conveyance Zone is defined by a combination of flood depths and flood velocities that occur during the 1% Annual Exceedance Probability Event (also known as the 100-year storm event).

Table 1: Model Output Tolerances for Conveyance Zones

Component Zone	Model Output Tolerance Used
Depth-based	0.5 feet
Velocity-based	0.25 feet per second
Large Depth-based	4 feet
Final Conveyance Zone	Incorporates all 3 above

If a proposed development includes fill or construction within a CZ, it will be required to complete an Offsite Drainage Assessment (ODA) using the City of Central's 2D hydraulic models of the existing system, known as the Effective Hydraulic Models (EHM), to demonstrate no adverse impact. The Offsite Drainage Assessment (ODA) assesses the proposed development's flood impacts outside and beyond the proposed boundaries of the development. To complete the ODA, the property owner/developer will need to provide documentation detailing their proposed development (as you would for any permit application). The required documentation for an ODA is listed below.

A preliminary ODA requires:

- Drainage Impact Study (if required)
- A completed Proposed Elevation Certificate (for any proposed structures)
- Description and drawing of the proposed development
 - o Preliminary proposed contours of:
 - Fill area
 - Ponds
 - Roadways

A full ODA requires:

- Drainage Impact Study (if required)
- A completed Proposed Elevation Certificate (for any proposed structures)
- Survey of any drainage features identified in Preliminary ODA
- Earthwork Plan
 - o Description and drawing of the proposed development
 - o Proposed contours of:
 - Fill area
 - Ponds
 - Roadways
 - Culvert placements
 - Drainage ways
 - Drainage reroutes
 - Drainage structures (size type, length, invert elevation, cover topping elevation and entrance/exit geometry)

➤ A CAD surface is not required but preferred.

ODA Fee Structure Table:

Development Type	Verification Cost	ODA Cost
Residential Zone $\leq$ 5 lots*	\$0	\$1,000
Residential Zone > 5 lots	\$500	\$5,000
Non-Residential Zone $\leq$ 30 acres	\$500	\$5,000
Non-Residential Zone > 30 acres	\$500	\$5,000 + \$125/acre

*The City of Central has agreed to cover the ODA fee (\$1,000) for new residential developments $\leq$ 5 lots



CITY OF
CENTRAL

A COMMUNITY THAT CARES

CONSTRUCTION BOARD OF APPEALS

11530 Sullivan Rd, Central, LA 70818 | P:225-262-5000 | Centralgov.com

BUILDING CODE VARIANCE INSTRUCTIONS

The Construction Board of Appeals will consider a building code variance only after the Building Official or Floodplain Administrator has reviewed and denied the project. An application may be submitted when enforcing the applicable requirement would cause manifest injustice and conflict with the spirit and purpose of this code or other technical codes adopted by the City of Central.

The following items are required to apply for a building code variance:

- ☐ **A letter addressed to the Chairman of the Construction Board of Appeals, and sent in care of the Building Official, 6703 Sullivan Rd, Central, LA 70739, requesting the variance, stating the section(s) of the Building Code involved, and giving detailed written reasons why a variance is requested.**
- ☐ **A \$100.00 fee is to accompany the letter and must be signed by the Owner and Architect/Engineer or Contractor.**
- ☐ **Variance Request Application**
- ☐ **Proposed Elevation Certificate (PEC)**

If the Construction Board of Appeals approves the variance request, the homeowner(s) must sign a Hold Harmless and Indemnity Agreement releasing the City of Central and the Construction Board of Appeals from liability arising from the approval. The agreement must be notarized and recorded with the Clerk of Court in East Baton Rouge Parish. The required form will be sent to you within five business days after the meeting. A recorded copy must be submitted to the City of Central prior to permit release.

The Board meetings are held on the 3rd Wednesday of each month at 2 :00 p.m. at the Municipal Service Center: 11530 Sullivan Rd, Central, LA 70818. The Owner(s) and the Architect/Engineer or Contractor are required to attend the meeting to present their case. The above data is required to be submitted 5 business days prior to the meeting date.

Please call 225-262-5000 if you have any questions.



CITY OF
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CONSTRUCTION BOARD OF APPEALS

11530 Sullivan Rd, Central, LA 70818 | P:225-262-5000 | Centralgov.com

CONSTRUCTION BOARD OF APPEALS VARIANCE Application

1. Name of Homeowner/Applicant: _____

Current Mailing Address: _____

Email Address: _____

Homeowner's Phone number: _____

2. Name of Contractor/Engineer/Architect: _____

Email Address: _____

Phone Number: _____

3. Location of Property: _____

4. Lot number and Subdivision/Tract Name: _____

5. Type of Construction: ☐ Residential ☐ Remodel ☐ New ☐ Addition ☐ Commercial

☐ Remodel ☐ New ☐ Addition ☐ Manufactured or Mobile Home ☐ Remodel ☐ New

☐ Addition ☐ Other: _____

Size of Proposed Construction Project: _____ Total Square Feet

Size of Existing Structure: _____ Total Square Feet

6. Describe Project and/or Reason for Variance Request:

7. Signature of Applicant: _____ Date: _____

Signature of Homeowner(s): _____ Date: _____

Signature of Homeowner(s): _____ Date: _____



CITY OF
CENTRAL

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CONSTRUCTION BOARD OF APPEALS

11530 Sullivan Rd, Central, LA 70818 | P:225-262-5000 | Centralgov.com

STAFF/OFFICE USE ONLY

Building Code (Standard Building or CABO Code): _____

Section Number: _____

Required Lowest Floor Elevation: _____ NAVD

Requested Lowest Floor Elevation: _____ NAVD

Application Received: ☐ Yes ☐ No Letter Received: ☐ Yes ☐ No PEC Received: ☐ Yes ☐ No

Date Received: _____

Receipt Number: _____ Permit number: _____

Staff Reviewed by: _____ Date: _____

Date Received for Processing: _____

Variance Request has been: ☐ Approved ☐ Denied

Date by which the Hold Harmless and Indemnity Agreement Form must be completed: _____