



APPLICATION FOR PERMIT

BUILDING AND ZONING
FRANKLIN, LOUISIANA

Phone: (337) 828-6303 permittech@franklin-la.com Fax: (337) 828-6353



(Read Pg. 2)

1. Building Address: _____

2. Name of Owner _____

See assessor's website for owner.
Only Owner or Owner's authorized
agent can obtain a permit

3. Mailing Address: _____

4. Phone No.(s): Best: _____ Work: _____ Alternate: _____

5. Contractor: _____

6. Contractor Phone No(s): Office: _____ Cell: _____ Contact Person: _____

7. Flood Zone/Elevation: _____ Necessary only for new construction or home/mobile home moving - \$10 fee for a flood determination letter, needed for elevation certificate. If in flood zone, by signing below you are required to present a copy of the elevation certificate after home install.

8. Is this a mobile home install permit? Yes No If yes, the home must be placed in an R-4 or R-5 zone.

9. What work is being done? : a.) Accessory Building (shed, carport, etc.) Fence (over 6') Other (describe) _____

b.) A City Licensed (ATW) Contractor must obtain the permits for the following
or an owner as contractor affidavit (obtain form from our office) by homeowner must be provided:

New Construction Electric Plumbing (not Gas) Alteration Sign Roof Demolition

(Owner as contractor *not allowed* this line) Generator Solar Panels Gas Pressure Test Pool HVAC Mobile Home Install House Moving

10. Is parcel located in the Franklin Historic District? Yes No (if yes, work may require a HD certificate of appropriateness)

11. For Electric Permits: CLECO Account # _____ For Gas Permits: Atmos CenterPoint Acct# _____

12. Existing Use: Residential Business (describe) _____ Other (describe)

13. If residential: single family two family (duplex) Multifamily (# of units is _____)

14. If residential, do you plan to operate a business from your home? Yes (obtain home occupation info form) No

15. Change in Occupancy? Yes No (is the level of activity within an existing building changing, or has a Zoning non-conforming activity ceased for six months or more?)

16. (Skip if you answered NO on #15.) Proposed Use: (choose one) Business Commercial Industrial Residential

17. (Skip if you answered NO on #15.) On the Franklin City Zoning map this parcel is in the following zoning district:

A B C I R-3 R-4 R-1-A R-1-B R-1-C R-2 (PUD) R-5 (Mobile Home Park)

18. (Skip if you answered NO on #15.) Describe the use as set forth in the zoning districts schedule or similar description:

19. (New Construction) Number of off-street parking spaces to be provided (see City Ordinance 86-27 for requirements) _____

20. **DRAWINGS REQUIRED:** For roofs evidence must be provided that the roof will meet the code requirements (see Roof Covering Replacement handout). For other new construction, alterations, mobile homes, and accessory buildings the applicant is required to submit plans drawn to scale, showing the actual dimensions and shape of the lot, exact sizes and locations of existing buildings on the lot, and the location and dimensions of the proposed buildings or alterations along with parking. The drawing must show adherence to the setbacks, maximum building heights, and minimum lot sizes as set forth in the zoning schedule. A minimum distance of 10 foot shall be maintained between structures. Structures or alterations which exceed 200 square feet must include two sets of plans designed and stamped by a registered design professional and must have required details. The building official can waive submittal of construction documents if it can be found that the nature of the work does not require review of documents. Electronic media submittal may be allowed in some cases. Structures which will be occupied, excluding one- and two-family dwellings, must show an application for review to the Office of State Fire Marshal of their associated fire protection and life safety systems.

21. Project Cost: _____ Printed Name: _____

Signature: _____ Date: _____

The applicant hereby certifies that all information and attachments to this application are true and correct.

FOR OFFICIAL USE ONLY

Date Application Received _____ Fee Paid _____

Date of Action on Application _____ Approved _____ Denied _____

If denied, reason (s) for denial: _____

Department Administrator: _____ Address Owner verified?: YES or NO

FORM REV. 2022.08.24

PERMIT REQUIREMENTS

Building codes requirements are the most recent codes and amendments listed here:

<http://lsuccc.dps.louisiana.gov/codes.html>

Franklin code of ordinances can be found online here: <https://library.municode.com/la/franklin>

Building permits are required by any owner, authorized agent, or contractor who desires to construct, enlarge, alter, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, remove, convert or replace any HVAC, electrical, gas, or plumbing system, the installation of which is regulated by the technical codes, or to cause any such work to be done, shall first make application (on reverse side) to the Building Official and obtain the required permit for the work. Permits must be displayed on the job site visible from the road. Before a permit is issued, contractors must provide proof of contract for toilet facilities and debris disposal containers for construction where applicable. Special attention to obtaining proper prior approval (Certificate of Appropriateness) by the Historic District Commission may be required if work takes place in the Historic District.

**Building permits shall not be required for the following work:
(These are not exemptions from Historic District regulations)**

- Detached accessory buildings (includes sheds) where floor area does not exceed 200 square feet. Not to be before the primary structure.
- Decks, supported on their own, which are less than 30" above grade and less than 200 square feet.
- Fences 6 feet high or less in the side or rear yard or 42" or less in the front setback.
- Sidewalks and driveways.
- Painting, papering, tiling, carpeting, cabinets, counter tops, and other finish work.
- Pools less than 24" deep and enclosed as per regulations.
- Swings and other playground equipment.
- Window awnings that do not project over 54 inches and require no additional support.
- Replacement of receptacles, switches, breakers, or a light fixture where one already exists. All must be upgraded to the latest code requirements.
- Low voltage (less than 25 volts and 50 watts) systems.
- Ordinary building repairs (no open walls or beams) or repairs to plumbing where the work is not concealed, buried, or rearranged.

Land Use Determination:

- i.) A variance will be required from the Zoning Adjustment Board before permits are issued for work where a use is not allowed in a certain area according to zoning law. This is a process that requires a different form (see [Appeals](#) below). Do not proceed until this is done.
- ii.) If the property is considered to be in a flood zone, a Flood Determination Letter (from the Zoning & Permit Office / \$10.00 Fee) is required to present to the engineers and an ELEVATION CERTIFICATE is required from them for any new construction. Some local engineers: (Miller Engineers of Franklin, LA (337-828-1950 Fee unknown) (L.J. Comeaux of New Iberia, LA 337-364-5996 Fee unknown). All newly constructed buildings in addition to these FEMA imposed flood requirements, must have the floor grade at least twelve (12) inches above the nearest downstream manhole cover or the surface of the street.
- iii.) All residential and commercial construction sites in excess of one acre will be required to have a Storm Water Pollution Plan (SWPPP) in place prior to the issuance of any construction approvals or building permit(s). A Storm water Pollution Prevention Plan (SWPPP) is a site-specific document that is required by the Environmental Protection Agency for construction sites that must comply with storm water discharge requirements. More info here: https://www3.epa.gov/npdes/pubs/sw_swppp_guide.pdf

Expiration of Permits- Permits will expire when either the work authorized by such permit is not commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and a justifiable cause demonstrated. *IRC/IBC 105.5*

Inspections Required - Upon notification from the *permit* holder or his agent, the building inspector shall make or cause to be made any necessary inspections. The work shall remain accessible and exposed until inspected and approved. The inspector shall either approve that portion of the construction as completed or shall notify the *permit* holder or his or her agent where in the same fails to comply with building code. Approval as a result of an inspection shall not be construed to be an approval of a violation of this code or City ordinance. *IBC & IRC 104.4* - Inspections for BUILDING, ELECTRICAL, and PLUMBING shall be made at the foundation, framing or rough-in, and completion stages. For MECHANICAL (HVAC) and GAS work, the inspections shall be made at the rough-in and completion stages.

After a change of occupancy, or before a newly constructed building can be occupied, a **Certificate of Occupancy** must be issued upon completion of all inspections and verification of all zoning compliance. Such certificate will not be issued until the structure has installed, in a minimum four inch height, **address numbers** sizable to be seen from the roadway day or night.

Appeals - Appeals to the planning and zoning department's decisions can be made to the Zoning Board of Adjustments according to Franklin Municipal Code Sec. 86-8. Obtain [Application for Appeal](#) form.