



15485 CLUB DELUXE ROAD  
HAMMOND, LA 70403  
OFFICE: (985) 542-2117  
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## BUILDING PERMIT PROCESS

Building Permits are required through this office before any structure is built in the Parish of Tangipahoa. All subcontractors (Electrical, Mechanical, Plumbing) are required to obtain permits on new construction in Tangipahoa Parish.

*All contractors and subcontractors are required to be registered with the Tangipahoa Parish Permit Office. The Contractor/Subcontractor application can be found [HERE](#).*

### Building Permit Process:

1. Obtain an address for the property. Call the 911 office (985) 747-0911
2. Bring a copy of the **survey** or **deed** of your property and your **building plans** to the Permit Office
  - a. A flood determination of your property must be done by our office, if in a special flood hazard area you must get approval from **Community Development** first.
  - b. A plan review must be done by our office.
  - c. An application must be submitted along with survey or deed (legal description) to the **Environmental Health Department** in order to obtain sewer approval. Amite Office-(985) 748-2024, Hammond Office-(985) 543-4175. If your location is on the Tangipahoa Parish Sewer District, contact (985) 542-8877.
3. Once you have been notified by **Environmental Health** that your sewer approval is ready, you can go to the Permit Office for a permit. Please bring the following:
  - a. Building Plans (if not previously submitted)
  - b. Completed building application
  - c. Sewer approval
  - d. Notarized homeowner affidavit (if acting as homeowner contractor)
  - e. Survey or deed (if not previously submitted)
  - f. DEQ Storm water permit (if you are building in a subdivision) Please see [Q & A](#) for Construction Contractors form for contact and permit information
  - g. Building permit fee (We accept Cash, Check, Visa, Master Card, and Discover)
  - h. [Click here for Fee Schedule](#)

### Sub-Contractor Permit Process:

*No subcontractor permits will be issued until the [Building permit](#) has been issued.*

1. Make sure your subcontractor is registered with Tangipahoa Parish Permit Office (unless acting as a homeowner subcontractor)
2. Complete sub-contractor permit application and pay permit fee. [Click here for Fee Schedule](#).

Applications:

- [Building](#)
- [Contractor](#)
- [Sub-Contractor \(Mechanical, Electrical, Plumbing\)](#)

*Move here.*