

Union Parish Police Jury

303 East Water Street

Farmerville, LA 71241

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

Steps for Building a New structure in Union Parish

The following steps must be followed for the following projects: New Home Construction- Out buildings-Shops-Garages-Carports-Anything that will need a new electric meter.

1. **9-11 Office**—1st floor of the courthouse- to establish an address for the structure you are placing.
2. **Sanitation office**-Marion Hwy. Across from the Union General Hospital.
3. **Union Parish Police Jury Office**-it is here that you will obtain a building permit after the standard qualifications have been met.
4. If you are building a new home-or-new structure, such as a shop or out building- outside storage-etc...we will need to have a **set of building plans** for the structure. Please bring these plans with you when you come to the Police Jury office as they will have to be inspected and approved and will be returned to you. Please note that your plans and application will be processed in the order they are received and you will be notified when your permit and plans have been approved and are ready to be picked up.
5. If your property is determined to be located in a flood zone-you will be required to provide a Base Flood Elevation Certificate from a licensed surveyor before your permit can be approved and issued-to expedite this process, if you have knowledge that your property could possibly be in a flood zone-please have the Base Elevation Certificate with you when you submit your plans.
6. Fees for New Home Construction are as follows:
Inspections of Louisiana: **\$675.00**-that covers your plan review and inspection.
Union Parish Police Jury: **\$150.00**-that covers your administrative and permit fee.
These have to be written separate, in two different money orders or checks.
******Two separate Money orders or Cashier's checks only******

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

Amber Futch

Union Parish Police Jury

Permit Office-318-368-3296