

**Inspection and Code Enforcement  
Telephone Directory**

**Eastbank Office**

**1221 Elmwood Park Boulevard  
Jefferson, Louisiana 70123  
Fax - 736-8387**

<b>Director's Office</b> - - Suite 205	736-6950
<b>Building Section</b> - Suite 101	736-6964
<b>P lan Review/Permits</b> - Suite 101	736-6957
<b>Site Plan Review</b> - Suite 101	736-6957
<b>Electrical Section</b> - Suite 101	736-6935
<b>Mechanical Section</b> - Suite 101	736-6921
<b>Plumbing Section</b> - Suite 101	736-6927
<b>Zoning Section</b> - Suite 305	736-6961
<b>Board of Standards &amp; Appeals</b>	
Suite 335	736-6976

**Westbank Office**

**400 Maple Avenue**

**Harvey, Louisiana 70058**

**Fax - 364-3519**

<b>Building Section</b>	364-3500
<b>Plan/Review Permits</b>	364-3512
<b>Electrical Section</b>	364-3524
<b>Mechanical Section</b>	364-3520
<b>Plumbing Section</b>	364-3508
<b>Weed Control</b>	364-3542
<b>Dangerous Buildings</b>	364-3560
<b>Zoning Section</b>	364-3505
<b>Complaints Hotline</b>	364-3540

**Mission Statement:**

To enforce the Codes and Ordinances of Jefferson Parish dealing with building, construction, zoning, and quality of life issues in a consistent and equitable manner, and to perform this enforcement in a firm yet helpful and courteous manner.



*THIS BROCHURE IS SUBJECT TO CHANGE WITHOUT NOTICE. 6-2008*



Jefferson Parish Department of  
Inspection and Code Enforcement  
1221 Elmwood Park Boulevard, Suite 101  
Jefferson, Louisiana 70123  
(504) 736-6957

**DEPARTMENT OF  
INSPECTION AND CODE  
ENFORCEMENT**



**1221 Elmwood Park Blvd., Ste. 101**

**Jefferson, Louisiana 70123**

**Phone: (504) 736-6957**

**Fax: (504) 736-8387**

**www.jeffparish.net**



## BUILDING REGULATORY DIVISION:

The Building Regulatory Division performs a wide range of inspection activity including building, electrical, plumbing, gas, and mechanical. This is to ensure the highest quality of construction and safety to building occupants.

### HEED THE CODE

Following the rules is easy once you know what they are. The same holds true for the Parish's Code of Ordinances. Ordinances are rules we've all agreed to live by in Jefferson Parish. Basically, these rules help us to be good neighbors.

### DID YOU KNOW?

- A licensed plumber is required to install a new hot water heater.
- A building permit is required to erect or replace a carport, shed, or fence.
- A licensed electrician is required to perform any electrical work.
- A Jefferson Parish Home Builder's license is required to perform any work which value exceeds \$2,500.00. A homeowner is allowed to take out one permit every 12 months where the value of work is over \$2,500.00.
- A licensed mechanical contractor is required to install or replace any a/c condenser.
- You are allowed to hold two garage sales in one year, and a permit is required.
- A property survey is required to obtain most building permits.
- No construction is allowed over or encroaching upon any servitude.
- Commercial permits can be tracked on the Internet at [www.jeffparish.net](http://www.jeffparish.net).
- To start a new business you can contact permits to obtain a new business start-up packet at 736-6957

### BUILDING PROBLEM:

Vacant lot or house with high grass, trash or debris

Occupied house with high grass, trash & debris

Junk vehicles in street, driveway, front yard

Junk vehicles in rear yard or side of house

Construction without a permit

Illegal sign on R.O.W.

Open & Vacant House

Commercial/Recreational vehicle on street & in front of house

Operating a vehicle repair or other business in a residential area

House, fence or other structure

In disrepair

What is property zoned?

### SECTION TO CALL:

**Weed Control**  
Eastbank & Westbank 364-3540

**Property Maintenance**  
Eastbank 736-6961  
Westbank 364-3542

**Property Maintenance/Zoning**  
Eastbank 736-6961  
Westbank 364-3505

**Property Maintenance/Zoning**  
Eastbank 736-6961  
Westbank 364-3505

**Building Section**  
Eastbank 736-6964  
Westbank 364-3500

**Property Maintenance/Zoning**  
Eastbank 736-6961  
Westbank 364-3505

**Dangerous Building Abatement**  
Eastbank & Westbank 364-3560

**Property Maintenance/Zoning**  
Eastbank 736-6961  
Westbank 364-3505

**Zoning Section**  
Eastbank 736-6961  
Westbank 364-3505

**Building Section**  
Eastbank 736-6964  
Westbank 364-3500

**Plan Review Section**  
Eastbank 736-6957  
Westbank 364-3512

### COMMONLY ASKED QUESTIONS:

#### 1. What is the purpose of Code Enforcement?

The department enforces Parish Ordinances by investigating complaints and where valid issues violations. The department also regulates building construction to ensure compliance mandated by the CABO Building Codes.

#### 2. What are the business hours?

Both the Eastbank and Westbank offices are open from 8:00 a.m. to 4:00 p.m., Monday through Friday.

#### 3. Where are the offices located?

The Eastbank office is located at 1221 Elmwood Park Boulevard, Yenni Building, Jefferson, Louisiana.

The Westbank office is located at 400 Maple Avenue, Harvey, Louisiana.

#### 4. What type of information do you need to report a complaint?

The proper information is essential to the section investigating your complaint. You need to report the **exact** address of your complaint and a brief description of the complaint.

#### 5. What happens to my complaint?

The appropriate section will send an investigator to the site within 3 working days. If a violation exists, the investigator will issue a violation or take the appropriate action required by the section handling the complaint.

### RESIDENTIAL PERMITS:

For new single & two-family dwellings, two complete sets of plans prepared and stamped by a LA registered civil engineer or architect, plus a copy of the current survey of the lot, are required for the review.

For other types of permits, contact the Residential Plan Review Section.

### COMMERCIAL PERMITS:

For all new buildings, additions, or change in occupancy use, the following are the minimum submittal requirements:

- Four complete sets of building plans (including all site/civil plans) prepared and stamped by a Louisiana registered civil engineer or architect.
- Four separate sets of site/civil plans.
- Five copies of a current survey showing all improvements.

The plans submitted will be distributed to various Parish departments for review. For a more in depth break down of the process or other types of permits, contact the Commercial Plan Review Section.

### DRIVES AND PARKING:

Site Plan Review is responsible for the review and approval of construction for parking areas, driveways, sidewalks, and landscaping for all commercial and multi-family developments in the Parish; and for reviewing Americans with Disabilities Act (A.D.A.) requirements as they relate to parking, walks, drives, and site work. Additionally, Site Plan Review reviews plans for all proposed "Off-Site Improvements" for the Commercial Parkway Overlay Zone (CPZ).