



Non-Flood Protection Asset Management Authority

6001 Stars & Stripes Blvd., Suite 233, New Orleans, LA 70126

Tel. (504) 355-5990 / Fax (504) 539-4283

To: Property Owners, Tenants, Property Owner's Associations, Contractors
From: Executive Director
Date: Effective October 1, 2012
Subject: Permit Process for New Construction and Improvements

All new construction and improvements on properties within the jurisdiction of the Orleans Levee District and managed by the Non-Flood Protection Asset Management Authority must receive approval, as evidenced by a *Letter of No Objection*, issued by the Executive Director of the Non-Flood Authority.

Interior work and roof replacement that does not alter the footprint of existing premises does not require a Letter of No Objection.

To assure prompt processing, the following documentation must be submitted, with the appropriate fee, by the Property Owner, before a *Letter of No Objection* will be issued:

1. **One electronic set of scaled and dimensioned plans that will include the following:**
 - a) Site/Lot square footage and plans for the existing building and/or proposed construction
 - b) Complete floor plans
 - c) Side and front elevations of the building
 - d) Fence and/or pool construction plans (if applicable)
 - e) Any other pertinent information which is required by the applicable subdivision restrictions

2. **The Property Owner shall submit a letter of request containing the following:**
 - a) Date of submittal
 - b) Owner's name, address (current address if different than site), two phone numbers, email address
 - c) Complete Contractor contact information, including cell phone number & email
 - d) A general description of the proposal including total square footage, number of floors, and appearance (brick veneer, wood, etc.)
 - e) A copy of the project's total cost estimate provided to the owner by the selected contractor

3. **Additional requirements for new construction:**

- a) Construction cost affidavit
- b) Foundation survey taken within fifteen days of submitting your plans to the Authority, which includes slab dimensions and offset to the lot property lines

FEES:

Check or money order payable to the “Non-Flood Protection Asset Management Authority (NFPAMA)”, must be submitted with the request to be processed:

New Building Review (Single Family Dwelling)	\$ 550.00
New Building Review (2 to 4 Family Dwelling)	\$ 800.00
New Building Review (4 or more Family Dwelling)	\$1,550.00
New Building Review (Non-Residential)	\$2,050.00
Building Addition/Improvement Review	\$ 350.00
Swimming Pool Review	\$ 200.00
Fence Review	\$ 150.00

****Plans that must be resubmitted will require an additional review fee, which will be HALF of the original cost of the initial review (EX: Resubmittal fee for swimming pool = \$100.00).**

All documents on this checklist, including the appropriate fee, must be submitted in a single package to:

Executive Director
Non-Flood Protection Asset Management Authority
6001 Stars & Stripes Blvd., Suite 219
New Orleans, LA 70126