

JACKSON PARISH WATERSHED COMMISSION

P.O. Box 398

Jonesboro, Louisiana 71251

Please note the following building packet must be adhered to if you are planning on new construction or modification of existing construction on or over the waters of Caney Creek Reservoir. By order of rules adopted March 3rd 2022, failure to comply with the rules may result in fines but not limited to cease orders if construction begins without an approved building permit from JPWD and JPPJ.

The following package contains all the information needed to successfully complete and apply for a building permit through Jackson Parish Watershed District:

1. Rules for Obtaining a Building Permit (REV 04.21.25).
2. Property owners or contractors building a seawall, bulk head, or boat launch:
If a seawall is built on the 200' MSL or above then no permit is required. If a seawall is built below the 200' MSL requiring backfill material, then a permit is required from Army Corps of Engineers, Vicksburg office contact: Brian Williamson 1.601.631.5292 Note: Jackson Parish Watershed will not issue any seawall, bulk head or boat launch Permits on Caney Creek Reservoir.
3. Building Permit Application (REV 04.21.25) Once the permit application and all documents are completed you may email to Jimmy Waggoner jimmywaggoner@yahoo.com alternate email addresses: Gary Joynor joynor@att.net, or mail directly to Jackson Parish Watershed District @ PO Box 398 Jonesboro La, 71251.
4. If you have any questions about the permitting process please call Jimmy Waggoner cell No. 318.680.1914 or Gary Joynor cell No. 318.366.3491
5. Affidavit Claiming Exemption from Licensure Form. Note: This form should only be completed by a homeowner claiming to be the Contractor for "Home Improvement". Docks, Piers and boathouses fall under this category. By signing this form the homeowner\property owner is assuming all responsibilities as the "Contractor" and all State Licensing Laws must apply. It is the homeowner's\landowner's responsibility to have knowledge of all the contractor(s) or subcontractor(s) you assign to the project(s) and not Jackson Parish Watershed District. Any homeowner\property owner that does not sign the Affidavit Claiming Exemption Form will not be issued a Building Permit by JPWD. We are only interested in structures built over the water of Caney not on land.
6. After submission, the "Permit Application" will be reviewed for completeness. A site visit to the property on which the structure is to be built will then be scheduled with the homeowner or contractor.

Thanks,
JPWD

Rules for Obtaining a Building Permit

Rev: 04.21.25

BUILDING NEAR OR ON WATER RESTRICTED SEC 3-2(a)(b)(c)(d) may apply.

If any lakefront property owner or contractor wishes to build a pier, wharf, boathouse, floating boat house, boat slips, fences or any other structure extending into or over the water of Caney Creek Reservoir, they must first acquire a **PERMIT APPLICATION** from the Jackson Parish Watershed District (JPWD). **Note: If you extend any existing boathouse, pier (ex: drive pilings) a permit must be issued unless owner can prove original permit was not completed as issued prior to March 3rd 2022. The purpose of a permit application is to determine a location for a pier, wharf, boathouse, floating boathouse or boat slip or other structure that will give you good access and at the same time not block the view of your neighbors. Note: Permits will not be issued if project start date exceeds (1) calendar year. If a permit is issued then you have (1) calendar year from date of issuance to begin the project. The \$50.00 fee will not be refunded after (1) calendar year and you must request resubmission for the building project and additional \$50.00**

If a seawall is built on the 200' Mean Sea Level (MSL) or above then no permit is required. If a sea wall is built on 200' MSL or below requiring back fill then a permit is required and you must contact United States Army Corps of Engineers (USACE) to obtain the permit form. Telephone Contact: Brian Williamson (Permitting Chief) 1.601.631.5292

The following items must be completed:

- 1) Submit a drawing of the pier, dock, boathouse or other structure to be built indicating distances from both sides of property line and must be 10' from property line. In open water, residential will be permitted up to 90' from 200 MSL and up to 150' from 200 MSL for commercial as determined by JPWD unless the structure could pose a safety hazard, obstruction, or impede navigation as determined by JPWD. **In a cove no pier, dock, boathouse or other structures shall be closer than 10' from property line or extend no more than 30% of the distance from the 200' MSL contour line to the directly opposite 200' MSL contour line so it should not pose a safety hazard, obstruction, or impede navigation as determined by JPWD.**
- 2) Submit a plat, including the legal description of property, noting the location of construction to be built.
- 3) Submit a check or money order for permit fees.
- 4) **Submit the following information to complete a Permit Application Rev 04:21.25**
 - a. Landowner's Name
 - b. Property Address
 - c. Property Legal Description
 - d. Drawing of Structure
 - e. Owner's Telephone Number
 - f. Contractor's Name & License Number.
 - g. Contractor's Telephone Number
 - h. Property Restrictions

The Permit Application and supporting documents will be presented to the Jackson Parish Watershed District board member(s). A sight visit will be scheduled with the homeowner or contractor and approved or disapproved on that visit. If approved, a permit number will be issued and documented on the Permit Application (Rev 04.21.25) to the landowner or contractor.

Next, you will need to contact Jackson Parish Police Jury and complete their building permit application. (Separate Fee) JPPJ will issue a building permit in addition to JPWD Permit. You must have permit numbers from JPWD and JPPJ before any construction can begin.

JACKSON PARISH WATERSHED DISTRICT
P.O. BOX 398
JONESBORO, LOUISIANA 71251

Permit Application
Rev: 04.21.25

Please complete the following application to be submitted to JPWD for review & approval.
Permits(s) Selected: (Circle)

1. Dock, Pier, Boat Shed, Fence (Fee \$50.00)
2. Habitable Dwelling (Over the water) (50.00)
3. Is this project a new construction or modification to existing construction: _____
4. Commercial Use or Residential Use: (Circle one)

Note: If you choose residential use only and later change to commercial use then you must notify the Jackson Parish Watershed District and Jackson Parish Police Jury before starting.

The owner must verify if there are any restrictions on the property address on the permit application that is recorded at the Jackson Parish Courthouse Clerk of Court's office for the proposed construction site that would affect the intended use. **Note: Airbnb or lake house rentals for profit are considered commercial.** Docket No. CA 17-51883 as recorded in Jackson Parish Court House.
Property Restrictions: (circle) Yes or No.

Brief Description of Project:

What is square footage of the new construction or modification for this project. _____ ft.
Landowner Name: _____

Note: If Landowner is claiming self-contractor, **YOU MUST COMPLETE AFFIDAVIT CLAIMING EXEMPTION FROM LICENSURE AND BE NOTORIZED. (SEE ATTACHED)**

Project Address: _____

Landowner Phone Number(s): _____

Full Legal Property Description written here or attach copy from courthouse or tax accessor office:

Contractor Name: _____

Contractor License Number _____

Contractor Phone Number: _____

Project proposed start date: _____

Project proposed completed date: _____

Below Line to be completed by JPWD:

Sight Visit & Date Conducted By: _____

Permit Approved\ Not Approved Date: _____

Permit Number: _____

Note: **You Must Have a Permit Number from JPPJ Before Starting the Project.**

AFFIDAVIT CLAIMING EXEMPTION FROM LICENSURE

The undersigned does hereby attest and certify that the following information is true and correct:

I am applying for a building permit from the Parish/City/Town of _____ for proposed construction activities to be performed at that certain parcel of immovable property bearing the municipal address of _____.

I understand that Louisiana law, R.S. 37:2150-2192, requires that, for this proposed construction activity, the work must be performed by a person possessing a contractor's license or registration issued by the State Licensing Board for Contractors. However, I claim to be exempt from the requirement of having this work performed by a licensed or registered contractor based on the following exemption (place an X next to the exemption that you claim to be applicable):

NEW CONSTRUCTION:

I will serve as the contractor for the construction of a new home, will maintain the house as my personal residence following the issuance of the Certificate of Occupancy, and:

- ☐ I have not built another house within the past year.
☐ I have had a legal change in marital status within the past year.
☐ I have had a change in employment such that the distance between my former home and new place of employment is at least fifty (50) miles.

HOME IMPROVEMENT:

☐ I will serve as the contractor for home improvements to my existing residence, and/or to structures adjacent to my residence.

I understand that this exemption does not apply to subcontractors who are still subject to licensing requirements listed below in the general information section of this affidavit.

General Information:

By signing this form, the homeowner affirms that s/he is pulling the permit for this project as the contractor therefor. S/he affirms that s/he will personally reside in the home (for new construction) following the issuance of the Certificate of Occupancy for this home, or that s/he currently resides in the residence (for home improvement projects). For new home construction, s/he acknowledges that s/he will not be allowed to pull a permit for the construction of another residence within one year from the issuance of the Certificate of Occupancy unless his/her legal marital status or employment has changed as outlined above, within that year. S/he acknowledges that s/he will undertake and superintend the construction project, and that s/he will be prohibited from hiring an unlicensed subcontractor to superintend, manage, provide advice, or otherwise act as a contractor for this project. It is recommended that the homeowner obtain builder's risk, worker's compensation, and liability insurance for this project, in order to be adequately protected in the event of an accident or other claim.

A "labor only" designated licensee may not work directly for the homeowner.

A person performing work on an existing residence or adjacent structures, other than the homeowner, must be registered as a State Home Improvement Contractor, for work costing \$7,500 to \$75,000. A person performing this work in violation of law may be fined up to twenty-five (25%) percent of the cost of the project including labor and materials, be subject to a cease and desist order, and/or other penalties as provided by law.

A person constructing a new residence, or performing work on an existing residence or adjacent structures in excess of \$75,000, other than the homeowner, must be licensed as a State Residential Building Contractor. A person performing this work in violation of law may be fined up to ten (10%) percent of the total cost of the project including labor and materials, be subject to a cease and desist order, and/or other penalties as provided by law.

The following subcontractors are required to hold either a State Residential Building Contractor's license or one of the following Residential Specialty sub-classifications by the State Licensing Board for Contractors for work (labor & materials) in excess of \$7,500 for: (1) residential pile driving, (2) residential foundations, (3) residential framing, (4) residential roofing, (5) residential masonry/stucco and (6) residential swimming pools. A "labor only" designated licensee may not work directly for the homeowner. Electrical, Mechanical and Plumbing work in excess of \$10,000 requires a license issued by this Board.

The contractors for whom licensure is required on this project are:

Contractors:

| Contractor name (as licensed):

| License number:

If all subcontractors which require licensure are not known at the time of application, it shall be the Homeowner's obligation to file an updated affidavit with the Code Enforcement Department prior to the commencement of work related to the subcontractor's trade. The Code Enforcement Department shall not perform any inspections related to the aforementioned subcontractors work until the licensure information has been submitted and verified to be accurate.

The warranty period provided under the New Home Warranty Act will not begin until the date that legal title to a home is conveyed to its initial purchaser or the date the home is first occupied, whichever occurs first, and the current homeowner may be responsible for any defects in construction to the purchaser. The specific provisions of the New Home Warranty Act may be reviewed at: http://www.lslbc.louisiana.gov/wp-content/uploads/New_Home_Warranty_Act.pdf

The entire Contractor's Licensing Law, applicable Rules and Regulations, a list of Licensed Contractors and other information may be found on the Louisiana State Licensing Board for Contractors website, at www.lslbc.louisiana.gov.

Falsification or misrepresentation of this document may leave the homeowner without recourse through the Louisiana State Licensing Board for Contractors should a dispute arise during the construction of the aforementioned project.

I further understand that the intentional act of submitting false information to a public agency may constitute a violation of applicable provisions in the Louisiana Criminal Code, subjecting the person making the false statement to imprisonment up to five (5) years, a fine up to \$5,000.00, and/or restitution to the state including legal interest. La. R.S. 14:133.

This is a legally binding document and homeowners should consult with an attorney prior to signing should any questions arise.

Sworn to and subscribed on this date of

Date

Signature of Homeowner

Signature of Notary Public

Print Name

Date