

Lakefront Management Authority

6001 Stars and Stripes Blvd., Suite 219
New Orleans, LA 70126
Tel. 504-355-5990
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To: Property Owners, Tenants, Property Owner's Association, Contractors
From: Executive Director
Date: Effective October 1, 2012; Revised 2023
Subject: Permit Process for New Construction and Improvements

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

Interior work, roof replacement, and demolition 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

4. Notarized Construction Application

FEES:

Payments accepted in the form of check, money order, or credit card (except AmEx). Check or money order payable to the "Lakefront Management Authority (LMA)", 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 the checklist, including the appropriate fee, must be submitted in a single package to, or emailed to:

Executive Director
 Lakefront Management Authority
 6001 Stars & Stripes Boulevard Suite 219
 New Orleans, LA 70126

Or emailed to: Permits@nolalakefront.com