



Have you considered renovating your house? Our staff can help you navigate the process. Call the Preservation Resource Center; (504) 581-7032. Since 1974 the PRC has worked to preserve New Orleans architecture and has many programs that may be able to assist you to save your home.

**Preliminary Steps:**

- All sewer lines must be sealed by a licensed plumber.
- All electrical & gas services must be disconnected by Entergy; (800) 368-3749.

The New Orleans Office of Safety and Permits is located in City Hall, at 1300 Perdido Street, on the fifth floor. Once the preliminary steps have been executed, go to the office to begin the steps to apply for a demolition permit. The permitting office will inform you if your property is in the Neighborhood Conservation District or falls under the jurisdiction of the Historic District Landmarks Commission. If this is the case you will have to complete more steps to receive the demolition permit, as shown below.

**Neighborhood Conservation District**

Nearly all the properties RTNO will deconstruct are in the Neighborhood Conservation District. If the property is, the homeowner must complete an application and provide the following information:

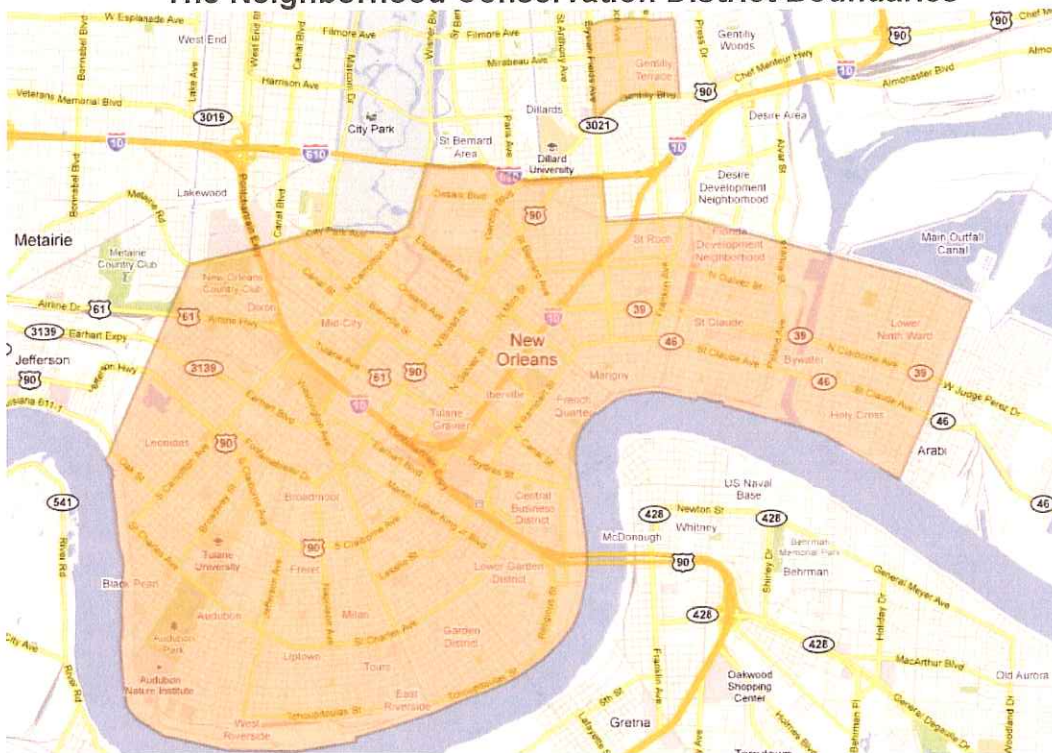
- Four (4) exterior photos of the structure, one of each side, showing the extent of its damage
- The condition of the structure
- The architectural significance of the structure
- The historical significance of the structure (if known)
- The urban design significance of the structure
- The neighborhood context of the structure in relation to other structures in its vicinity
- The proposed plan for redevelopment including how and when redevelopment of the property will occur.

The information submitted regarding the development of the property will help the committee make an informed judgment. The Office of Safety and Permits will place your completed application on the committee agenda. The Neighborhood

Conservation District Committee (NCDC) will approve or deny the request within 30 days of application.

- Meetings are once a month in the City Council Chamber of City Hall at 1300 Perdido Street. Call (504) 658-7100 to find out when meetings are scheduled. The property owner or contractor must be present at the meeting.
- If your application is incomplete or the Committee requires more information, they may defer your application to a later agenda so you may prepare more adequately.
- If 30 days have lapsed without notification of approval, the NCDC has denied the application. If the application is denied you have the right to appeal the decision before City Council.

### The Neighborhood Conservation District Boundaries



### Historic District Landmarks

If your property is located in a Local Historic District zone, you must obtain a **Certificate of Appropriateness** from the Historic District Landmarks Commission (HDLC). There are ten (10) New Orleans Historic Districts: Esplanade Ridge, Treme, Marigny, Bywater, Holy Cross, St. Charles Avenue, the Irish Channel, the Lower Garden District, the Garden District, and Algiers Point.

- Applications must be submitted fourteen (14) days before the HDLC meeting to be considered within that month. Otherwise, the HDLC will review that application in the next month's meeting.
- The HDLC meets once a month to review applications for a Certificate of Appropriateness. They are held in the City Council Chambers of City Hall at 1300 Perdido Street, usually at 9:30 a.m. To find out when the next meeting is, call (504) 658-7040.



Once your permit has been approved you will be given information on obtaining the physical permit required for demolition. You will need to pay for the permit (see below for cost information). Your property will also be scheduled for rodent infestation, a free service provided by the City of New Orleans. Should your property be infested you will need to treat the property for rodent extermination by a licensed pest control operation.

#### Permitting Costs

- For each demolition, fees are determined by valuation of project. The cost is \$75 per \$1,000 (rounding up) of the budget, plus a \$5 flat fee.
- For example, if a demolition budget is \$6,470 then its fee will be \$75 x 7 (for each \$1,000, rounding up) + \$5. The fee totals to \$530 for this permit.
- Permits can be paid in **cash, check, or money order**.

#### Checklist for Demolition Permit:

- Plumbing sealed
- Energy services terminated
- Complete application submitted (See Page 4 for application checklist; Page 5 for application form)
- Certificate of Appropriateness
- Application to Demolish
- Approval from Neighborhood Conservation District Committee
- Permit Fee paid
- Rodent Infestation Clearance
- Receipt of Permit

**DEPARTMENT OF SAFETY & PERMITS  
PERMIT PROCESSING BUREAU  
PRELIMINARY SCREENING**

Applicants must furnish the following information (where applicable) when they apply for a building permit. *The permit may not be processed until all information is obtained:*

- Municipal address
- Valuation (at-market price of materials and labor as if work were contracted, even if you are doing the work yourself)
- Owner's name, address and telephone number
- Architect's and/or contractor's name, address, and telephone number (where applicable)
- Recorded act-of-sale (if the property recently changed ownership)
- Detailed description of the work to be performed
- Plot plan reflecting all dimensions of the structures on the lot, the setbacks to property lines and the location of off-street parking. If an addition is proposed, the square footages of the existing structure and proposed addition are also required.
- Previous use and/or the existing use of the property and the proposed use
- Number of floors (levels) in the existing structure; number of floors in the proposed structure
- Number of units in the existing structure, number of units in the proposed structure
- VCC permit or HDLC Certificate of Appropriateness for exterior work (if applicable)
- Contractor registration number
- Check payable to the City of New Orleans

Application Type (please check one):

- New Construction, Addition, Major Alteration (see box A for application requirements)  
 Retention    General Repairs    Proposed work that does not meet guidelines    Demolition

Address of Property: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ email: \_\_\_\_\_

Owner's Address: \_\_\_\_\_  
(Street) (City/State) (Zip) (Phone #)

Applicant (If different from owner): \_\_\_\_\_ email: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
(Street) (City/State) (Zip) (Phone #)

Detailed description of all proposed exterior work. Please keep in mind that the HDLC regulates everything from roofing color to repairing weatherboards, so please be specific and include everything you can think of. (drawings and specifications are required for all major work in which the work cannot be clearly and specifically described in writing):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A.** Applications for new construction, additions, or major alterations must be reviewed by the Architectural Review Committee (ARC) prior to the initial public hearing. Completed applications for these types of projects must be submitted and approved 7 days before the date of the meeting (see reverse). **HDLC requires the submission of a site plan, floor plan, context and elevation drawings for all new construction, addition, and major alterations applications. Projects larger than 5000 square feet require submission of a model.**

**Public hearings will be held monthly as per the attached schedule (see reverse). Completed applications must be submitted and approved by the HDLC staff 14 days before the date of the meeting. Incomplete applications will not be accepted. Materials submitted after the deadline will not be reviewed at the public hearing and may cause the matter to be rescheduled for the following month.**

I, the undersigned assure that the information contained in this application and supplementary materials is true and complete to the best of my knowledge. **Signing of this document constitutes notice of the public hearing.** You and /or a representative are encouraged to attend the hearing to explain your request. The Commission will take action on this application in your absence.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_