



## Lakefront 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; Revised 2019  
**Subject:** Permit Process for New Construction and Improvements

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All new construction and improvements on properties within the jurisdiction of the Orleans Levee District and managed 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 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 "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 this checklist, including the appropriate fee, must be submitted in a single package to, or emailed to:**

Executive Director  
Lakefront Management Authority  
6001 Stars & Stripes Blvd. Suite 233  
New Orleans, LA 70126

**Or emailed to:**

Permits@nfpama.com