



*M.J. "Mert" Smiley, Jr.*  
Assessor of Ascension Parish  
828 S. Irma Blvd.  
Gonzales, Louisiana 70737  
www.ascensionassessor.com

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**GONZALES BUILDING PERMITS INSTRUCTIONS FOR ASSESSOR'S OFFICE**

**Assessor's Office Hours:** 7:30 to 5:00 Monday through Thursday; 8:30 to 4:30 Friday (Gonzales Office Only)

The following form must be completed before the Gonzales Permit Office issues the building final. **YOU MAY COMPLETE THE FORM ANYTIME AFTER THE BUILDING PERMIT IS ISSUED AND BEFORE THE FINAL INSPECTION OCCURS. PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO COMPLETE THE FORM.** Upon completion of the form, our office will send the Gonzales Permit Office our certification as soon as possible.

**TYPES OF PROPERTY EFFECTED:**

Residential, Commercial, New Construction, Additions, Renovations, Demolitions, Moved Buildings, Mobile Homes/Trailers, and Shed/Storage Buildings

**REQUIRED INFORMATION NEEDED FOR CERTIFICATION FROM OUR OFFICE:**

- FORM COMPLETELY FILLED OUT
- COPY OF BUILDING PLANS
  - If you have an electronic copy in pdf format, please email it to Carolyn Langlois at [clanglois@ascensionassessor.com](mailto:clanglois@ascensionassessor.com)
  - Your building plans will be returned to you once we copy the required information

If you have any questions, please contact our office at (225) 647-8182.

Sincerely,

M.J. "Mert" Smiley, Jr.  
Ascension Parish Assessor

**ASSESSOR'S OFFICE REQUIRED INFORMATION FOR GONZALES BUILDING PERMITS**

Permit #:		Assessment #:	
Contractor Name:		Phone #:	
Owner Name:		Phone #:	
Owner Address:			
Physical Address:			
Project Description:			
Brief Legal Description: (Example: Lot and Subdivision)			
Type of Permit: (Check All That Apply)	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Renovation <input type="checkbox"/> Demolition/Moving Bldg <input type="checkbox"/> Mobile Home/Trailer <input type="checkbox"/> Shed/Storage Buildings		
Square Footage:  <b>COPY OF BUILDING PLANS</b>  <input type="checkbox"/> RECEIVED	<input type="text"/> Living Area <input type="text"/> Garage <input type="text"/> Porch <input type="text"/> Patio <input type="text"/> Total		
Construction Cost:	\$	Completion Date:	
Intended Use of Property: (Commercial Only)	<input type="checkbox"/> Retail <input type="checkbox"/> Office <input type="checkbox"/> Shopping Center <input type="checkbox"/> Industrial <input type="checkbox"/> Other:		
Name of Business: (If different than Owner)			

**Certification**

**I hereby certify the Ascension Parish Assessor's Office has received all the required information for the above described Gonzales Building Permit in order for the Gonzales Permit Office to issue the building final.**

\_\_\_\_\_  
**DEPUTY ASSESSOR**

**DATE**

NOTE: Information provided herein is confidential under La. R.S. 47:2327