



City of New Orleans Healthy Homes Program

SAMPLE APPLICATION

This is a sample application, showing all of the information you need to fill out a Healthy Homes Certificate of Compliance application on OneStop. Log on to onestopapp.nola.gov (or scan the QR code), select “Apply,” then select “Healthy Homes.” You must be logged in to register.

For more information, visit <https://nola.gov/next/healthy-homes/>.



Healthy Homes

License RefCode# **1A2B3C**

Save Changes

Cancel

Delete

Applicant Details

If the information in this section needs updating, please visit the [account management page](#) and save any updated information.

Applicant Details

Full Name

Email

Phone Number

Mailing Address

Address

Address 2

City

State

Zip Code

Address

Indicate the main address or common address for the property if multiple units are at the location. *

123 Main St

Enter Location

Description

Type a description for this license here.

Description *

Provide a brief description of the rental property here, i.e. "1/2 of an owner-occupied double shotgun house"; "120 apartments in a mixed-use building constructed in 2015"; or, "3 four-unit buildings (12 units total) in a multifamily complex with built in 1984."

Location - Business

City Occupational License Number

(Optional – provide if there is an associated license)

City of New Orleans business license number

Healthy Homes - Owner

Property Owner Name *

Owner Address *

Owner City *

Owner State *

Owner Zip *

Owner Email Address *

Owner Phone *

Healthy Homes - Operator

Operator Name *

Operators may be property managers or other persons that the lessee should contact to request repairs or to raise issues regarding the condition of the rental housing unit

Operator Address *

Operator City *

Operator State *

Operator Zip *

Operator Email *

Operator Phone *

Healthy Homes - Dwelling Units

Total Number of Dwelling Units *

Indicate the total number of dwelling units, both rental and non-rental units, located on the property.

Total Number of Rental Units *

Indicate the total number of rental units on the property.

Total Number of Buildings *

Indicate the total number of buildings containing dwelling units on the property.

Document Submittals

Submit one or more document(s) relevant to the current application. Common documents include site plan/diagram, architectural drawing, elevation certificate, proof of insurance, and contract/quote for work.

Accepted file formats: pdf, jpg, png, tiff, txt, Microsoft Office. Maximum file size is 25MB

Applications will not be processed until all required documents have been submitted.

Upload the Affidavit of Inspection. Required **see sample on page 6*

Sign and upload this [Affidavit of Inspection](#) affirming that all rental units on the property have been inspected and found in compliance with [minimum rental standards](#).

No file chosen

Upload a Site Plan showing location of all dwellings. Required **see instructions on page 7*

The Site Plan must show the location of all rental units on the property.

No file chosen

Upload a listing of all dwellings on property. Required **see sample on page 8*

Complete and upload this [rental unit spreadsheet](#).

No file chosen

Submit General Document(s)

Submit relevant documents to the current application. Accepted file formats: pdf, jpg, png, tiff, txt, Microsoft Office.

No file chosen

Existing Documents:

Review and Submit

Sample AFFIDAVIT OF INSPECTION

Fill out and sign the form below. Once completed, scan and upload to OneStop.

Application for Healthy Homes Certificate of Compliance

Affidavit of Inspection

ACKNOWLEDGEMENTS

By my initials and signature below, I acknowledge the following:

_____ All information contained in this document and attachments are true and accurate to the best of my knowledge.

_____ I have read and understand [New Orleans Code Of Ordinances Chapter 26 Article XIII](#) Healthy Homes Program provisions.

I state under penalty of perjury that the lessor or an agent for the lessor has conducted a reasonably recent inspection of the rental housing unit and found it to comply with the minimum rental standards set forth in [section 26-656 of the New Orleans Code of Ordinances](#).

AGENT/CONTACT SIGNATURE: _____ DATE: _____



Site Plan Requirements

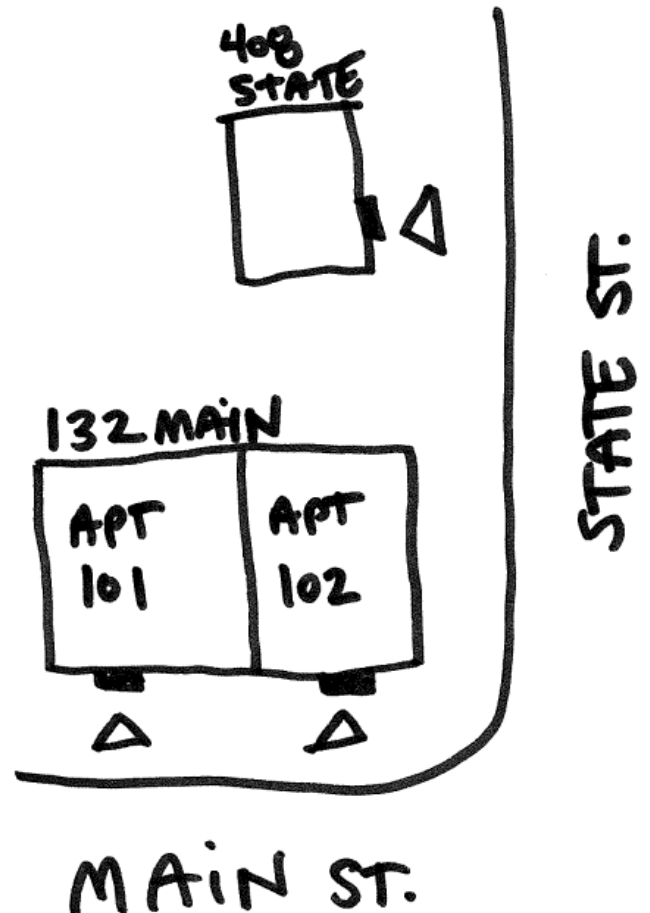
All rental properties registered with the City of New Orleans Healthy Homes program are required to include a site plan.

There are many acceptable forms of a site plan. Site plans are a picture of the property itself showing **the general footprint of the building(s), where each residence is located within the property, the entry for each unit, and the street on which the building is sited.**

Applicants can submit site plans that are hand-drawn or computer-generated. Some larger properties with multiple buildings are likely to have existing site plans drawn by architects. However, please note: **Healthy Home applications do not require professionally drawn site plans. Hand sketches are acceptable.**

Useful Tips:

- Drawings should be simple and straightforward. Images and text are to be clear and legible.
- **Be sure to label the units** within the building, **show the entry point** of each unit, **label each building** (if your rental property has multiple structures), and **provide the street name.**
- For properties with multiple floors, provide a site plan for each floor. For properties with repeating floors, a ground floor plan and “typical” floor plans are sufficient.
- **Screenshots are acceptable if they are labeled legibly.** Drawings printed from the assessor’s page alone are not sufficient — if they are submitted, they must be labeled.



Sample Site Plan

Sample RENTAL UNIT SPREADSHEET

Fill out the Excel file with complete information for each rental unit. Once completed, save and upload to OneStop.

	A	B	C	D	E	F
1	Main Address	Unit Number	Is Rental (y/n)	Bedrooms	Building	Floor
2	502 Jones Ferry Rd	H302	y	2	H	3rd
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4						
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