


DEPARTMENT OF SAFETY & PERMITS
CITY OF NEW ORLEANS

LATOYA CANTRELL
MAYOR

TAMMIE JACKSON
DIRECTOR

HEALTHY HOMES ADMINISTRATION MEMORANDUM

DATE: 27 August 2024

FROM: Tammie Jackson, Director of Safety and Permits 

BY: Patrick Daurio, Healthy Homes Administrator

RE: Addressing and Zoning Compliance Reviews for Multifamily Buildings

The Department of Safety and Permits (DSP) has been asked by the Zoning Administration, Addressing Administration, and Building Division to provide clarification regarding the Healthy Homes Administration's procedures for issuing Certificates of Compliance for multifamily properties. In particular, there are cases when the Healthy Homes Ordinance and the Comprehensive Zoning Ordinance (CZO) may come into conflict with one another. We hope that this memorandum provides needed guidance and clarity to the administration, and to the public.

Addressing Compliance: Healthy Homes Certificates of Compliance are processed by lot of record; however, each individual *residential dwelling unit* address is listed both on documents provided by applicants and listed on the Certificate of Compliance itself. **Dwelling unit addresses must comply with Admin Rule 16-02 "Municipal Addressing Standards for Existing and Proposed Development," which governs Municipal Addressing.**¹

Address Reviews will be added to all Healthy Homes Certificate of Compliance applications where there exists a discrepancy between the addresses listed on the applications and the recorded Municipal Addresses. **Any addresses found to be deficient by the Addressing Administration must go through the appropriate procedures and submit the required forms to obtain a corrected municipal address.**

Zoning Compliance: Per Article 1.4 of the CZO states, "No portion or whole of any structure or land may be used or occupied, and no structure, in whole or in part, may be erected, constructed, reconstructed, moved, enlarged or structurally altered unless it conforms to the provisions of this Ordinance." As such, all rental dwelling units must comply with the CZO. By applying for a Certificate of Compliance with the Healthy Homes Administration, rental properties are subject to zoning review, to ensure that rental properties comply with the CZO.

¹ <https://nola.gov/nola/media/Safety-and-Permits/regulations/Municipal-Addressing-Standards-for-Existing-and-Proposed-Development.pdf>



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As part of the application process, the Healthy Homes Administration requires that applicants for the Healthy Homes Certificate of Compliance provide the number of dwelling units, rental units, and buildings on a particular lot of record, as well as a diagrammatic site plan.

In the course of reviewing the Certificate of Compliance application, a particular property may be identified by the Department of Safety and Permits to require a Zoning Verification in accordance with Section 4.9 of the CZO.² **The primary cause for requiring a Zoning Verification would be that more rental dwelling units are listed on a single lot of record than allowed in a particular zoning district.** Through the review process, applicants may be able to establish an existing two-or multi-family use as described by Section 20.3.W³, or other nonconformity in accordance with Article 25 of the CZO.⁴

To assist with this process, and to ensure compliance — and to ensure the preservation of housing units wherever possible — **the Healthy Homes Administration will instruct applicants requiring Zoning Verification to apply for a Building Permit (Non-Structural Renovation), explaining the reasoning requiring the permit, and explicit instructions on all requirements.**

Once notified, applicants will be given 30 days to submit a building permit application.

Assuming the applicant meets all other requirements of the Healthy Homes Ordinance, the Healthy Homes Administration will issue a Certificate of Compliance once a Building Permit application has been received by the Department of Safety and Permits.

Upon review of Certificate of Compliance renewal materials for a property requiring a Zoning Review, Healthy Homes staff will verify that a Certificate of Occupancy has been issued. If a Certificate of Occupancy has been issued, the applicant will receive the annual Certificate of Compliance, and no further action is required other than annual renewal of the Certificate of Compliance.

Should a property owner fail to submit a permit application, or fail to obtain a Certificate of Occupancy for the subject rental property, this would provide the Healthy Homes Administration cause not to issue a Certificate of Compliance, per Sec. 26-661 (e) of the Healthy Homes Ordinance.⁵

² <https://czo.nola.gov/article-4/#4-9>

³ <http://czo.nola.gov/Article-20#20-3-W>

⁴ <https://czo.nola.gov/article-25/#25-3-B>

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