



About this Checklist

This checklist is to help property owners keep track of documents suggested for an administrative hearing for code violations. Submission of the below documents does not guarantee dismissal of the case. Fines may still be assessed. Additionally, all cases have administrative fees that are not waived.

Find permit and certificate information by searching for the address at **OneStopApp.nola.gov**.

Suggested Documents

CURRENT clear photos of the property in compliance. Photos should include front (entire structure or lot), rear, right and left sides and must show work completed.

Provide update photos before a hearing by emailing them to DCEadjudication@nola.gov with the corresponding address.

Recently executed contract(s) for repairs and/or demolition.

Permits covering the scope of work that will be or has been performed.

Certificate of Completion: *This document indicates the maintenance associated with permits as been completed.*

Certificate of Occupancy: *This document indicates maintenance work has been completed on the property and it is ready to have tenants.*

Certificate of Appropriateness: *This document indicates the property resides in an area designated by the Historic District Landmarks Commission.*

Recent proof of active participation in a Federal, State, or local renovation or rebuilding program including:

Road Home documentation

Hazard Mitigation Grant Program letter(s)

Letter(s) from a non-profit entity which has allocated funds

Proof of committed financing for repairs or new construction

Documents proving your ownership interest in the property including:

Bill of Sale

Deed

Succession documents