



CALCASIEU PARISH PLAN/PERMIT REVIEW CHECKLIST FOR COMMERCIAL & LIGHT INDUSTRIAL DEVELOPMENT

FOR MORE INFORMATION, CALL (337) 721-3600 ZONING CASE # _____ PERMIT OFFICIAL _____

Applicant/Owner/Developer: _____
 Applicant/Owner/Developer Contact Person: _____ Phone #: _____
 Contractor Business Name: _____ LA License #: _____
 Contractor Contact Person: _____ Phone #: _____
 Contractor Address: _____
 LOCATION OF PROJECT: _____ COST OF PROJECT: \$ _____
 CHARACTER & NATURE OF DEVELOPMENT (be specific): _____
 **Will the sale or consumption of alcohol be on premise? YES NO (if yes, submit site plan with adjacent uses)

DOCUMENTS NEEDED TO OBTAIN PERMIT (CHECK INFORMATION SUBMITTED)

<input type="checkbox"/>	INDIVIDUAL SEWER PERMIT (337-478-6020 ext. 6030)—Department of Health and Human Hospitals--DHH) or SEWER DISTRICT Letter or CITY SEWER Letter ; <small>[**if a commercial sewer system is required, a discharge permit from LA Department of Environmental Quality may be required—337-491-2667]</small>
<input type="checkbox"/>	LEGAL DESCRIPTION (includes, but not limited to, FILED CASH DEED, TAX ASSESSMENT or ABSTRACT)
<input type="checkbox"/>	SITE PLAN (includes, but not limited to: location of all existing and proposed structures, building setbacks from property lines, adjacent uses [commercial, residential, etc...], parking, driveways, etc...)
<input type="checkbox"/>	STORM WATER EROSION/SEDIMENT CONTROL PLAN , if applicable (showing Storm Water Protection Measures—Best Management Practices, existing & proposed drainage ways, waterways, slopes, etc... see sample plan.
<input type="checkbox"/>	LANDSCAPE PLAN , if applicable—showing proposed location of and size and type of plants, trees, shrubs, including width and depth of planting beds
<input type="checkbox"/>	BUILDING PLANS (including, but not limited to: floor, foundation, framing, electrical, plumbing, mechanical, exterior elevation plan, wind load design —stamped by a LA Licensed Architect or Engineer) (1 paper set & 1 electronic copy required); Number of Pages in Plans (_____)
<input type="checkbox"/>	DRAINAGE IMPACT ANALYSIS , when required- (1 paper set & 1 electronic copy required)
<input type="checkbox"/>	DRAINAGE PLANS (including, but not limited to pre and post runoff calculations or pre and post 10 yr water surface elevations at outfall)
<input type="checkbox"/>	GRAVITY DRAINAGE DISTRICT Approval (when applicable)
<input type="checkbox"/>	TRAFFIC IMPACT ANALYSIS (projects exceeding trip limits per Parish Code will require submittal and review prior to issuance— 1 paper set & 1 electronic copy required)
<input type="checkbox"/>	STATE FIRE MARSHAL APPROVAL LETTER (337-491-2897 or 1-800-256-5452)
<input type="checkbox"/>	FEMA ELEVATION CERTIFICATE & FREEBOARD ELEVATION FORM , if applicable. ** if improvements or addition to existing structure, the proof of value of existing building may also be required for permitting.**
<input type="checkbox"/>	NEAREST ASSIGNED ADDRESS (_____) & DISTANCE (_____) from Proposed Structure —must be submitted prior to issuance of 911 address.
<input type="checkbox"/>	TEMPORARY POLE (___ YES, #of: ___) (___ NO) NEW ELECTRICAL SERVICE? (___ YES) (___ NO) Driveways: NEED CULVERT?? (___ YES--\$100.00 <u>separate</u> permit & fee) (___ NO); DOTD Permit (___ yes) (___ no) <small>[If located on <u>State maintained</u> roadway, a permit from Department of Transportation and Development—337-437-9138 will be required]</small>

PLAN/PERMIT REVIEW PROCESS

REVIEW	Submit all required documents as listed. Allow for a 2 week review process in order for all necessary departments to review pertinent commercial building and zoning codes. **Additional documents may be required, as necessary to complete review**
CONTRACTOR INFO	**Contractors must register with Calcasieu Parish School Board Sales Tax Office for general sales tax —(337-217-4280) & LA Dept of Revenue—(225-219-2150)— www.rev.state.la.us **Contractors must possess a LA Contractor's License or a Home Improvement Registration —LA State Licensing Board for Contractors—(800-256-1392)— www.lslbc.louisiana.gov
CONSTRUCTION NOTES	Due to the nature of soils in south Louisiana and their effects regarding foundation settlement issues, it is strongly recommended to consult with a geotechnical engineer about soils testing and structural engineers/architects regarding proper foundation design for your project.