



CALCASIEU PARISH PLAN/PERMIT REVIEW CHECKLIST FOR HEAVY 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 CONSTRUCTION (excluding Engineering & Architectural fees): (\$ _____)
 CHARACTER & NATURE OF DEVELOPMENT (be specific): _____

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 **[if a commercial sewer system is required, a <u>discharge permit</u> from LA Dept of Environmental Quality may be required—337-491-2667] |
| <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, parking, driveways, etc...) |
| <input type="checkbox"/> | STORM WATER EROSION/SEDIMENT CONTROL PLAN , if applicable (showing Storm Water Protection Measures—Best Management Practices, existing & proposed drainages, waterways, slopes, etc... see sample plan) |
| <input type="checkbox"/> | DRAINAGE IMPACT ANALYSIS , when required- (<u>1 paper set & 1 electronic copy required</u>) |
| <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— <u>1 paper set & 1 electronic copy required</u>) |
| <input type="checkbox"/> | ARCHITECT OR ENGINEER OF RECORD (CODE COMPLIANCE LETTER--certifying that the construction meets all applicable codes) |
| <input type="checkbox"/> | NEAREST ASSIGNED ADDRESS (_____) & DISTANCE (_____) FROM PROPOSED STRUCTURE —must be submitted prior to issuance of 911 address. |
| P
R
O
J
E
C
T | TEMPORARY POLE (____ YES, how many? ____) (____ NO) UTILITY CO. (_____)

TEMPORARY OFFICE TRAILERS (____ YES—request checklist) (____ NO)

NEED CULVERT?? (____ YES--\$100.00 <u>separate</u> permit & fee) (____ NO) ** [if located on a State maintained roadway, contact Department of Transportation and Development—337-437-9138 for permitting]** |

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 <u>general sales tax</u> —(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.
OFFICE USE ONLY	ZONING CASE: ____ YES (if yes, check zoning stipulations) — CASE #: _____