



# **CULVERT PERMIT & INSPECTION PROCESS**



## **PERMIT OFFICE**

Monday – Friday

8am – 5pm

(337) 721-3610

1. **Application** is made with Calcasieu Parish Permit Office (5th Floor-901 Lakeshore Drive) and a permit/inspection fee is paid. (All forms of payment accepted). (**Application Phase**)

**Permanent Culvert Fee: \$100.00 Temporary Culvert Fee: \$50.00**--(\*special\* conditions & time limitations apply, where applicable)

2. Applicant **stakes** proposed culvert location (driveway and/or frontage) with any of the following: (flags, paint, wooden stakes, etc...)
3. Applicant **notifies** Permit Office that staking has been completed.  
(Call 721-3610 with application/permit # found on orange inspection card—24 hr advance notice required)
4. Permit Office prepares **Work Order** for inspector to assess culvert location and installation requirements. – (**Assessment Phase**)
5. Inspector prepares installation specification drawing. **\*\***(If a **catch basin** is required to be built on-site, three (3) inspections will be required (base, walls, and top)
6. Permit Office prepares culvert permit (specification drawing included) for applicant.  
(Permit may be picked-up, mailed or faxed) – (**Permit Phase**)
7. Applicant notifies Permit Office that installation of culvert(s) is/are complete & ready for inspection.  
(Call 721-3610 with permit # found on orange inspection card—24 hr advance notice required)
8. Permit Office **dispatches** inspection request to inspector.—(**Inspection Phase**)
9. Inspector performs inspection on newly installed, **uncovered** culverts. (Results tag is left)
10. Newly installed culverts shall have erosion/sediment control measures (sod, rock, hay bales, wattles, silt fencing) installed **within 5 working days** and **remain** until area has stabilized (vegetated).
11. Applicant notifies Permit Office (721-3610) that erosion/sediment control measures have been installed and are ready for inspection. (24 hr. advance notice required)
12. Inspector performs **inspection** on erosion/sediment control measure. (Results tag is left)
13. If approved, then PROCESS HAS ENDED!

**\*\* If closing in frontage, property lines and driveway location must be staked!**

**\*\*Additional fee is assessed for Re-inspections. Re-inspections will not be performed until fee is paid.**

**\*\* BE ADVISED, THE ABOVE PROCESS MAY TAKE UP TO TWO (2) WEEKS!\*\***

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**SIGNATURE**

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**PERMIT OFFICIAL**