



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)—Louisiana Department of Health-- LDH) or SEWER DISTRICT Letter or CITY SEWER Letter; [**if a commercial sewer system is required, a discharge permit from LA Department 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, 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); DRAINAGE IMPACT ANALYSIS WAIVER may be requested if Chapter 26, Article VII, Division 4, Section 26-215(d) criteria applies (as determined by Dept of Engineering).
<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)—should the post runoff calculations exceed the pre runoff, a drainage mitigation plan will need to be submitted
<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) [If located on <u>State maintained</u> roadway, a permit from Department of Transportation and Development —337-437-9138 will be required]

PLAN/PERMIT REVIEW PROCESS

REVIEW	**Building, Storm Water and Drainage reviews will require several weeks for review. Both incomplete applications and reviews resulting in revisions to plans may also delay permit issuance.
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.