



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)

- INDIVIDUAL SEWER PERMIT** (337-721-4060)—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**]
- GREASE TRAP INSPECTION (Food Preparation or Processing) – After installation and prior to covering**
- LEGAL DESCRIPTION** (includes, but not limited to, **FILED CASH DEED, TAX ASSESSMENT** or **ABSTRACT, Copy of Lease Agreement**) (no values necessary)
- SITE AND SURFACE AREA 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, existing & proposed **surface area types**)
- 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.
- LANDSCAPE PLAN**, if applicable—showing proposed location of and size and type of plants, trees, shrubs, including width and depth of planting beds (**developments in Special Design or Overlay Corridors will need this plan**)
- 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 electronic copy required**); Number of Pages (_____)
- RUNOFF MANAGEMENT PLAN (RMP)**, when required- (**1 electronic copy required**) ; **RMP WAIVER** may be granted if Chapter 26, Article VII, Division 4, Section 26-215(d) criteria applies.—this can be determined in initial stages of review.
- GRAVITY DRAINAGE DISTRICT Approval** (where applicable)—required for all projects located near a Parish maintained drainage lateral.
- TRAFFIC IMPACT ANALYSIS** (projects exceeding trip limits per Code will require submittal and review prior to issuance—**1 electronic copy required**) [If located on State maintained roadway, a permit from **Department of Transportation and Development—337-437-9138** will be required]—**this will be determined in initial stages of review; Traffic worksheet is required upon submittal.**
- Need Driveway Access Culvert?** (___ YES--\$100.00 **separate** permit & fee) (___ NO); **DOTD Permit** (___ yes) (___ no)
- STATE FIRE MARSHAL REVIEW LETTER** (1-800-256-5452)—this is required for all new and change of use projects.
- FEMA ELEVATION CERTIFICATE & FREEBOARD ELEVATION FORM** ** if improvements or addition to existing structure, the proof of value of existing building may also be required for permitting.**
- NEAREST ASSIGNED ADDRESS** (_____) & **DISTANCE** (_____) **from Proposed Structure**—must be submitted prior to issuance of 911 address.
- TEMPORARY POLE** (___ YES, #of: ___) (___ NO) **NEW ELECTRICAL SERVICE?** (___ YES) (___ NO)

NOTE: PLAN/PERMIT REVIEW PROCESS

REVIEW	**Building, Storm Water and Drainage reviews will require several weeks for review. (Allow for a minimum of 20-30 days for Drainage 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
CITIZEN SELF SERVICE PORTAL	Contacts provided will be associated with this submittal and will have the ability to use the Citizen Self Service(CSS) Portal: Civic Access (tylerhost.net) to view and track progress of reviews and documents submitted. An E-mail address is required to be provided for use of this service.