



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) where all project information is described to the permit officer. An application can also be made online through our Citizen Access Portal at www.calcasieu.gov/Permits . (**Application Phase**)
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 number found on green inspection card (24 hr advance notice required))
4. Permit Office prepares **work order** for inspector to assess culvert location and installation requirements by shooting elevations of the ditches in and around the staked site. (**Assessment Phase**)
5. Inspector prepares an installation & materials **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 or emailed). Applicant pays the fee in office or online by invoice. Permanent Culvert Fee: \$100.00
Temporary Culvert Fee: \$50.00 (*special* conditions & time limitations apply, where applicable).
(**Payment/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 green inspection card (24 hr advance notice required))
8. Permit Office **dispatches** inspection request to inspector. (**Inspection Phase**)
9. Inspector performs inspection on newly installed, **exposed** culverts. The Inspector will perform elevations to be sure that it meets the specifications as outlined in the drawing. (Correct size of pipe and elevations is important to ensure proper drainage flow). (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 final inspection. (24 hr. advance notice required) (**Erosion & Sediment Control Phase**).
12. Inspector performs **inspection** on erosion/sediment control measure. (Results tag is left)
13. If approved, then PROCESS HAS ENDED!

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

****Additional fee is assessed for failed inspections and for assessments that have expired (over 180 days)****

SIGNATURE

PERMIT OFFICIAL