



CALCASIEU PARISH PLAN/PERMIT REVIEW CHECKLIST FOR HEAVY INDUSTRIAL DEVELOPMENT



FOR MORE INFORMATION, CALL (337) 721-3600 ZONING CASE # _____ STIPULATIONS? _____ 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)

- INDIVIDUAL SEWER PERMIT** (337-721-4060)—Louisiana Dept. of Health—LDH or **SEWER DISTRICT** Letter or **CITY SEWER** Letter **[if a commercial sewer system is required, a discharge permit from LA Dept. of Environmental Quality may be required—337-491-2667]
 - LEGAL DESCRIPTION** (includes, but not limited to, **FILED CASH DEED, TAX ASSESSMENT** or **ABSTRACT**) or **LEASE AGREEMENT**, where applicable.
 - SITE PLAN** (includes, but not limited to: **location of all existing and proposed structures, building setbacks from property lines, parking, driveway access, proposed and existing Surface Area types, etc...**)
 - 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)
 - DRAINAGE RUNOFF MANAGEMENT PLAN (RMP)**--(when required)—1 paper set & 1 electronic copy required--requirements for this plan can be found in Code of Ordinances, Chapter 26, Article VII, Division 4. (A Surface Area Plan will assist with determining the applicability of this)—See RMP Checklist
 - GRAVITY DRAINAGE DISTRICT Letter of No Objection** (when applicable)—for projects that will be development in or near a Parish Maintained Gravity Drainage Lateral.
 - FREEBOARD ELEVATION FORM—(Required in All Flood Zones)**—Lowest Required Floor Elevation will be determined using this filled in form.
 - 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)
 - STATE FIRE MARSHAL Review Letter** (337-491-2897 or 1-800-256-5452)
 - 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-22 x 30 size & 1 electronic copy required); Number of Pages (_____)
 - ARCHITECT OR ENGINEER OF RECORD (CODE COMPLIANCE LETTER**--certifying that the construction meets all applicable codes)
 - NEAREST ASSIGNED ADDRESS** (_____) & **DISTANCE** (_____) **FROM PROPOSED STRUCTURE**—must be submitted prior to issuance of 911 address.
- P**
R
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J
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C
T
- TEMPORARY POLE (___ YES, how many? ___) (___ NO) UTILITY CO. (_____)
 - TEMPORARY OFFICE TRAILERS (___ YES—request checklist) (___ NO)
 - NEED CULVERT?? (___ YES--\$100.00 **separate** 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

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| REVIEW | Please allow time for reviews in order for all necessary departments to review pertinent codes/regulations. **Additional documents may be required, as necessary to complete reviews** |
| 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 |