



CALCASIEU PARISH PLAN/PERMIT REVIEW CHECKLIST FOR NEW RESIDENTIAL DEVELOPMENT



FOR MORE INFORMATION, CALL (337) 721-3600 ZONING CASE # _____ PERMIT OFFICIAL _____

Name Utilities are in: _____
 Applicant/Owner: _____
 Applicant/Owner Contact Person: _____ Phone #: _____
 Contractor Business Name: _____ LA License #: _____
 Contractor Contact Person: _____ Phone #: _____
 LOCATION OF BLDG SITE: _____

DOCUMENTS NEEDED TO OBTAIN PERMIT FOR NEW CONSTRUCTION (CHECK INFORMATION SUBMITTED):

- INDIVIDUAL SEWER PERMIT** (337-721-4060)—Louisiana Dept. of Health -- LDH or **SEWER DISTRICT** Letter or **CITY SEWER** Letter
- LEGAL DESCRIPTION** (includes, but not limited to, **FILED CASH DEED, TAX ASSESSMENT** or **ABSTRACT**)
- SITE PLAN** (includes, but not limited to: **location of all existing and proposed structures, building setbacks from property lines, parking, driveways, etc...**)
- 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.
- HOMEOWNER/BUILDER AFFIDAVIT (notarized)** or **COPY OF CONTRACT** (between owner & contractor—if contractor applying for permits)
- BUILDING PLANS**--One **full set** on paper or CD—may be required to submit engineer or architect stamped drawings depending on construction design. ****Pier/Beam homes shall have either continuous footing foundation drawings or Engineered (stamped) foundation drawings.**
- FEMA ELEVATION CERTIFICATE & Freeboard Elevation Form**, if located in a Special Flood Hazard Area or X-Shaded area--**proposed** construction site specific. ****If improvements or addition to structure, the proof of value of existing building may also be required for permitting****
- NEAREST ADDRESS (_____) & DISTANCE (_____) from proposed structure**—must be submitted prior to issuance of 911 address.

STRUCTURE INFORMATION
 TOTAL BLDG SQ FT (_____); ESTIMATED COST OF DEVELOPMENT (\$ _____)
 # of ELECT CIRCUITS (_____); # of PLUMB FIXTURES (_____); # of GAS FIXTURES (_____);
 HVAC UNITS < 5 tons (_____) HVAC UNITS > 5 tons (_____) TEMPORARY POLE? (____ YES ____ NO)
 NEW ELECTRICAL SERVICE? (____ YES) (____ NO) UTILITY SERVICE PROVIDER (_____)

FIXTURE COUNT & PERMIT FEES

Fees are subject to change

PLUMBING FIXTURES	Qty.	GAS FIXTURES	Qty.	PERMIT FEES (Cash, Check or Credit Card)
Sewer & Water	2	Water Heater	_____	Development \$50.00 + .15 cents per sq ft
Toilet	_____	Stove/Cook Top	_____	Temp Pole \$20.00
Bath Tub	_____	Oven	_____	Mechanical Plant \$20.00
Lavatory (bathrooms only)	_____	Dryer	_____	New Elect Service \$20.00
Shower Stall	_____	Log Lighter	_____	Electrical Circuits \$ 2.00 per circuit (breakers)
Sinks (kitchen & utility)	_____	Outdoor Lighting	_____	Elect. Filing Fee \$ 5.00
Water Heater	_____	Grill	_____	Plumbing Fixtures \$ 5.00 per fixture
Disposal	_____	Furnaces	_____	Plumbing Fees \$15.00
Dishwasher	_____	Boiler	_____	Gas Piping Fees \$30.00 flat rate
Washing Machine	_____	Pool/Spa Heater	_____	Gas Fixtures \$ 5.00 per
Refrigerator (w/ ice maker)	_____	Gas Meter Loop	_____	HVAC (under 5 tons) \$40.00
Air Conditioner	_____	Propane Regulator	_____	(over 5 tons) \$60.00
Name of Plumber: _____				Plan Review Fee \$50.00 flat rate

**Storm Water Permit Fee: 1 acre or less = \$25.00
Greater than 1 acre = \$50.00**

New Parish Driveway Access? ____ YES (if yes, \$100.00 permit fee) ____ NO

If driveway is needed along a State Maintained Roadway, an **Access Connection Permit** is required by LA DOTD—call 337-437-9130.

PLAN/PERMIT REVIEW PROCESS

REVIEW	Submit all required documents as listed. Allow for a 2 week review process in order for all necessary departments to review pertinent residential building and zoning codes. **Additional documents may be required, as necessary to complete review**
CONTRACTOR INFO	**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.
OFFICE USE ONLY	ZONING CASE: ____ YES (if yes, check zoning stipulations) —CASE #: _____