



CALCASIEU PARISH PLAN/PERMIT REVIEW CHECKLIST MANUFACTURED HOME/RV PARK 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): _____

DOCUMENTS NEEDED TO OBTAIN PERMIT (CHECK INFORMATION SUBMITTED)

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| <input type="checkbox"/> | INDIVIDUAL SEWER PERMIT (337-721-4060) - Louisiana Dept. of Health -- LDH or SEWER DISTRICT Letter or CITY SEWER Letter; An LA DEQ Discharge permit may be required. |
| <input type="checkbox"/> | LEGAL DESCRIPTION (includes, but not limited to, FILED CASH DEED, TAX ASSESSMENT or ABSTRACT) |
| <input type="checkbox"/> | SITE (LAYOUT) PLAN (includes, but not limited to: location of all existing and proposed structures, building setbacks from property lines, parking, driveways, recreation areas, streets, mail boxes, lighting, lot dimensions, lot numbers, etc...) |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | ELECTRICAL & PLUMBING PLANS , where applicable. (Includes, but not limited to: Electrical layout, plumbing layout—showing schedule piping & clean outs, etc...) |
| <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)—Drainage Impact Analysis, where required—See Drainage Standards, Chapter 26, Article VII. (Hard Copy & Electronic Copy required) |
| <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 (1-800-256-5452) & BUILDING PLANS for Laundry, bath, storage, etc.... (1 paper set & 1 electronic set —including stamped wind loads Number of Pages in Plans (_____)) |
| <input type="checkbox"/> | FEMA ELEVATION CERTIFICATE , if applicable. (if located in Special Flood Hazard Area or X-Shaded area , a survey plat showing lot elevations will be required for all MH/RV pads) |
| <input type="checkbox"/> | NEAREST ASSIGNED ADDRESS (_____) & DISTANCE (_____) FROM PROPOSED STRUCTURE —must be submitted prior to issuance of 911 address. |
| P R O J E C T | TOTAL # OF MH/RV SPACES (_____) TOTAL SQ FT (Laundry, bath, etc... buildings (_____)); TEMPORARY POLE (for construction)-- (___) YES (___) NO TOTAL # OF ELECT PEDESTALS (____) TOTAL # of ELECT SERVICES? —separate services for laundry, bath, sewer lift, etc... (_____) UTILITY CO. (_____) |
| | NEED CULVERT?? (___) YES --\$100.00 separate permit & fee) (___) NO -- [if along a State maintained roadway, contact Department of Transportation and Development (DOTD) 337-437-9138 for permitting] |

PLAN/PERMIT REVIEW PROCESS

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|---------------------------|--|
| REVIEW | Submit all required documents as listed. Allow for a review period in order for all necessary departments to review pertinent commercial building and zoning codes. **Additional documents may be required, as necessary to complete review** |
| CONTRACTOR INFO | **Contractors must register with Calcasieu Parish School Board Sales Tax Office for <u>general sales tax</u>—(337-217-4280) & LA Dept of Revenue—(225-219-2150)—www.rev.state.la.us **Contractors must possess a <u>LA Contractor's License</u> or a <u>Home Improvement Registration</u>—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 #: _____ |