



MARK R. JOHNSON
Mayor

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COMMERCIAL, INDUSTRIAL, INSTITUTIONAL AND MULTI-FAMILY RENOVATION BUILDING PERMIT CHECKLIST

Please note that renovation includes tenant buildouts.

- Completely fill out and sign application
- Cash sale document showing ownership
- State of Louisiana Commercial License
- Survey - current and stamped with flood zone included
- Parking plan - Appendix B, Part 4.1 and 4.2. Verify width, number and length of parking spaces-definitions. Verify width and length of parking entrances and access ways - definitions and landscaping sections. Verify that islands are located in proper places and have correct number of trees. Verify off-street loading requirements if needed.
- One full set of stamped plans - electronically in PDF form, including foundation plans, floor plans, elevation drawings and detail drawings, including electrical, plumbing and mechanical. All plans submitted must indicate what design criteria they are drawn from (e.g., 2015 IBC).
- Fire Marshall review letter including review for LSUCC
- Department of Health review letter (if applicable)
- Verify parking, landscaping and lighting for compliance.
- Plan review is done and review letter is given to builder.
- Sign permit approval must be received from City Planner.
- Permit fee is based on dollar amount.
- Re-inspection fee is \$100 each time per failed inspection. Fee must be paid before re-inspection will be scheduled.
- Any additional fees incurred (e.g., engineering, plan review, etc.) must be paid before Certificate of Occupancy is granted.
- If not a major renovation, submit a sketched detailed drawing and attach a scope of work letter detailing all work being done and materials being used in construction.
- Any food establishment must have an appropriately-sized grease intercepting device.
- If in the Historic District, a Certificate of Appropriateness must be on file.