

LAFAYETTE CONSOLIDATED GOVERNMENT
DEPARTMENT OF PLANNING, ZONING & CODES
CODES DIVISION

APPLICATION FOR COMMERCIAL PLAN REVIEW

Project Name: _____

Project Address: _____

Applicant Name: _____

Applicant Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email Address: _____

Contact Person: (in the event corrections are needed on plans, if different from applicant)

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email Address: _____

Total Number of Sheets _____

Plan review fee is \$10.00 per sheet (charged on the first set of plans), with a minimum fee of \$100.00.

NOTE: **General contractors must have a resident/non-resident status certification on file with the Codes Division.**

To obtain such, contact:

State of Louisiana
Department of Revenue & Taxation
(225) 219-7656 or
(225) 219-2065
(225) 219-2210 (fax number)

COMMERCIAL PLAN REVIEW CHECKLIST
CITY OF LAFAYETTE AND
UNINCORPORATED AREAS OF LAFAYETTE PARISH
(Exclusive of Broussard, Carencro, Duson, Scott & Youngsville)

Four (4) complete sets of plans shall be submitted. This office will circulate these plans to the various departments for review. Approximately ten (10) to twenty (20) working days will be required to review the plans before a permit can be issued.

NOTE: If the project is a tenant improvement or strictly interior renovation, only two (2) sets of plans will be required.

_____1) Site plan drawn to scale should include (see example on Page 10):

- Project name and address (street and number)
- Property lines and lot dimensions
- All easements (utility, drainage, etc.) and any other encumbrances
- Existing and proposed overhead utility lines
- All buildings and structures on the site and their dimensions (main buildings, storage buildings, porches/canopies, signs, fences, etc.) For additions, identify existing building(s) and addition(s)
- Parking lot and each parking space
- All driveways and sidewalks, showing width and location
- Open/green space (unpaved, planted areas)
- All required landscaping and trees (not to interfere with overhead utility lines)
- Front setback (distance from front of building to front property line, not street) as well as side and rear setbacks
- Edge of the road shall be shown in relation to the property line
- Subsurface drainage, if required
- A vicinity map either to scale or with a distance to the nearest intersection.

_____2) Building plans shall include the following:

- Type of construction
- Group or building use (Occupancy Classification)
- Information on sprinkler system in building
- Information on structural fire protection
- Size of the building or space (square feet) being remodeled and/or total tenancy area
- Number of floors in the building (Height)
- Total square feet per floor of the building (Area)
- Number of people in the space, tenancy and/or building based on Code Table 1003.2.2.2 (Occupancy Load) International Building code, 2006 Edition.
- When applicable, please include the floor, roof and wind load design
- Foundation plans
- Structural plans
- Elevations

- Manufacturer's certification of the design loads and/or a 3rd party inspection certificate is required on all pre-engineered buildings, as well as components and cladding, such as windows and doors.

____3) Electrical plans shall include the following:

- Site plan – include where power is available and where meter is located
- Service location, type and size
- Complete riser diagram to include the conduit size, wire size and type, along with the meter base size and the voltage and phase, along with various panels
- Lighting schedule – include the wattages of all fixtures
- Power panel schedules
- Location of all panels, transformers, transformer switches, etc.
- A/C and heating load
- Equipment Schedule – amps on each
- Load calculations – to include lighting, power, equipment, etc. working up to a total connected load
- Available fault current on transformers (if larger than 300 kva.)

____4) Plumbing plans shall include riser diagrams and other details necessary to determine compliance with the plumbing code.

____5) Mechanical Plans shall include:

- Equipment types, sizes and locations
- Fan shut down controls
- Ventilation and exhaust systems
- Ductwork materials, layouts and fire protection of penetrations

____5) It is the responsibility of the owner or his representative to obtain written approval from the State Fire Marshall and State Health Department (if applicable).

Commercial Plan Review Internet Status Reporting

An application can be accessed via the Internet in order to obtain up-to-date information about the status of a project going through the Commercial Plan Review Process.

In order to see the status, log on to: <http://www.lafayettela.gov/Etrakit/Index.asp>

Click on PERMIT SEARCH.

Enter the Permit number assigned at the time of submission. The site address, subdivision name, owner name, or contractor name can also be used as a search query.

Click on the permit you are requesting and scroll to the bottom of the page for REVIEW INFORMATION.

Click on the [Click here for Details](#) link.

All Departmental comments are stored here. You can see:

Type of Review

Status of review

Reviewer's comment

Reviewer's name

Contact phone number

Submittal dates

Review Information - Detailed (BLD2005-0977)	
Review Type	Building Section
Status	APPR W COND
Comments	(5/10/2005 10:18 LJM) Per phone conversation with applicant, the min setback will be 10'. (5/20/2005 12:13 LJM) Rec. letter with correct setback.
Contact	Larry Manuel
Phone	(337) 291-8050
Date Sent	5/9/2005
Date Received	5/10/2005
<hr/>	
Review Type	Drainage Section
Status	NOT APPROVED
Comments	(5/20/2005 13:23 JBR) Permit Denied 1) Provide a site drainage plan. Stormwater runoff from site must not affect adjacent properties.
Contact	Brent Brouillette (B)
Phone	(337) 291-8513
Date Sent	5/9/2005
Date Received	5/20/2005
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Review Type	Electric Section
Status	APPROVED

CONTACT LIST

1. Codes Division – John Broyles (337) 291-8491
2. Development Division – Tenique B. Nedd (337) 291-8449
3. Flood Plain Administrator – Dwain Gannard(337) 291-8468
4. Zoning Division – Jim Parker (337) 291-8426
5. Traffic Engineering – Shane Bordelon (337) 291-8531
6. Drainage Engineering – Brent Brouillette (337) 291-8513
7. Environmental Quality Division – Bess Foret (337) 291-8529
8. Lafayette Parish Health Unit – (337) 262-5616 Ext. 166
9. LCG Fire Department – Travis Morgan (337) 291-8704
10. State Fire Marshall – (225) 925-4920
11. National Electrical Code – Greg Wiltz (337) 291-8480
12. Louisiana State Plumbing Code – David Cloteaux (337) 291-8469
13. International Mechanical Code – Danny Melancon (337) 291-8460
14. International Building Code – Rodney Richard (337) 291-8050
15. LUS Electrical Engineering – Keith Zerangue (337) 291-5846
16. LUS Water and Sewer – J. B. Cormier (337) 291-5883
17. Entergy (formerly Gulf States Utilities) – 1-800-822-0000
18. SLEMCO – (337) 896-5551
19. BellSouth – 1-557-6500 (toll free)
20. Atmos – (337) 234-8751
21. Cox Communications (Cable TV) – (337) 232-6323
22. State Highway Department – (337) 233-7404

23. Mailing Address and Physical Address:

Lafayette Consolidated Government
Codes Division
220 West Willow Street, Building B
Lafayette LA 70501

EXAMPLES OF COMMERCIAL PERMIT EXEMPTIONS:

(Must comply with Planning/Zoning regulations)

- One-story detached accessory structures used as storage or a tool shed that does not exceed 120 square feet.
- Fences not over 6 feet high
- Retaining walls, which are not over 4 feet in height, measured from the bottom of the footing to the top of the wall.
- Sidewalks and driveways not more than 30 inches above grade and which are not part of an accessible route.
- Painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work.

PROCESS TO OBTAIN COMMERCIAL BUILDING PERMIT

1. Obtain a municipal address from the Lafayette Consolidated Government Development Division (337) 291-8000
2. Verify that the property is platted through the Development Division or is eligible to be grandfathered.
3. Preliminary research for the construction plans of the building and site work, utilities and improvements can be initiated by direct contact with the people identified on the contact list. This gives your design team the needed information on local requirements to start developing building and site plans. If requested, a meeting of many of the contacts involved with plan site development can be arranged.
4. Verify the type of sewage and water systems that are available to the site. Contact LUS for municipal water and sewer, or the Lafayette Parish Health Unit for specific information on private sewage and water systems. See contact list for names and phone numbers.
5. Once the four (4) sets of plans are received, they are routed to the various departments for review. The Developer should simultaneously submit one (1) set of plans to the State Fire Marshall's office for review.
6. Once all comments are received, this usually takes ten (10) to twenty (20) working days they are compiled into a letter that is mailed to the developer or his agent outlining all conditions of approval. The corrections required by the review comments must be addressed by either submitting corrected plans, issuing of proper addenda or agreeing to develop the project in compliance with the review comments. The developer should contact the department making the comments to determine which method will be required. State Fire Marshall approval will also be required prior to issuance of the permit. This approval will be sent directly to the developer or his agent.
7. Once the plans have been approved by all pertinent review departments, including the State Fire Marshal's office and the Lafayette Parish Health Unit (if applicable), the building permit may be issued.
8. The building permit fee is \$5.00 per \$1,000 of Fair Market Value. The minimum building permit fee is \$100.00.
9. If the project value is over \$50,000.00, the purchaser must be licensed by the State of Louisiana Contractors Licensing Board (800-256-1392) as a "Building Contractor."

10. Subcontractors must also be licensed by the Louisiana State Contractors Licensing Board if their contract amounts are \$50,000.00 or more. Subcontractors in the specific fields of Electrical, Plumbing, Gas or Mechanical work must also be licensed or registered with the Codes Division prior to obtaining their requirement permits. This office can provide a complete list of contractors who meet this requirement or assist in obtaining contractors licensed in their field.
11. Inspections are required at certain phases during the construction process. Specifics will be given to each permit purchaser.
12. In compliance with local code (LCG Code of Ordinances, Chapter 74, Section 109), prior to issuance of a building permit or certificate of occupancy an applicant must provide certain solid waste collection documentation. Complete and submit attached Solid Waste Collection Notification Requirement Forms – for Building Permit and for Certificate of Occupancy (Attachment III and IV).
13. Temporary electrical power is available through the use of a temporary power pole. The electrician should contact Codes for specifics.
14. LUS utility deposits can be made with Customer Service at (337) 291-8280.
15. Temporary electric and water service to the building is also available under certain stringent criteria. The electrician and plumber should contact the Codes Division for specifics. Contact Codes also for a temporary Certificate of Occupancy (C.O.) to obtain temporary power. Prior to occupancy of the building, a permanent C.O. is required. The proposed occupant should contact Codes once all inspections have been made, the local fire department has inspected and all other LCG departments have approved as well as the Lafayette Parish Health Unit, if applicable.
16. Should you encounter any problems during this process, contact the Codes Division at (337) 291-8491. The Lafayette Consolidated Government wants you to know that we appreciate your considering developing in Lafayette and wish to assure you of every courtesy and assistance in doing so.

GENERAL INFORMATION

Currently adopted codes in effect:

- Building Codes
International Building Code without chapters: 11, 27, & 29,
2006 Edition (IBC)
(see Attachment I)

- Residential Code
International Residential Code, 2006 Edition (IRC)
Without chapters: 25 thru 32
See amendments via ACT 335

- Plumbing Code
2000 Edition LA State Plumbing Code with amendments

- Electrical Cod
2005 Edition National Electric Code (NEC)

- Gas Codes
International Fuel/Gas Code, 2006 Edition (IFGC)

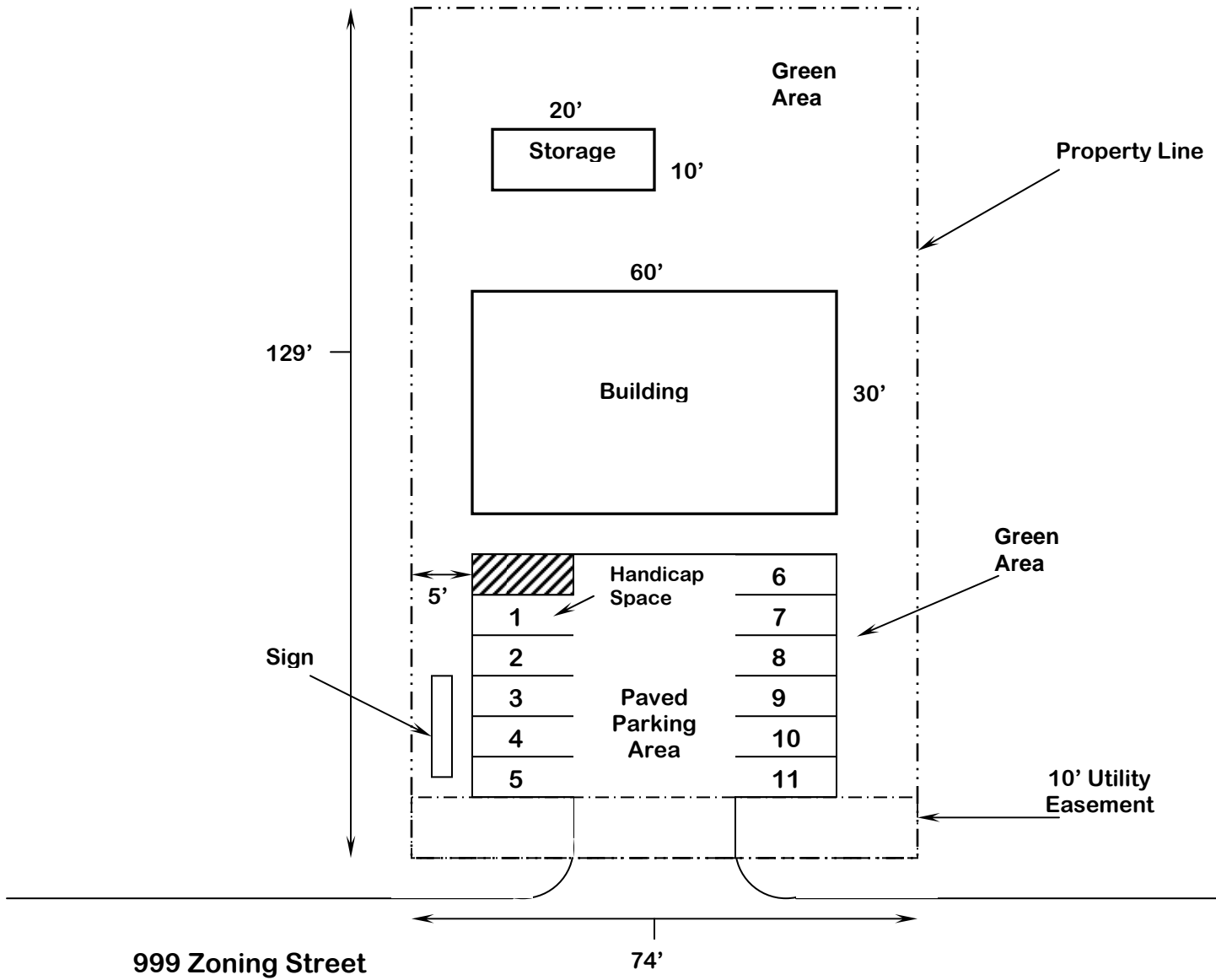
- Mechanical Code
International Mechanical Code, 2006 Edition (IMC)

- Existing Building Code
International Existing Building Code, 2006 Edition (IEBC)

Loads:

Wind – 109 mph (3 – second gust)
Seismic – negligible
Snow – negligible

COMMERCIAL SITE PLAN EXAMPLE



ATTACHMENT I

A design professional is required when the square footage of a space or building exceeds the square footages specified below:

<u>NFPA</u>	<u>SQ FT</u>	<u>IBC</u>
Storage	6250	Storage (S-1 & S-2) Utility & Miscellaneous
Factory/Industrial	5000	Factory/Industrial
Mercantile/Business/Apartments	4000	Mercantile/Business/R-1, R-2, R-4
Concentrated Assembly	2650	Assembly occupancies <u>less than</u> 15 Sq. ft. per occupant
Less Concentrated Assembly	4000	Assembly occupancies 15 Sq. ft. per occupant
Hazardous Storage or Process	1500	H-1, H-2, H-3, H-4, H-5
Educational & Institutional	2500	Educational & I-1, I-2, I-3, I-4



Attention Developer:

Your project may be eligible for Louisiana's Enterprise Zone tax credit program. If you meet minimum job creation numbers, you may be eligible for a \$2500.00 state income tax credit for each permanent net new job created, and a reimbursement of the 4% state sales tax paid on any permanent part of your new construction project, including building materials, equipment and permanent fixtures. To claim these credits, you must submit an Advance Notification form to the state **BEFORE** you begin your project. The form may be submitted via the Louisiana e-mail at www.laemall.com .

For more information on this program and how the process works, please contact me as soon as possible at (337) 593-1409 or henryf@lafayette.org . I can show you the details of the program and walk you through the Advance Notification. While the Enterprise Zone program is the most commonly used incentive program, Louisiana also offers other incentives for workforce training, tax credits/abatements and manufacturer's assistance. Call me and I'll help you determine which incentives may be right for you.

Thanks for building Lafayette Parish!

Henry Florsheim
Director of Business Retention & Expansion
Lafayette Economic Development Authority
www.lafayette.org

211 EAST DEVALCOURT ST.
LAFAYETTE, LA 70506 USA
PHONE 337.593.1400
FAX 337.234.3009
1.800.810.7771
www.lafayette.org