

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.

Submit three (3) sets of plans plus one set on compact disc in .pdf format.

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

Three (3) complete sets of plans plus one set on compact disc in pdf format 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 and one compact disc will be required.

- \_\_\_\_\_1) Site plan drawn to scale should include (see example on Page 9):
- 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 1004.1.1 (Occupancy Load) International Building code, 2009 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 3<sup>rd</sup> party inspection certificate is required on all pre-engineered buildings, overhead doors larger than 10 feet in height and 12 feet in width and other components.

- \_\_\_\_\_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://etrakit.lafayette.la.gov/Etrakit2/Index.aspx>

Click on PERMIT SEARCH.

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

Double click on the permit you are requesting and select REVIEWS.

Click on the + sign.

Review comments can be viewed here:

The screenshot shows the eTRAKIT Search web application interface. The browser window title is "eTRAKIT Search - Windows Internet Explorer". The address bar shows the URL: <http://etrakit.lafayette.la.gov/Etrakit2/Search.aspx?grp=permit>. The search results are displayed for permit # BLD2010-0260. The interface includes a search bar with "Address" selected and "CONTAINS" as the operator, and a search string of "4809 ambassador". The search results table shows the following details:

Type	Date Sent	Status	
Building Section	2/15/2010	APPROVED	+
Electrical Section	2/15/2010	APPROVED	+
Fire Section	2/15/2010		+
LUS- Electrical	2/15/2010	APPROVED	-

Additional information shown includes: Contact: Kim Broussard, Date Received: (2/19/2010 11:37 KJB) Building And/or Electrical Permitting Allowed - The Owner/Developer or their representative has assured the Utility Marketing Division of the Lafayette Utilities System(LUS) of the complete electrical information as required for this project. The electrical permit may released pending approval by the Chief Electrical Inspector of the Lafayette Consolidated Government Codes Division. Electrical service to be metered internally.

## CONTACT LIST

1. Codes Division – John Broyles (337) 291-8491
2. Development Division – Tenique B. Nedd (337) 291-8449
3. Flood Plain Administrator – Kerwin Woodard (337) 291-8468
4. Zoning Division – (337) 291-8000
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 – Forrest Chaisson (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 – Todd Hebert (337) 291-8460
14. International Building Code – Gerald Stroud (337) 291-8050
15. LUS Electrical Engineering – Keith Zerangue (337) 291-5846
16. LUS Water and Sewer – J. B. Cormier (337) 291-5883
17. LUS Fiber - Yvette Reynolds (337) 291-5978
18. Entergy – 1-800-822-0000
19. SLEMCO – (337) 896-5551
20. BellSouth – 1-557-6500 (toll free)
21. Atmos – (337) 234-8751
22. Cox Communications (Cable TV) – (337) 232-6323
23. State Highway Department – (337) 233-7404

**24. 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 on a pier or skid foundation 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 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 Marshal'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 emailed 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 Marshal 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 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 II and III).
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, 2009 Edition (IBC), not including Chapters 11, 27 & 29  
(see Attachment I, II & III)
- Residential Code  
International Residential Code, 2009 Edition (IRC), not including Parts V, VII and VIII
- Plumbing Codes  
2000 Edition LA State Plumbing Code
- Electrical Codes  
2008 Edition National Electric Code (NEC)
- Gas Codes  
International Fuel/Gas Code, 2009 Edition (IFGC)
- Mechanical Codes  
International Mechanical Code, 2009 Edition (IMC)

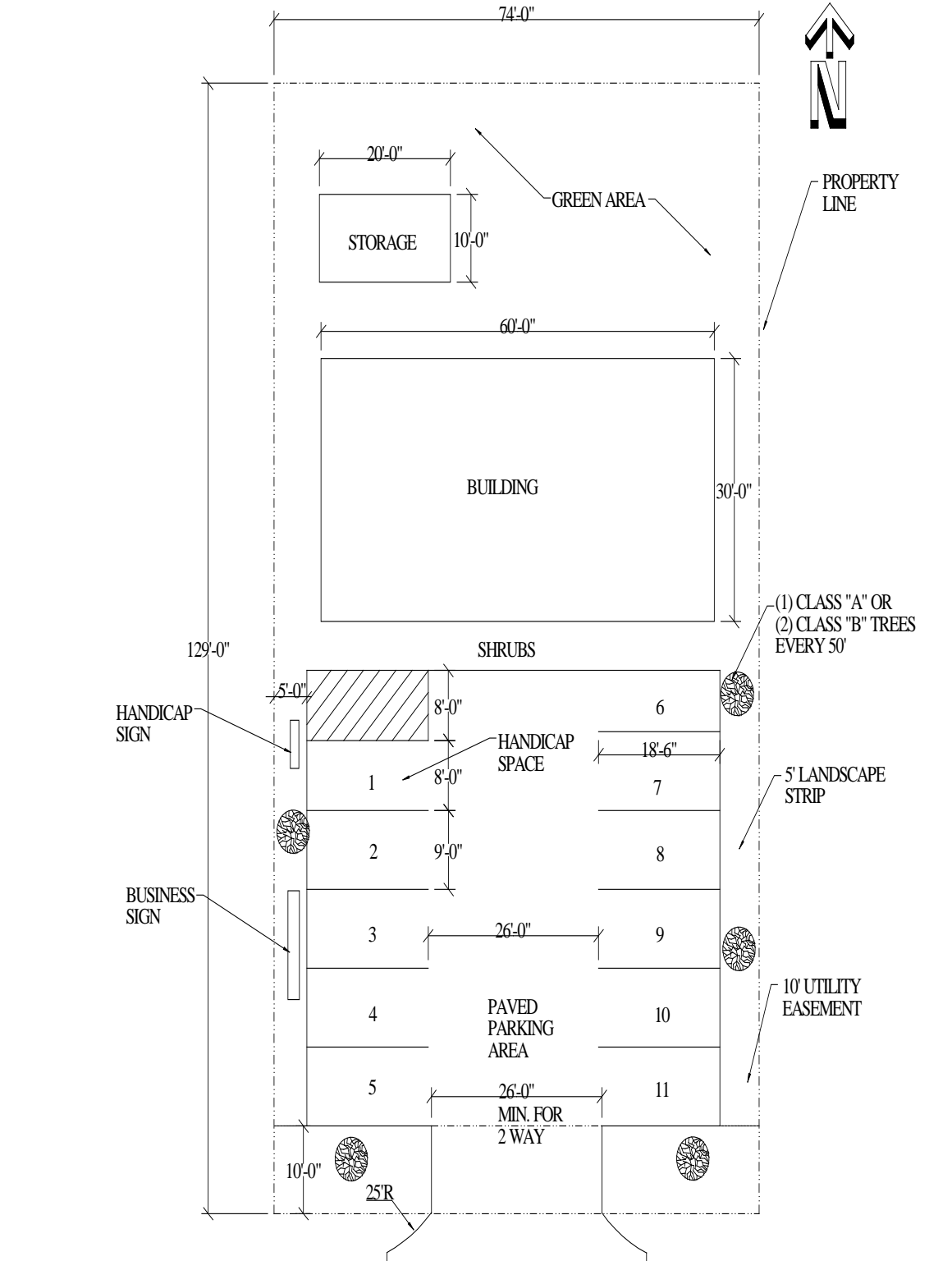
Loads:

Wind – 109 mph (3 – second gust)  
Exposure – “B”  
Seismic – negligible  
Snow – negligible

Note: For State and Local Amendments, as well as related ordinances see:

Code of Ordinances, Chapter 26-Development on the LCG website

[www.lafayettela.gov](http://www.lafayettela.gov)



COMMERCIAL SITE PLAN EXAMPLE  
NOT TO SCALE

99 STREET

**ATTACHMENT I**

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

<b><u>NFPA</u></b>	<b><u>SQ FT</u></b>	<b><u>IBC</u></b>
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

**Louisiana Pollutant Discharge Elimination System (LPDES) General Permit  
For Storm Water Discharges from Commercial Construction Activities**

**Permit #s  
LAR100000, LAR200000**

Pursuant to the Clean Water Act, as amended (33 U.S.C. 1251 et seq.), and the Louisiana Environmental Quality Act, as amended (La R. S. 30:2001 et seq.), rules and regulations effective or promulgated under the authority of said Acts, the Louisiana Pollutant Discharge Elimination System (LPDES) General Permits are issued. These permits authorize the discharge of storm water from construction activities to waters of the State, in accordance with the conditions and requirements set forth in the permits.

Please note that there are requirements associated with these permits, depending on the size of the project. Listed below are the conditions, grouped by project size. If you have any questions, you can contact Lafayette Consolidated Government Environmental Quality Division, Regulatory Compliance Section or Louisiana Department of Environmental Quality.

To review the state permits: [deq.state.la.us/permits/lpdes/pdf/lar100000.pdf](http://deq.state.la.us/permits/lpdes/pdf/lar100000.pdf)  
[deq.state.la.us/permits/lpdes/pdf/lar200000.pdf](http://deq.state.la.us/permits/lpdes/pdf/lar200000.pdf)

**Sites less than one (1) acre:** If the disturbed acreage at construction is less than the State regulated limit of one (1) acre, no regulations, but it is suggested that erosion control be implemented during and after construction for storm water pollution control during a storm event.

**Sites between one (1) and five (5) acres:** As per LAR200000, a Storm Water Pollution Prevention Plan (SWPPP) is required for the site. A site specific SWPPP must be created, implemented, and maintained before and during construction. A copy of the SWPPP must be kept on site. For a SWPPP checklist, go to [lafayettela.gov](http://lafayettela.gov). Written notification of intent to be covered under this permit is not required, there is automatic coverage for sites this size. When a project is complete and the site has been properly stabilized in accordance with the permit (Part III.D.2.a.2), the owner/ operator shall submit a Completion Report form to the LDEQ. For an example Completion Report, go to [lafayettela.gov](http://lafayettela.gov).

**Requirements:**

1. SWPPP
2. Completion Report

**Sites over five (5) acres:** As per LAR100000 Part II, the permittee is required to send a Notice of Intent (NOI) before construction begins. For Notification Report, go to [lafayette.la.gov](http://lafayette.la.gov). A site specific SWPPP must be created, implemented, and maintained before and during construction. For an example SWPPP, go to [lafayette.la.gov](http://lafayette.la.gov). A copy of the SWPPP must be kept on site. There is also an annual permit fee to the Louisiana Department of Environmental Quality associated with projects larger than five (5) acres. Also, a Notice of Termination (NOT) must be sent at job completion in accordance with Part VIII of this permit. For Notice of Termination, go to [lafayette.la.gov](http://lafayette.la.gov).

Requirements:

1. SWPPP
2. Notice of Intent (NOI)
3. Notice of Completion (NOT)

**Questions:**

**Contact Lafayette Consolidated Government  
337-291-8529**

**To understand all requirements, please review LAR100000 and LAR200000**

**Louisiana Department of Environmental Quality  
Permits Division  
P.O. Box 4313  
Baton Rouge, La 70821-4313  
225-219-3181**

ATTACHMENT II

**Lafayette Consolidated Government**  
**Public Works Department**  
**Environmental Quality Division**

**Solid Waste Collection Notification Requirement Form – Building Permit**

In compliance with the below referenced local code, please complete this form and return in the packet to PZC or return to Environmental Quality Division located at 400 Dugas Road, Lafayette, Louisiana 70507. This form may be faxed back to the Environmental Quality Division at 337-896-1439 or for more information please contact us at 337-291-8529.

Thank you for your time and assistance in our efforts to keep Lafayette a clean and beautiful place to live.

**Lafayette Consolidated Government Code of Ordinances**  
**Chapter 74 (Solid Waste) Section 109 – Collection Requirement for New or Renovated Commercial Construction.**

Prior to the issuance of a **building permit** by the department of planning, zoning, and codes for new or renovated commercial construction, the applicant must provide evidence that proper facilities have been provided for the storage and collection of solid waste throughout construction. The applicant must state the use to which the facility will be employed, total disturbed area, estimated solid waste volume and the location size and frequency of the service to the storage collection container.

Name of Facility /Applicant: \_\_\_\_\_

Address and Phone Number of Facility: \_\_\_\_\_

Total Disturbed Area: \_\_\_\_\_

Estimated Solid Waste Volume (per month): \_\_\_\_\_

Solid Waste Form cont.

Location of Container: \_\_\_\_\_  
(ex. Collection container located on southwest corner of parking lot)

Size and Type of Container: \_\_\_\_\_  
(ex. 10 cubic yards)

Frequency of Service to Container: \_\_\_\_\_  
(ex. Once per week)

Once again please contact the Environmental Quality Division at 337-291-8529 if you have any questions concerning this local code requirement.

EQ Comments only: \_\_\_\_\_

**ATTACHMENT III**

**Lafayette Consolidated Government**  
**Public Works Department**  
**Environmental Quality Division**

**Solid Waste Collection Notification Requirement Form – Certificate of Occupancy**

In compliance with the below reference local code, please complete this form and return in the packet or return to the Environmental Quality Division located at 400 Dugas Road, Lafayette, Louisiana 70507. This form may be faxed back to the Environmental Quality Division at 337-896-1439 or for more information please contact us at 337-291-8529.

Thank you for your time and assistance in our efforts to keep Lafayette a clean and beautiful place to live.

**Lafayette Consolidated Government Code of Ordinances**  
**Chapter 74 (Solid Waste) Section 109 – Collection Requirement for New or Renovated Commercial Construction.**

Prior to the issuance of a **Certificate of Occupancy** by the department of planning, zoning, and codes for new or renovated commercial construction, the applicant must provide evidence that proper facilities have been provided for the storage and collection of solid waste throughout construction. The applicant must state the use to which the facility will be employed, total disturbed area, estimated solid waste volume and the location size and frequency of the service to the storage collection container.

Name of Facility /Applicant: \_\_\_\_\_

Address and Phone Number of Facility: \_\_\_\_\_

Total Usable Square Feet: \_\_\_\_\_

Estimated Solid Waste Volume (per month): \_\_\_\_\_

Solid Waste Form cont.

Location of Container: \_\_\_\_\_  
(ex. Collection container located on southwest corner of parking lot)

Size and Type of Container: \_\_\_\_\_  
(ex. 10 cubic yards)

Disposal Service Company Name \_\_\_\_\_

Frequency of Service to Container: \_\_\_\_\_  
(ex. Once per week)

Once again please contact the Environmental Quality Division at 337-291-8529 if you have any questions concerning this local code requirement.

EQ comments only \_\_\_\_\_



LAFAYETTE ECONOMIC  
DEVELOPMENT AUTHORITY

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](http://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 [markm@lafayette.org](mailto:markm@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!

Mark Mouton  
Director of Business Retention & Expansion  
Lafayette Economic Development Authority  
[www.lafayette.org](http://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](http://www.lafayette.org)

ISO 9001:2000