



Development and Planning Department
 220 West Willow Street, Building B
 Lafayette, LA 70501
 Monday thru Friday 7:00 am - 4:00 pm
 Ph: (337) 291-8461
 Fax: (337) 291-8476

Commercial Building Permit Application

FAILURE TO SUBMIT A COMPLETE, LEGIBLE APPLICATION MAY RESULT IN DELAYS IN PROCESSING OR PERMIT APPROVAL

OFFICE USE ONLY	To check the status of an application, visit http://etrakit.lafayettela.gov/Etrakit2/Index.aspx . Click on PERMITS, set the search field to Permit Number and enter the permit number assigned at the time of submittal.
Permit No.	

PROJECT DETAILS
Project Name:
Project Address:
Proposed Use of Property:
Previously Permitted Use:
Description of Project/Scope of Work:

CONTACT INFORMATION
Applicant: <input type="checkbox"/> Architect <input type="checkbox"/> Contractor <input type="checkbox"/> Engineer <input type="checkbox"/> Tenant
Address: City / State / Zip:
Phone: Fax: Email:
Property Owner (if different from above): <input type="checkbox"/> Architect <input type="checkbox"/> Contractor <input type="checkbox"/> Engineer <input type="checkbox"/> Tenant
Address: City / State / Zip:
Phone: Fax: Email:
Additional Contact: <input type="checkbox"/> Architect <input type="checkbox"/> Contractor <input type="checkbox"/> Engineer <input type="checkbox"/> Tenant
Address: City / State / Zip:
Phone: Fax: Email:

SUBMISSION INFORMATION
Plan review fee is \$10.00 per sheet (charged on the first set of plans), with a minimum fee of \$100.00. Submit two (2) sets of plans plus one (1) set on compact disc in .pdf format. Payment is due at time of submittal. Cash or check only (payable to LCG).
Total Number of Sheets:
Total Cost:

We recommend scheduling a pre-development meeting prior to submitting your application.

Pre-development meetings are not required, but come at no cost to the applicant and can help to understand the development process, timelines, and identify regulations which will impact a project. Contact the Development Manager at (337) 291-8426.

Application Instructions

Submit completed application to the Development and Planning Department located at **220 W Willow St., Building B – Lafayette, Louisiana – 70501**. Refer to the Application Checklist on the next page to ensure your application is complete.

Once an application is received, the plans are routed to the various divisions of LCG departments for review. **This process typically takes ten (10) to twenty (20) working days.** The applicant will then receive a compilation of all comments outlining conditions of approval. Any 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.

Requirements for Approval

- A municipal address has been administered for the property.
- A land use review has been completed for any property located in the unincorporated area of Lafayette Parish.
- The property has been platted or is eligible to be grandfathered.
- All pertinent LCG departments have issued approval.
- The State Fire Marshal has issued approval. <https://lasfm.louisiana.gov/>
- State Board of Health has issued approval (if applicable).
- Sewer and water systems (for both municipal and private systems) have been verified.
- The Solid Waste Collection Notification Requirement Form has been submitted.
- Storm Water Pollution Prevention Plan (SWPPP, if applicable)

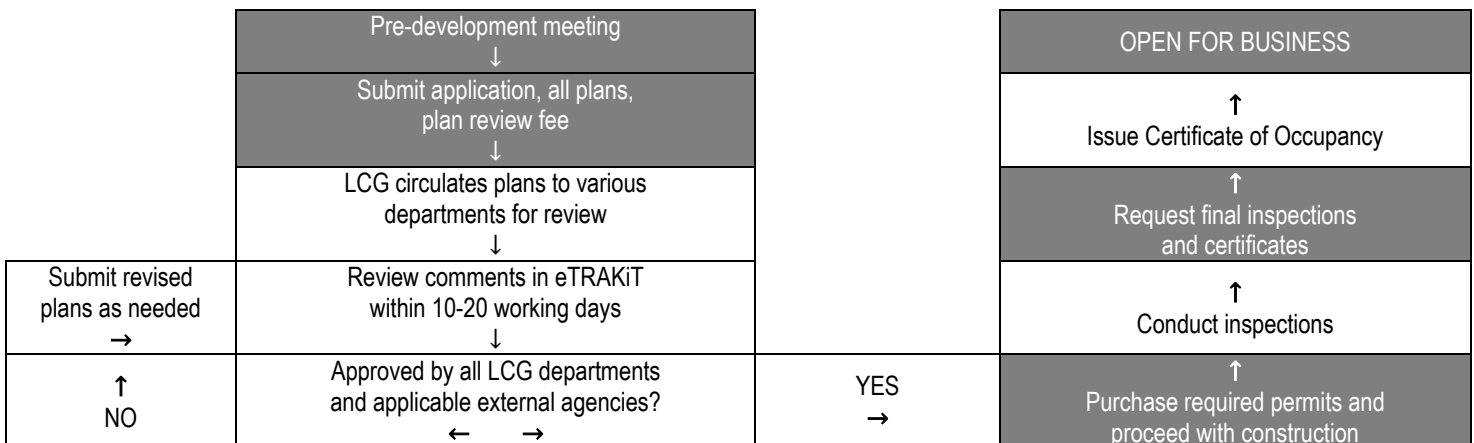
Payment

The Building permit fee is \$5.00 per \$1,000.00 of fair market value. The Minimum fee is \$100.00.

Payment for a building permit is due at the time the permit is issued. Cash or check made payable to LCG only. If the project is valued over \$50,000.00, the purchaser of the permit must be a licensed Building Contractor by the State of Louisiana Contractors Licensing Board. Subcontractors whose contract amounts are \$50,000.00 or more must be licensed by the State of Louisiana Contractors Licensing Board. Additionally, electrical, plumbing, gas, or mechanical subcontractors must be licensed or registered with the Codes Division prior to obtaining their permits. Contact the Codes Division for a complete list of licensed contractors.

Process

Applicant action LCG action



Application Checklist

For each plan submitted as part of a complete application, ensure the following elements are included. Failure to do so may result in a longer processing period.

Site Plan – drawn to scale with north arrow

- Project name and address
- Property lines and lot dimensions
- Easements and encumbrances, existing and proposed
- Parking lot showing each parking space
- Driveways and sidewalks
- Open space (planted, unpaved areas)
- Required landscaping
- Building setbacks from all property lines (including adjacent structures on site)
- Edge of the paved road in relation to front property lines
- Vicinity map

Drainage Plan – drawn to scale with north arrow

- Project name and address
- Property lines and lot dimensions
- Easements and encumbrances, existing and proposed
- Parking lot
- Driveways and sidewalks
- Open space (planted, unpaved areas)
- Required landscaping
- Building setbacks from all property lines
- Edge of the paved road in relation to front property lines
- Vicinity map
- Grading plan, including site elevations of adjacent property
- Existing drainage system inverts
- Proposed drainage infrastructure (including elevations, inverts, material, size, and lengths)
- Public drainage servitudes
- Private drainage servitudes, existing and proposed
- Drainage Impact Analysis if site is 0.75 ac or more

Contact List

Development and Planning Department
 Codes Division - *John Broyles (337) 291-8491*
 Development Division - *Tenique Briscoe (337) 291-8449*
 Floodplain Administrator- *Stephanie Weeks (337) 291-8468*

Department of Public Works
 Traffic Engineering - *Shane Bordelon (337) 291-8531*
 Drainage Engineering - *Noel Whittington (337) 291-5654*
 Environmental Quality - *Keith Mire (337) 291-8595*

Lafayette Fire Department
Forrest Chaisson (337) 291-8704

Lafayette Utilities System (LUS)
 Electrical – *Marcus Criner (337) 291-5871*
 Water and Sewer - *J.B. Cormier (337) 291-5883*
 Fiber - *Yvette Reynolds (337) 291-5978*

Lafayette Parish Health Unit (337) 262-3900 ext.166

Louisiana State Fire Marshal (225) 925-4920

Louisiana DOTD (337) 233-7404

Entergy (800) 822-0000

SLEMCO (337) 896-5551

AT&T (800) 288 – 2020

Atmos Energy (337) 234-8751

Cox Communications (337) 232-6323

Useful Links

- LCG Development and Planning:
<http://www.lafayettela.gov/pzd/>
- State Fire Marshal: <http://www.lasfm.org/>
- Louisiana State Licensing Board for Contractors (LSLBC):
<http://www.lslbc.louisiana.gov/>
- Louisiana State Construction Code Council:
<http://lsuccc.dps.louisiana.gov/>
- LCG Ordinances: <https://www.municode.com/>
- Free Online Code Access:
<https://codes.iccsafe.org/public/collections/l-codes>
- Louisiana Department of Health Sanitation Services:
<http://ldh.la.gov/index.cfm/page/632>
- State Fire Marshal Plans Review Instructions:
Coming soon!

Building Plan(s) – drawn to scale
<ul style="list-style-type: none"> • IBC type of construction • IBC occupancy classification (use of the building) • Sprinkler system (information) • Proposed and existing rated assemblies and listed methods • Total square feet (include unconditioned area under roof) • Number of stories and building height • Foundation plan • Structural plans and details • Elevations • Dimensioned floor plans with rooms clearly labeled with use • Design loads (particularly wind loads) • For pre-engineered buildings, stamped wind load certificate or stamped metal building drawings • For pre-manufactured (modular) buildings, third-party inspection letter

Electrical Plan(s)
<ul style="list-style-type: none"> • Site plan, including where power is available and where meter is located • Service location, type, and size • Complete riser diagram (including conduit size; wire size and type; meter base size, voltage, phase; various panels) • Lighting schedule, including wattages of all fixtures • Power panel schedule(s) • Location of all panels, transformers, transformer switches • A/C and heating load • Equipment schedule, including amps • Load calculations for lighting, power, equipment, and total connected load • Available fault current on transformers (if larger than 300 kva)

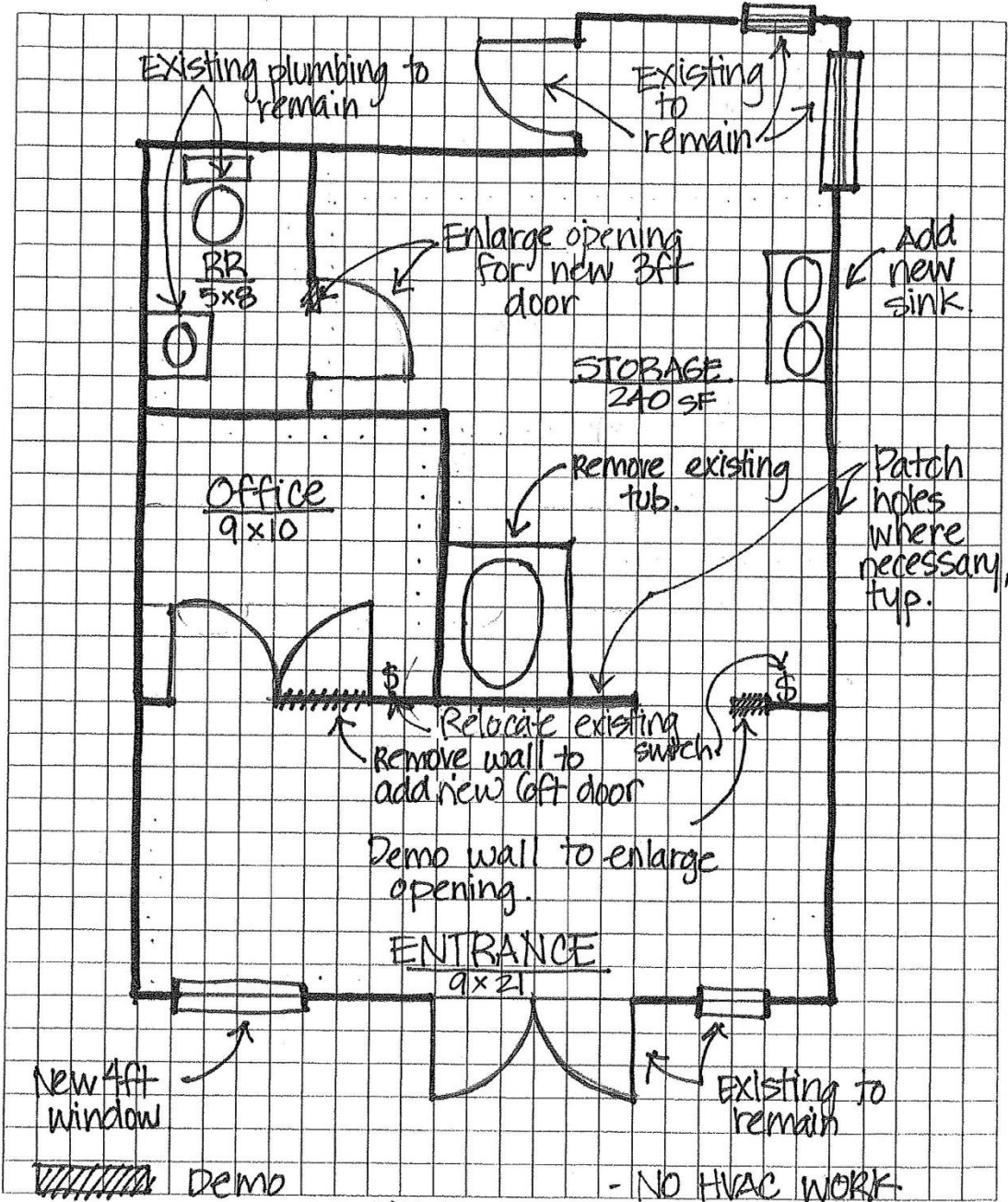
Plumbing Plan(s)
<ul style="list-style-type: none"> • Riser diagrams • Other details necessary to determine compliance

Mechanical Plan(s)
<ul style="list-style-type: none"> • Equipment types, sizes, and locations • Fan shut down controls • Ventilation and exhaust systems • Ductwork materials, layout, and fire protection of penetrations

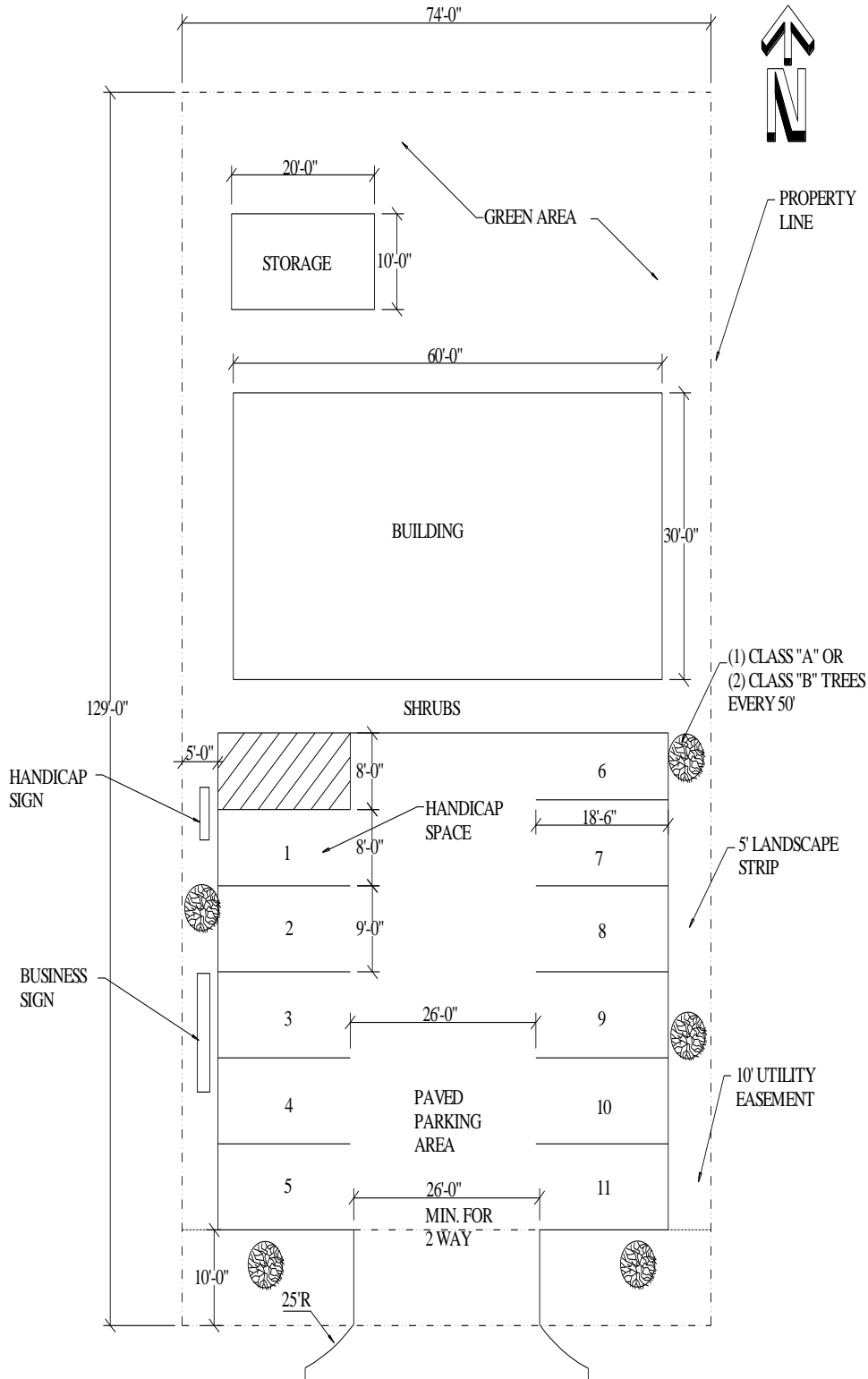
Adopted Codes
International Building Code (IBC), 2015 Edition <i>*not including Chapters 11, 27 & 29</i>
International Residential Code (IRC), 2015 Edition <i>*not including Parts V, VII and VIII</i>
International Plumbing Code (IPC), 2015 Edition
National Electric Code (NEC), 2014 Edition
International Fuel/Gas Code (IFGC), 2015 Edition
International Mechanical Code (IMC), 2015 Edition
Wind Loads (required where exterior work is performed)
Varies per site. Visit https://hazards.atcouncil.org/
Design Professional Requirements
<i>A design professional is required when the square footage exceeds the number below for the NFPA-classified use. **</i>
Storage - 6,250 sq ft
Factory and Industrial - 5,000 sq ft (F-1, F-2)
Mercantile and Business - 4,000 sq ft
Assembly - 2,650 sq ft
High Hazard - 1,500 sq ft
Educational and Institutional - 2,500 sq ft
Residential * – 4000 sf
* Commercial Residential, i.e. apartments and hotels **Additionally, a design professional is required for any renovation or alteration project in excess of \$125,000.00.

1/4" Graph Paper (1 square = 1 ft)

6/26/17



SAMPLE FLOOR PLAN
FOR EXISTING SPACES



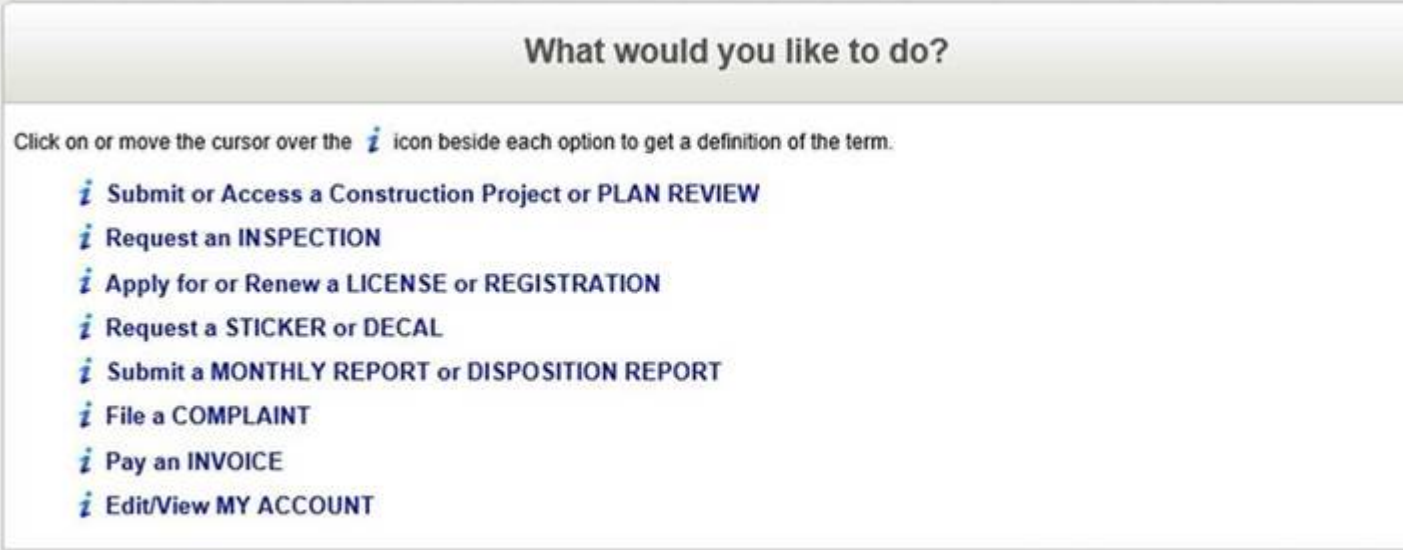
STATE FIRE MARSHAL PLANS REVIEW

STEPS TO APPLY ONLINE

Here is a link that will take you to a page on the State Fire Marshal's website where you create a User ID and Password for all paperless electronic submittals, payments, correspondence, and determinations.

<https://lasfm.louisiana.gov/>

When there, on "Login to OSFM," you will then click on "First Time Users Register Here" and create a **Login ID** and **Password**. Then, after you **log in**, you'll see the following page, where you can select whether you are **submitting or accessing a project, requesting an inspection**, or one of the other choices:



The screenshot shows a web interface with a header "What would you like to do?". Below the header is a list of options, each preceded by a small blue icon of a lowercase 'i'. The options are: "Submit or Access a Construction Project or PLAN REVIEW", "Request an INSPECTION", "Apply for or Renew a LICENSE or REGISTRATION", "Request a STICKER or DECAL", "Submit a MONTHLY REPORT or DISPOSITION REPORT", "File a COMPLAINT", "Pay an INVOICE", and "Edit/View MY ACCOUNT".

Those clicking on **PLAN REVIEW** will then go page to page filling in the blanks and check boxes, uploading .pdf files of drawings and any written documents (like specifications or manufacturer cut sheets, etc., where applicable). Review fees are paid electronically by credit card, debit card, or electronic check (routing number, etc.). **A new plan review submittal will not be assigned to a reviewer until the application is complete, the appropriate fee has been paid, and attachments (drawings and any written specifications, correspondence, etc.) are uploaded.** After a project is submitted, you will receive immediate e-mail notifications of status changes (incomplete, pending payment, pending mailed in documents, pending assignment, pending review, under review, additional information requested, corrections requested, etc.). **Please keep your Logon ID and Password in a secure location!** It will be needed to access projects you submitted, and to submit new ones.

Since January of 2016, the Office of the State Fire Marshal no longer accepts “paper” or hard copy submittals at the regional offices. Applicants who may not be computer oriented, and opt to mail in documents, are to print the appropriate application from our website at www.lasfm.org, complete it entirely, and submit it with plans and the appropriate fee (check or money order) to:

Office of the State Fire Marshal, Plan Review Clerical Section
8181 Independence Blvd.
Baton Rouge, LA 70806
Telephone **800-256-5452** or **225-925-4920**

Please expect additional processing time for paper submittals.

Please visit the Louisiana State Fire Marshal’s website at <http://www.lasfm.org>
Use the following link to submit projects online: <https://lasfm.louisiana.gov/>