



JEFFERSON PARISH
DEPARTMENT OF INSPECTION & CODE ENFORCEMENT

WWW.JEFFPARISH.NET

Requirements for Submittal of Commercial Building Permit Application

Address: _____ Date: _____

Project Description: _____

Applicant Name: _____ Phone No. _____

BUILDING PERMIT APPLICATION WITH THE FOLLOWING FIELDS COMPLETED.

- A. Project Address, Suite No. if applicable, Owner or Agent, Architect/Civil Engineer, and Contractor information including Name, Address, Phone and Fax numbers and Contractor License Numbers such as State License Number and Occupational License Number. Do not fill in the shaded areas.
B. Plan Review worksheet with contact information and Design Professional section completed.
C. Environmental Affairs Review Form completed.

1. INTERIOR RENOVATION (NO CHANGE IN USE)

- A. Four (4) complete sets of plans with Architect or Civil Engineer's "Live" Stamp or seal on plans, with at least the first sheet with a statement of supervision. Example: These plans and specifications have been prepared by me or under my supervision and to the best of my knowledge comply with all local, state and federal requirements.
B. A current survey showing all improvements may be required in some cases.

2. NEW BUILDINGS, ADDITIONS AND INTERIOR RENOVATIONS (CHANGE IN USE) SUCH AS RETAIL BUILDING TO RESTAURANT OR BAR, WAREHOUSE TO AUTO REPAIR OR ANY CHANGE IN USE.

- A. Four (4) complete sets of building plans including plot plans delineating parking with all requirements as in paragraph (1A) above.
B. Four (4) additional copies of said plot plans and any information pertaining to the construction of the parking lots, curb cuts, subsurface drainage, etc.. Two (2) copies will be sent to the Department of Public Works for subsurface utilities and Two (2) copies will be sent to the Department of Inspection and Code Enforcement, Site Plan Review Section for ingress/egress and parking configuration approval. Each department will contact you if additional information is required.
C. Five (5) copies of a current survey showing all improvements.

3. ALL PLANS MUST BE REVIEWED BY:

- A. Building, Mechanical, Electrical, Plumbing, Site Plan Review, and Jefferson Parish Fire Prevention.
B. Jefferson Parish Department of Public Works, located in Suite 801, Joseph Yenni Building (New Building and Change in Use)
C. Jefferson Parish Environmental and Development Control Department, Suite 1006, Joseph Yenni Building (New Building and Change in Use)
D. **State Fire Marshal, Main office: 8181 Independence Blvd., Baton Rouge, LA 70806 New Orleans office: 1450 Poydras St., Suite 1500, New Orleans, LA 70112.
E. **Health Department, 111 N. Causeway Blvd., Metairie, LA 70005 (Food Outlets, Schools, Hospitals, Nursery and Nursing Homes, Etc.).
F. **Planning Department, Suite 601, Joseph Yenni Building; Commercial Parkway Overlay Zone, Mixed Use Corridor District (CPZ) and Old Metairie Neighborhood Conservation District (OMNCD), or a specially permitted use.

- G. Separate submittal may be required for special districts; **Example: Metairie Ridge Tree Preservation District.**
- H. ****East or West Jefferson Levee District Approval may be required for projects within Fifteen Hundred Feet (1500') any Levee.**
- I. **** Department of Health and Hospitals, 628 N. 4th St., Baton Rouge, LA, (225) 342-9500 for hospitals.**

4. ALL PLANS: EXPECT A MINIMUM REVIEW TIME OF TEN (10) DAYS, LENGTH OF TIME VARIES BY:

- A. Timely response to letter by Architect, Engineer, Owner (when appropriate).
- B. Licensing requirements for contractors and Sales Tax Registration Certificate from LA Department of Revenue and Taxation **(225) 219-7318; www. Revenue.Louisiana.Gov**
- C. Time response to **Commercial Parkway Overlay Zone** and **Mixed Use Corridor District** requirements, **Dedication of Parking** on separate lot of record, or any other written or dedication requirements.
- D. Letters of review from **Public Works, Drainage, Environmental, State Fire Marshal, Jefferson Parish Fire Prevention, State Board of Health, State Nuclear Energy Board, Jefferson Levee Board** (if within Fifteen Hundred Feet (1500') of a Levee) and any other special situation requirements.
- E. Requirements for reviews for special construction or variance of code requirements by **The Board of Standards and Appeals.**
- F. Requirements for variance by **Board of Zoning Adjustments** for all Zoning issues (location on property, setbacks, parking requirements, height of building)
- G. Plan Review Work Load.
- H. Completeness and accuracy of your application.

5. FEES

- A. For new buildings, fees are assessed in accordance with the **Jefferson Parish Amendments to the Adopted International Codes.**
- B. For renovation, these fees are based on the estimated value
 - 1. Presentation of the contract to verify cost will be required.
 - 2. Fees are based on estimated fair market value, not cost.
- C. Additions will be assessed on area of addition and associated renovation costs.

**** Applicant must submit to these Agencies directly; Plans submitted to the Building Permit Office will not be distributed to these agencies.**

These instructions are for informational purpose only. Circumstances particular to any building permit application may dictate deviations from the above "Normal" requirements.

Checks should be made payable to "Jefferson Parish Pooled Cash".

Additional Comments: _____

2nd visit appointment scheduled for _____ (date), at 8:00am, with _____ (plan reviewer).

Please call office to schedule appointment if return date cannot be determined at this time.