

**JEFFERSON PARISH DEPARTMENT OF ENVIRONMENTAL AFFAIRS**

**BUILDING PERMIT PLAN REVIEW FORM**

For All Non-residential Building Permit Applications and all Construction Sites 1.0 Acre or Greater

1. Name and address of (proposed) business or construction site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Name of authorized person(s) to contact regarding questions about this business:

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

3. Type of Business (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Manufacturer            | <input type="checkbox"/> Grocery/Supermarket   |
| <input type="checkbox"/> Machine Shop            | <input type="checkbox"/> Convenience Store     |
| <input type="checkbox"/> Auto Repair Shop        | <input type="checkbox"/> Retail Store          |
| <input type="checkbox"/> Service Station         | <input type="checkbox"/> Shopping Center       |
| <input type="checkbox"/> Carwash                 | <input type="checkbox"/> Funeral Home          |
| <input type="checkbox"/> Laundromat              | <input type="checkbox"/> Hair Salon/Barbershop |
| <input type="checkbox"/> Food Processor          | <input type="checkbox"/> Nail Salon            |
| <input type="checkbox"/> Restaurant/Food Service | <input type="checkbox"/> Business Office       |
| <input type="checkbox"/> Bakery                  | <input type="checkbox"/> Hotel/Motel           |
| <input type="checkbox"/> Hospital                | <input type="checkbox"/> Nursing Home          |
| <input type="checkbox"/> Dental Office           | <input type="checkbox"/> School                |
| <input type="checkbox"/> Medical Office          | <input type="checkbox"/> Warehouse             |
| <input type="checkbox"/> Veterinarian Office     | <input type="checkbox"/> Church                |
| <input type="checkbox"/> Communications Tower    | <input type="checkbox"/> Other: _____          |

This is (check all that apply):

- New construction greater than one (1) acre, but less than five (5) acres
- New construction five (5) acres or greater
- New construction less than one (1) acre
- Renovation to Existing Building
- Interior Build-Out of Business
- Addition to Existing Building
- Multi-Unit Building

5. Check any of the following treatment devices to be employed on-site:

- |   |  |
|---|--|
| <input type="checkbox"/> Greasetrap/Interceptor   | <input type="checkbox"/> Floor drain screens   |
| <input type="checkbox"/> Oil/water separator      | <input type="checkbox"/> Septic tank           |
| <input type="checkbox"/> Sedimentation/grit trap  | <input type="checkbox"/> Silver recovery unit  |
| <input type="checkbox"/> Sewerage treatment plant | <input type="checkbox"/> Other (specify) _____ |

6. If new construction, check any of the following treatment/containment methods to be employed during construction activities:

- Drainage culvert covers       Silt fence
- Hay bales                               Detention pond
- Other (specify) \_\_\_\_\_

7. \_\_\_\_\_ Check here if hazardous materials will be stored on site

8. \_\_\_\_\_ Check here if hazardous wastes will be generated  
Hazardous Waste Generator Number \_\_\_\_\_

10. Please give a thorough, detailed description of operations, including the source(s) of any wastewater entering the sanitary sewerage system or the storm drainage system, and the source of any emissions to air, land, water, etc. from the facility \_\_\_\_\_

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Other documentation, such as, permit applications, notices of intent, other departmental approvals and blueprints may be required in support of this form. A permit to discharge into the sewerage and/or drainage system(s) may be required from the Jefferson Parish Department of Environmental Affairs prior to commencement of operations.

Construction sites of five (5) acres or larger must file a Notice of Intent (NOI) with the Louisiana Department of Environmental Quality (LDEQ), to be covered under an LPDES General Permit for the discharge of stormwater from a construction site, at least two (2) days prior to the commencement of construction activities (such as site clearing or grading). A Stormwater Prevention Plan must be developed for each construction site covered by this permit. For more information regarding this permit, contact LDEQ at (225) 765-0534.

If you need assistance or have any questions, contact the Jefferson Parish Department of Environmental Affairs at (504) 736-6440.

**DO NOT WRITE BELOW THIS LINE (FOR OFFICE USE ONLY)**

- \_\_\_\_\_ North American Industry Classification System (NAICS) Code
- \_\_\_\_\_ Requires inspection by pretreatment program
- \_\_\_\_\_ Requires inspection by stormwater management program
- \_\_\_\_\_ Meets criteria for Food Service Operation
- \_\_\_\_\_ Requires letter to determine if Food Service Operation
- \_\_\_\_\_ Requires no further follow-up

Determination made by: \_\_\_\_\_ Date: \_\_\_\_\_