



# ST. JOHN THE BAPTIST PARISH COMMERCIAL PERMIT CHECKLIST

This handout has been prepared to expedite the commercial permitting process. Please take the time necessary to fill out this checklist as completely as possible in order to avoid any unnecessary delays.

## PRODECURE FOR COMMERCIAL PERMIT APPROVAL

- Step 1** **FILL OUT THIS CHECKLIST COMPLETELY.** Applicants are responsible for providing all of the information on this checklist.
- Step 2** Submit the completed checklist and 3 full size sets and 1 reduced set of plans and documents to the St. John the Baptist Parish Department of Planning and Zoning, 102 East Airline Highway, LaPlace, Louisiana. Once the application is complete, applicant will be placed on the agenda for the administration meeting. Attendance is mandatory. These meetings are held every Wednesday morning at 10:00 a.m. To be put on the agenda, call the St. John Department of Planning and Zoning at 985-651-5565. The deadline for submitting for this meeting is the Friday before.
- Step 3** If additional approvals from the Utility Board, Planning Commission, etc., are required, applicant must attend these meetings as well.
- Step 4** When all required approvals are obtained, the applicant will be contacted when the permit is ready to be picked up. Any applicable fees must be paid before a permit is issued.
- Step 5** Site inspections are required during the construction period. It is the owner's/builder's responsibility to schedule these inspections with the appropriate Parish department.

### **Required inspections are:**

Zoning inspections - Planning/Zoning Department	985-651-5565
Culvert inspections - Roads and Bridges Department	985-652-4815
Utility inspections - Utilities Department	985-652-4054
Louisiana State Fire Marshall	225-925-4920

## GENERAL INFORMATION

Name of Owner / Developer \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

If applicant is not the owner, a letter from the owner is required proving ownership and that the applicant is authorized to represent the owner. Proof of ownership of property is required.

Estimated value: Structure: \_\_\_\_\_ Lot: \_\_\_\_\_

If building value is \$50,000 or more, state law requires a licensed contractor to get a building permit.  
*(Attach copy of Contractor's License)*

Name of General Contractor \_\_\_\_\_

License Number \_\_\_\_\_

Phone Number \_\_\_\_\_

Name / Location of Project \_\_\_\_\_

\_\_\_\_\_

## ADMINISTRATION

\_\_\_\_\_ Building plans submitted including site plan, electrical, and plumbing plans, drawn to scale, and stamped by a Louisiana licensed architect or engineer.

\_\_\_\_\_ Vicinity map and survey of property with easements, servitudes and rights-of-way shown.

State Fire Marshal approval. (Required State Law)

\_\_\_\_\_ Project requires approval from other boards, commission, and administration.

\_\_\_\_\_ Utility Board (Meeting date \_\_\_\_\_ ) Approved Y / N \_\_\_\_\_

\_\_\_\_\_ Planning & Zoning Commission (Meeting date \_\_\_\_\_ ) Approved Y / N \_\_\_\_\_

\_\_\_\_\_ Board of Adjustments (Meeting date \_\_\_\_\_ ) Approved Y / N \_\_\_\_\_

Parish Council (Meeting date \_\_\_\_\_ ) Approved Y / N \_\_\_\_\_

\_\_\_\_\_ Administration Meeting (Wednesdays @ 10:00 a.m. Meeting date \_\_\_\_\_ )

Approved: \_\_\_\_\_ Date \_\_\_\_\_ Admin. Rep. \_\_\_\_\_

# ZONING

\_\_\_\_\_ Zoning District \_\_\_\_\_ Zoning regulations available from  
Planning and Zoning, 651-5565).

\_\_\_\_\_ Intended Use \_\_\_\_\_

Permitted use in the district? Yes / No

Setbacks: (Check Zoning Classification)

## Required

## Proposed

Front \_\_\_\_\_

Rear \_\_\_\_\_

Sides \_\_\_\_\_

- Is this a corner lot: Yes / No
- Does site abut a school, church, or residential use or district: Yes / No
- Site-obscuring fence is shown on plan Yes / No

\_\_\_\_\_ Other buffer requirements. \_\_\_\_\_

\_\_\_\_\_ If site is on one of the specified corridors in the Overlay District, architectural surface material specified and in accordance with requirements of district? Yes / No

\_\_\_\_\_ If site is in Overlay District, landscape plan is included and in accordance with requirements of district. Yes / No

\_\_\_\_\_ Signage shown on plans along with size and location requirements. Yes / No.

\_\_\_\_\_ Total area of building \_\_\_\_\_ square feet.

\_\_\_\_\_ Parking classification \_\_\_\_\_

\_\_\_\_\_ Parking: Required: \_\_\_\_\_ Proposed \_\_\_\_\_  
(9" x 19" space required)

\_\_\_\_\_ Proposed parking spaces and aisles meet size regulations. Yes / No

Width of driveway (s) \_\_\_\_\_

\_\_\_\_\_ Total area of paving \_\_\_\_\_ square feet.

\_\_\_\_\_ What is the flood zone / elevation requirements? \_\_\_\_\_  
(A flood elevation certificate is required in FEMA flood zones A or V.)

# TELECOMMUNICATIONS TOWER

\_\_\_\_\_ New Location \_\_\_\_\_ Plan review paid \_\_\_\_\_ Notification fee paid

\_\_\_\_\_ Co-location \_\_\_\_\_ Request of Change filled out

Approved: Date \_\_\_\_\_ Zoning Administrator \_\_\_\_\_

**UTILITIES**

(Applicant should contact the Utilities Department at 985-651-6800 or Roads & Bridges Department at 985-652-4815 for this information.)

**WATER**

\_\_\_\_\_ Available water service. Size of service line \_\_\_\_\_  
\_\_\_\_\_ Sprinkler system. Yes / No  
\_\_\_\_\_ Irrigation meter needed? Yes / No Size of service line \_\_\_\_\_  
\_\_\_\_\_ Back flow preventor shown on waterlines Yes / No

**SEWERAGE**

\_\_\_\_\_ Available sewer service. Size of service line \_\_\_\_\_  
\_\_\_\_\_ Where will sewerage be treated? \_\_\_\_\_  
\_\_\_\_\_ Non-domestic sewerage permit application filled out (attached) Yes / No  
\_\_\_\_\_ Fee paid (\$150.00) \_\_\_\_\_ Grease Trap (auto/truck repair, food service, etc.)  
\_\_\_\_\_ Assessment District? Yes / No \_\_\_\_\_ Floor Drains (yes/No)  
\_\_\_\_\_ Number of employees  
\_\_\_\_\_ Public Works Director has determined fees for water & sewer taps, if applicable Yes / No  
\_\_\_\_\_ Back-flow preventor is shown on sewer lines.

**DRAINAGE**

\_\_\_\_\_ On-site drainage plan is provided (Required)  
\_\_\_\_\_ Culvert permit required?

**OTHER PERMITS**

\_\_\_\_\_ DOTD permit required?  
\_\_\_\_\_ Health Department permit -- Approval 985-536-2128  
\_\_\_\_\_ Other State or Federal permits required (Note: DEQ permit may be required for some commercial or industrial uses.) If applicable, please explain:

Approved: Utility Board \_\_\_\_\_ Date: \_\_\_\_\_

Approved: Utilities \_\_\_\_\_ Date: \_\_\_\_\_

**Other information necessary to fully describe project:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that all information provided is true, accurate, and complete to the best of my knowledge and that I intend to comply with all applicable regulations of St. John the Baptist Parish, the State of Louisiana, and the Federal Government.

\_\_\_\_\_  
Signature of owner/applicant

\_\_\_\_\_  
Date