

MINIMUM REQUIREMENTS FOR COMMERCIAL PLAN SUBMITTAL AND REVIEW

1. **Application Form** provided to Commercial Plan Review along with plan review fee. (See front of application for calculation)
2. **Design Supervision Statement and Structural Design Statement** form with the seal of a Louisiana Architect and/or Civil Engineer (form furnished by City-Parish Commercial Plan Review Section).

Note: A **Certificate of Completion** provided by this Division defining floor and roof loads must be submitted at the end of construction. Two forms are required (Design Statements and Certificate of Completion) if different parties responsible for foundation and building (to be approved by Building Official).

3. **Plot plan**, on **LEGAL OR LETTER SIZE PAPER**, must show property lines with its dimensions, the legal description of the property, paved parking and driveways, servitudes, rights-of-ways and alleys, street names, sanitary and storm drainage, drainage ditches and canals, zoning districts and the location of all existing and/or proposed buildings or structures as located on subject property. Sealed by an Architect, Civil Engineer, or Land Surveyor.
4. **Two sets of plans, double lined and drawn to scale, and one set of specifications** bearing the seal of a Louisiana Architect and/or Civil Engineer, Mechanical or Electrical Engineer for each discipline.

Exceptions

An Architect and/or Civil Engineer's seal may not be required for additions or new buildings where the area is less than 1,500 square feet and the building is constructed of wood frame with structural spans less than 18 feet. If a seal is not required, a Certificate of Responsibility Form, signed by the contractor and the owner, shall be filed with the Commercial Plan Review Section before the permit can be issued (form furnished by City-Parish Commercial Plan Review Section). All Assembly, Educational, & Institutional occupancies require sealed plans.

Mechanical Engineer's seal is not required when heating and air conditioning unit(s) is less than 10 tons.

Electrical Engineer's seal is not required when electrical service size is less than 600 amps and not a 480-volt system.

5. **\$25 fee** If the project is within the city limits, a fire Department inspection fee is required when the permit is issued.
6. **Foundation and structural calculations** bearing the seal of the project's architect and/or engineer licensed in the State of Louisiana (use 105 mph wind load, see local amendments).
7. **Flood Zone Determination Form** (\$15 fee) is required with Part "A" of the form completed by owner or his agent. DPW Drainage Engineering will forward this form to your surveyor for the completion of the Proposed Certificate of Elevation.
8. **Proposed Certificate of Elevation** provided by your surveyor determining the lowest elevation of the floor of the structure. Snowball stands or other similar temporary use buildings on skids do not require a Proposed Certificate of Elevation.

This procedure should be completed several days prior to submitting application for plan review. Completed form with an attached copy of site plot plan will then be left with the Inspection Division, with a \$10.00 research fee. The City-Parish Map Room Section will complete Part "B" of the Flood Zone Determination Form and forward it to the City-Parish Engineering Division for required flood study. After the study is completed, a copy will be faxed by the City-Parish Engineering Division to the property owner's private registered engineer or land surveyor permitting the flood survey to begin and the Proposed Certificate of Elevation Form to be completed. This form may be furnished by the Inspection Division or Engineering Division if your surveyor, architect or engineer does not have one.

In accordance with the Flood Damage Prevention Ordinance, should this site be located in a Flood Zone "A or AE" and designated as "Fill Restricted" the impact resulting from any off-site fill must be mitigated and approved by the Drainage Engineer, Engineering Division at 389-3196. An approval from the Drainage Engineer must be submitted to this office.

All new construction and substantial improvements shall have the lowest floor (including basements) elevated or flood proofed at or above the base flood level. An official certificate of elevation is required and should be submitted after the first inspection and before the framing begins.

9. **Compliance** - Drawings shall comply with the following:
 1. 2003 International Building Code, as amended
 2. 2003 International Mechanical Code, as amended
 3. 2000 State Plumbing Code, as amended
 4. 2002 National Electrical Code, as amended
 5. EBRP Code of Ordinances
 6. EBRP Unified Development Code
 7. EBRP Subdivision Regulations
 8. EBRP Flood Damage Prevention Ordinance
10. **One set of plans** must be submitted to the Office of the State Fire Marshal, 8181 Independence Blvd, B.R., La. 70806 (225) 925-4920, for compliance with the following:
 - Fire Marshal Act
 - 2003 NFPA
 - National Fire Code
 - Handicapped Accessibility Standard
 - ADA Accessibility Guidelines
 - Applicable parts of the International Building Code

11. **The schedule for commercial permit fees are as follows:**
 - a) For valuations less than or equal to \$100,000.00, the fee shall be \$3.00 per thousand dollars.
 - b) For valuations greater than \$100,000.00 through \$500,000.00, the fee shall be \$300.00 plus \$2.00 per thousand above \$100,000.00.
 - c) For valuations greater than \$500,000.00, the fee shall be \$1,100.00 dollars plus \$1.50 per thousand above \$500,000.00.

Minimum permit fee will be \$60.00.

12. The following items may also be required

- a. If over 30,000 sf.....Planning Commission review & approval required, (225) 389-3144
- b. If rezoning necessary Planning Commission hearing required (225) 389-3144
- c. All new construction/additions...Landscape approval required, (225) 389-8835
- d. If alcohol sold/served..... Alcohol Beverage Control review required, (225) 389-3364
- e. If food sold/served or Treatment plant installed. Board of Health review required, (225) 242-4860
Treatment Plants over 3000 gallons
Dept. Of Health & Hospitals ... (225) 925-7200
Prior to submittal must obtain sewer effluent discharge letter from Subdivision Office, (225) 389-3198
- f. All permit applications Local Fire Department approval required
- g. If constructing driveway on State or Federal highway DOTD. Approval required, (225) 231-4129
- h. If paving over a servitude Encroachment approval required, (225) 389-3105
- i. If developing new building or addition on lot > 1 acre... Environmental approval required. (225) 389-5456
- J If excavation in R/W contact Traffic Engineering @ (225) 389-3246 for location of Traffic signal FIBER OPTIC lines or <http://brgov.com/dept/dpw/traffic/default.asp>