

CHECKLIST FOR COMMERCIAL STRUCTURES

BEFORE PERMITTING:

- _____ All property divisions & zoning complete and approved by the Police Jury or Township
- _____ 911 Address obtained or verified -
911 Call Center, 225.683.9007, 12486 Feliciana Drive, Clinton, LA 70722
- _____ Floodplain determination completed by parish -
Floodplain Manager, 225.683.8577, 12064 Marston Street, Clinton, LA 70722
- _____ Fire Marshal approvals for change in occupancy and/or Fire Marshal stamped set of plans with
Plan Review Report and Cautionary Codes

PRESENTED AT PERMITTING:

- _____ 911 Address
- _____ Town approval, if required
- _____ Floodplain Elevation, if required
- _____ Fire Marshal approval for change of use (if changing use)
- _____ Fire Marshal Plan Review Report and Cautionary Codes
- _____ Proof of ownership - copy of cash sale, act of donation or succession
- _____ Survey Map of the property
- _____ Parish registered Commercial licensed General Contractor, Electrician, Plumber, Mechanical Contractors
- _____ 2 Standard sets of plans
- _____ Plot Plan

OTHER PAPERWORK REQUIRED DURING CONSTRUCTION:

- _____ Compaction Test
- _____ Termite Certification
- _____ Elevation Certificate of Completion, if required
- _____ Sanitation/Environmental Approval
- _____ Water Department Approval
- _____ DHH Final approval (if working with food and beverages)
- _____ Final Fire Marshal approval