



East Feliciana Parish Building Department

12064 Marston Street, Post Office Box 427, Clinton, LA 70722 Phone 225.683.8577 Fax 225.683.3100

PERMITTING PROCEDURE FOR COMMERCIAL STRUCTURES

Before plan review and permitting process may begin:

- All property divisions and zoning must be completed and approved by the Police Jury or Township
- 911 address obtained or verified - 911 Call Center 225.683.9007, located at 12486 Feliciana Drive, Clinton, LA 70722
- Floodplain determination completed by the parish. If in a flood zone, a completed and stamped elevation certificate must be acquired from a licensed surveyor, engineer, or architect. The Elevation Certificate of Completion must be turned in after the slab is poured and **BEFORE FRAMING ON SLAB BEGINS.**
- Fire Marshal approval for change of use (if changing occupancy) and approval for construction plans with the Plan Review Report and Cautionary Codes.

To be presented at permitting:

- 911 address
- Town approval (if required)
- Floodplain elevation (if required)
- Fire Marshal change of use approval (if changing occupancy)
- Fire Marshal Plan Review Report and Cautionary Codes
- Proof of ownership - copy of cash sale, act of donation, succession or lease
- Legal Survey Map of the property
- Commercial projects with a value of \$50,000 or more require a Commercial General Contractor with a LA State License and be registered with the Parish.
- Electrical, Plumbing and Mechanical repairs or alterations must have a LA State Commercial License and be registered with the Parish.
- 2 standard sets of plans showing the foundation layout, joist layout, plumbing, electrical and HVAC layout, roof design, elevations - front, rear, left and right, floor plan showing room sizes and use with door and window placements along with plumbing, electrical and cabinet placements, schedules for rooms and total area square footage, window and door schedules.
- A plot plan derived from a legal plat or survey is required. The plot plan must show all servitudes, including but not limited to drainage, utility and private servitudes, the required building lines and the setback distances of the structure at its closest point to each corresponding property line north, south, east and west. The size and placement of the driveway must also be shown.
- Prepared to pay for permit.