

St. Bernard Parish Government

Department of Community Development
8201 West Judge Perez Drive
Chalmette, LA, 70043
Office: 278-4310 Fax: 278-4298



COMMERCIAL CONSTRUCTION CHECKLIST

ALL PRELIMINARY APPROVAL LETTERS FROM REGULATING AGENCIES MUST BE SUBMITTED TO THIS OFFICE PRIOR TO PERMIT ISSUANCE. THE DEPARTMENT OF COMMUNITY DEVELOPMENT WILL FORWARD PLANS AND APPLICATIONS TO APPROPRIATE DEPARTMENTS AS NECESSARY FOR YOUR CONVENIENCE. THIS MAY REQUIRE ADDITIONAL SETS OF PLANS TO BE SUBMITTED.

The following must be submitted to obtain a building permit for commercial construction:

- _____ 1. Completed application form.
- _____ 2. Copy of recorded property titles. Contact St. Bernard Parish Clerk of Court at (504) 271-3434.
- _____ 3. Three (3) sets of dated, site-specific original and sealed plans drawn up by a Louisiana Registered architect or civil engineer to include the following:
 - a. Material specifications dated and labeled.
 - b. Site plan dimensioned to scale, showing all existing and proposed structures, yard setbacks, servitudes, parking spaces, surrounding street names, square and lot number, and subdivision name.
 - c. Total square footage of structure.
 - d. North, South, East and West elevation sketches.
 - e. Dimensioned floor plan, including locations of electrical outlets and lights, and plumbing facilities.
 - f. Typical interior and exterior wall and window details.
 - g. Foundation plan.
 - h. Original landscape plan prepared by a Louisiana Licensed Landscape Architect and shall bear the Landscape Architect's seal and signature. All landscape plans shall contain a statement signed and dated by the preparer certifying that the plan was prepared in accordance with Louisiana Horticulture Law and specifications.
- _____ 4. For structures with a footprint of 5,000 square feet or more, or any improvement, including parking, a drainage plan and associated calculations must be submitted for the purpose of obtaining a drainage permit from St. Bernard Parish Government, Department of Public Works at (504) 278-4300.
- _____ 5. Copy of property survey or if none exists, copy of titles accompanied by item in 3-b listed above, must be submitted.
- _____ 6. Submit plan review approval letter from St. Bernard Parish Water & Sewerage Board for

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new construction. Call (504) 271-1681 for specification requirements.

- _____ 7. Plan review letter from St. Bernard Parish Fire Department (504) 278-4477 and Louisiana Office of State Fire Marshal at (800) 256-5452.
- _____ 8. Preliminary letter of compliance from Louisiana Department of Health, if applicable at (504) 278-2780. The office is located at 8050 W. Judge Perez Dr., Suite 1345, Chalmette, LA 70043.
- _____ 9. Must comply with off-street parking requirements as per the St. Bernard Parish Government Comprehensive Zoning Ordinance.
- _____ 10. Letters of approval from any other agencies regulating the use or activity proposed. (DOTD driveway approval, DEQ approval, etc.)
- _____ 11. Contractor or Homeowner must comply with all Louisiana State Contracting Laws. If you have any questions contact the State Licensing Board for Contractors (225) 765-2301.
- _____ 12. Must comply with Federal Americans with Disabilities Act (ADA) which was enacted on July 26, 1990. For additional information, contact the Department of Justice at (202) 514-0301 or their TDD Line at (202) 514-0381.

GENERAL REQUIREMENTS

All electrical, plumbing, gas and mechanical work must be filed by a St. Bernard Parish licensed electrician, plumber, gasfitter and mechanical contractor. The work must be inspected and approved before any finals are issued. All inspections must be scheduled with the Department of Community Development (504) 278-4310.

All new signage requires a permit issued by the Department of Community Development (504) 278-4310 prior to installation.

A Zoning Compliance Letter must be issued from the Department of Community (504) 278-4310 prior to obtaining an Occupational License from the St. Bernard Parish Sheriff's Office (504) 271-2504.

Alcohol and Beer licenses may be applied for through St. Bernard Parish Government, Alcohol, Beverage and Bingo Permits at (504) 278-4327 prior to serving alcohol and beer.

Any contractor or party who intends to do work that may affect changes to the subsurface within 1,500 feet of the Lake Borgne Basin Levee District (LBBLD) Mississippi River flood control structure or within 300 feet of the toe of all hurricane protection structures are required to apply for a permit from the Lake Borgne Basin Levee District (LBBLD). Lake Borgne Basin Levee District (LBBLD) may be contacted at:

e-mail: lbld@bellsouth.net
phone: (504) 682-5941
fax: (504) 682-5942

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ALL STANDARDS OF CONSTRUCTION MUST COMPLY WITH ST. BERNARD PARISH CODE OF ORDINANCES, ST. BERNARD PARISH COMPREHENSIVE ZONING ORDINANCE AND THE LOUISIANA UNIFORM BUILDING CODE (ICC INTERNATIONAL CODE CONGRESS). ALL SERVITUDES EXISTING ON PROPERTY MUST BE SHOWN ON ALL STAMPED SITE PLANS SUBMITTED IN LIEU OF PROPERTY SURVEY.

NO PERMIT WILL BE ISSUED UNTIL ALL LETTERS OF "NO OBJECTION" ARE RECEIVED BY ST. BERNARD PARISH GOVERNMENT AND DEPARTMENT OF PUBLIC WORKS.

Revised 3-29-2016