



**SAINT CHARLES PARISH**  
**Department of Planning and Zoning**  
 P.O. Box 302 (14996 River Road) • HAHNVILLE, LOUISIANA 70057  
 (985) 783-5060 • (985) 783-5000 • FAX (985) 783-6447

**PERMIT APPLICATION**  
**COMMERCIAL/INDUSTRIAL**

rev 2/2017

(OFFICE SECTION)	
PERMIT #: _____	ZONING DISTRICT: _____ DATE REQUESTED: _____
RECEIPT #: _____	COUNCIL DISTRICT: _____ # PARKING REQUIRED: _____
FLOOD ZONE: _____ BFE: _____ DFIRM: _____	
SEWER PERMIT#: _____	WATER PERMIT#: _____
PROPERTY ID #: _____	CULVERT PERMIT #: _____

CONSTRUCTION ADDRESS: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

PROPERTY OWNER(S): \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ LIC. #: \_\_\_\_\_ PH. #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ELEC. SUB-CON: \_\_\_\_\_ LIC. #: \_\_\_\_\_

PLUMBING SUB-CON: \_\_\_\_\_ LIC. #: \_\_\_\_\_

HVAC SUB-CON: \_\_\_\_\_ LIC. #: \_\_\_\_\_

(licensed subcontractors required for projects exceeding \$10,000. This includes material & labor)

SUBDIVISION: \_\_\_\_\_ LOT #: \_\_\_\_\_ SQUARE/BLOCK #: \_\_\_\_\_

PROPERTY AREA (SQ. FT.): \_\_\_\_\_ CORNER LOT: YES or NO

BUILDING DIMENSIONS: \_\_\_\_\_ # OF BUILDING STORIES: \_\_\_\_\_

INTERIOR AREA: \_\_\_\_\_ ACCESSORY AREA: \_\_\_\_\_ TOTAL AREA: \_\_\_\_\_

BUILDING USE: \_\_\_\_\_ WATER METER SIZE: \_\_\_\_\_

ANY OTHER STRUCTURES ON PREMISES? \_\_\_\_\_

IF SO, ARE THEY TO BE DEMOLISHED PRIOR TO CONSTRUCTION? \_\_\_\_\_

AMOUNT OF CONSTRUCTION CONTRACT: \_\_\_\_\_

**CHECKLIST FOR OBTAINING PERMIT:** (Permit Issuance hours are 8:30am to 3:00pm)

- \_\_\_\_ 1. Completed application signed and dated by current property owner.
- \_\_\_\_ 2. Copy of deed to the property.
- \_\_\_\_ 3. Survey and grade certificate of property dated and signed by a licensed land surveyor.
- \_\_\_\_ 4. Two complete sets of stamped Building and Civil Construction plans. Plans shall include the site plan showing all dimensions, building setbacks, required parking, loading, landscaping, fencing and buffer elements.
- \_\_\_\_ 5. One digital (.pdf) copy of the stamped Building and Civil Construction with Manual N, if required
- \_\_\_\_ 6. Drainage plan and calculations stamped by a Louisiana licensed engineer.
- \_\_\_\_ 7. Municipal Separate Storm Sewer System (MS4) approval statement if total soil disturbance is greater than one acre. Best Management Practice applies to all construction regardless of size. Call 985-331-4478 for requirement details.
- \_\_\_\_ 8. State Fire Marshal review letter. Call 1-225-925-4911 for more information.
- \_\_\_\_ 9. La. Depart. of Health and Hospitals (DHH) approval. Call 985-764-4376 for more information.
- \_\_\_\_ 10. Copy of driveway permit, if required. Call DOTD (504-437-3100) for state highways and/or (985-783-5102) for Parish streets.
- \_\_\_\_ 11. St. Charles Parish Water Works permit.
- \_\_\_\_ 12. St. Charles Parish Wastewater (sewer) permit.
- \_\_\_\_ 13. Contract for construction debris removal (per Ord. # 13-10-7, see page 3)
- \_\_\_\_ 14. Contract from a Portable Sanitary Facility Vendor.
- \_\_\_\_ 15. Approval Letter from the Levee District for all projects located within 1500 feet of the base of the levee (East Bank call 225-869-9721, West Bank call 225-265-7545).
- \_\_\_\_ 16. Permit and inspection fees paid in full (fees on page 3). Permit fees are non-refundable. Plan review and inspection may be partially refunded on a pro rata basis.

**CHECKLIST FOR OBTAINING THE FINAL CERTIFICATE OF ZONING COMPLIANCE:**

- \_\_\_\_\_ 1. Final as-built survey, including Final Elevation Certificate
- \_\_\_\_\_ 2. State Fire Marshall and/or other State or Federal agency approval (written)
- \_\_\_\_\_ 3. Wastewater Department and/or DHH approval (written)
- \_\_\_\_\_ 4. Building Code Certificate of Compliance (after the final inspection)
- \_\_\_\_\_ 5. Drainage, parking and landscaping approval

**COMMERCIAL/INDUSTRIAL CONSTRUCTION- PERMITTING PROCESS (SUMMARY)**

- A Pre-Application meeting is scheduled by the P&Z Planner with the project owner and St. Charles Parish Depts. of Public Works, Water Works, Waste Water, the Building Official and any other dept. or agency deemed necessary to discuss the proposed project, requirements and fees.
- A Site Meeting with applicant and Parish Officials to field review the proposal. Please call Lee Zeringue of Public Works at 985-783-5102 or 985-331-4477 to schedule a meeting at the project location.
- **A complete application with all required documentation must be submitted and fees paid for by check or money order.**
- The application and building plans will be sent to the Building Official for review and approval according to the International Building Code (as amended).
- The Drainage Plan will be reviewed and approved by the Dept. of Public Works.
- Dept. of Public Works will calculate any Sewer Development fees which must be collected prior to issuance of a permit.
- A St. Charles Parish Planner shall review the proposal for compliance with Parish Zoning Regulations.
- The Planning Department will contact the applicant upon permit approval.
- The applicant shall sign the Construction Permit which will be issued by Planning Department with a copy of the approved Construction Plan Review, notations and a Construction Placard.
- Applicant shall **post the Construction Placard** where it is visible from the street.
- After obtaining the Construction Permit the Applicant can proceed with installing the temporary electrical service and **call South Central Planning & Development Commission (SCPDC) at 985-655-1070** for the inspection and release of power.
- Applicant shall submit a **Grade Certificate and Form Survey** to the Planning Dept. for approval of the foundation form height and location. If the structure does not meet the elevation and/or setback requirements, a **Cease and Desist Order** will be issued until the proposed structure is brought into compliance.
- After foundation forms are approved, please **call SCPDC at 985-655-1070 for Pre-Pour Inspection and all subsequent required inspections.**
- A Certificate of Occupancy will be issued by the Planning Dept. upon completion of the project with submittal of all required documents/approvals (Final As-built Survey, Final Elevation Certificate, Fire Marshal, DHH, Sewer, and Drainage, ect.) final inspection by South Central Planning & Development Commission and approval of the Parking and Landscaping by P&Z.
- The Applicant must obtain Sales Tax ID # from the St. Charles Parish Sales & Use Tax Office (985-785-3125).
- Then the Applicant must obtain an Occupational License from the St. Charles Parish Sheriff's Office Division of Tax Collection & Licenses (985-783-6237)
- Occupancy of the structure cannot occur prior to the above requirements being satisfied.
- Should the Applicant fail to arrange for final clearance from the Planning Dept., the Applicant will be subject to penalties specified in the St. Charles Parish Code of Ordinances.

**YOU ARE HEREBY INFORMED OF THE FOLLOWING CONSTRUCTION RELATED REGULATIONS:**

- **DRAINAGE DITCH BLOCKAGE (PARISH LAW):** Under Section 7-1 of the Parish Code, it is illegal, "for any person to allow any dirt, sand, concrete, lumber, etc., to be placed or to be allowed to be placed so as to slip, fall, or run into any drainage ditches and canals under the jurisdiction of the Parish Council." Penalties are provided for violation of this law under Code Section 13-9.
- **FLOODING OF NEIGHBORING PROPERTIES (DUE TO IMPROPER CONSTRUCTION PRACTICES):** The Louisiana State Civil Code specifically prohibits any alteration of the natural watercourse over any properties, which would cause substantial damage to neighboring properties. Offending property owners would be liable for such actions within the state civil court system.

APPLICANT SIGNATURE: \_\_\_\_\_ (DATE) \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_ (DATE) \_\_\_\_\_

FEE PAID: \_\_\_\_\_ (DATE) \_\_\_\_\_

PERMIT SECTION SIGNATURE: \_\_\_\_\_ (DATE) \_\_\_\_\_

**Construction Debris Removal (Per Ord. # 13-10-7)**

Date: \_\_\_\_\_  
 Project type: \_\_\_\_\_  
 Project location: \_\_\_\_\_

**Choose one of the following:**

**Container:** I agree to provide a contract with a commercial container provider during the duration of the construction project. The container will be placed within the property boundaries and not interfere with vehicular sight lines. The container will be hauled to a State permitted disposal site.

Container Provider name: \_\_\_\_\_

Debris hauling contract provided: \_\_\_\_\_ (Initial St. Charles Planning Dept.)

**Daily haul off:** I agree to contain all construction debris in an approved container which will be hauled off **daily** to a State permitted disposal site during the duration of my commercial, residential or renovation project.

Debris vendors name: \_\_\_\_\_

State permitted disposal site: \_\_\_\_\_

**Minor residential:** I agree to dispose of all debris in a container which can be readily picked up by the garbage service.

**I have read the following penalties involved with violating Ord. 13-10-7:**

Failure to contain or haul off debris in accordance with agreement by any person or commercial vendor shall be convicted of a misdemeanor and violators upon conviction will incur penalties as defined in State Revised Statutes 14:100.1, penalty fine of not more than five hundred dollars (\$500.00) and/or imprisoned for not more than six (6) months, or restitution of costs incurred by the Department of Public Works as determined by the court for each offense.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ (Planning Dept.)

PERMIT TYPE	PERMIT FEES	PLAN REVIEW AND INSPECTION FEES (number of inspections included)
New Commercial (new additions and modular)	\$0.10/square foot--\$600 min.	\$0.40/square foot--\$400 Min. (25)
New Institutional (new additions and modular)	\$0.10/square foot --\$600 min.	\$0.40/square foot --\$400 Min. (25)
Commercial Renovation	\$0.05/square foot--\$100 min.	\$0.20/square foot--\$400 Min. (12)
Institutional Renovation	\$0.05/square foot--100min.	\$0.20/square foot--\$400 Min. (12)
Commercial Storage (accessory to main building)	\$0.10/square foot--100 min.	\$0.40/square foot--\$400 Min. (12)
Commercial Parking	\$100	\$0.80/500 square foot (2)
Additional Inspections	n/a	\$60 (1)



St. Charles Parish Department of  
Planning & Zoning

P.O. Box 302  
Hahnville, LA 70057  
(985)-783-5060  
Fax (985)-783-6447

**FLOOD ELEVATION ACKNOWLEDGEMENT**

I, the undersigned, do hereby acknowledge that I have been advised that my proposed structure is located in a Special Flood Hazard Area, as determined by FEMA. I have been advised of the required minimum elevation of this (these) structure(s), as determined on the Flood Insurance Rate Map (FIRM). I further understand that **ALL STRUCTURES, RESIDENTIAL AND NON-RESIDENTIAL (INCLUDING GARAGES), MUST BE CONSTRUCTED AT OR ABOVE THE REQUIRED BASE FLOOD ELEVATION. THIS INCLUDES BUT IS NOT LIMITED TO, ATTACHED AND DETACHED STRUCTURES, AIR CONDITIONING UNITS, WATER HEATERS, WASHING MACHINES AND DRYERS. EACH STRUCTURE MUST HAVE ITS OWN ELEVATION CERTIFICATE.**

In cases where an accessory structure (attached or detached) cannot comply with the flood elevation requirement, that portion below the required elevation must be constructed in accordance with **FEMA TECHNICAL BULLETINS 1-93, 2-93, or 3-93**. These bulletins govern the flood proofing and structural requirements, as mandated by FEMA, for structures built below the base flood elevation and are available from St. Charles Parish Department of Planning and Zoning.

A Certificate of Zoning Compliance will not be issued until all provisions of the aforementioned FEMA regulations are satisfied.

In order to insure that all Floodplain Regulations are enforced I understand that I must provide a foundation form survey and an elevation **BEFORE** I pour concrete or proceed with construction of ANY portion of this structure. **FAILURE TO SUBMIT REQUIRED INFORMATION BEFORE POURING CONCRETE WILL RESULT IN A CEASE AND DESIST ORDER PLACED AGAINST FURTHER CONSTRUCTION ACTIVITY UNTIL ESSENTIAL INFORMATION IS SUBMITTED TO THIS DEPARTMENT.**

\_\_\_\_\_  
APPLICANT NAME (PRINT)

\_\_\_\_\_  
APPLICANT SIGNATURE (SIGN) & DATE

\_\_\_\_\_  
ST. CHARLES PARISH OFFICIAL

\_\_\_\_\_  
PERMIT #



# ST. CHARLES PARISH

## PLANNING AND ZONING

MATTHEW JEWELL  
PARISH PRESIDENT

St. Charles Parish currently utilizes South Central Planning and Development Commission for plan review and on-site inspection services. The permit and inspection fees charged by Planning and Zoning include these services. If you choose to hire a third party inspector, the fees charged remain the same.

**Please notify the permit department upon submission if you have chosen to use a third party inspector.**

For access to third party inspectors approved in Louisiana, please go to

[lasfm.louisiana.gov/search/succ.aspx](http://lasfm.louisiana.gov/search/succ.aspx).

\_\_\_\_\_ I understand that the plan review and inspection fees are not adjusted when a third party inspector is hired.

\_\_\_\_\_ I understand that SCPDC reserves the right to review the building plans and conduct on-site building inspections at their discretion.

\_\_\_\_\_ I understand that when a third party inspection company is utilized, SCPDC will no longer inspect the site as the designated building inspector.

---

Signature

Date

---

Approved by:

Date

# St. Charles Parish Dept. of Public Works

## Traffic Scoping Information Form

Provide the following information along with the required documents listed below to the Department of Planning and Zoning in accordance with the Traffic Impact Analysis Policy. (Ord. 20-12-2 & 20-12-3)

Site Address \_\_\_\_\_

Roadway adjacent to property \_\_\_\_\_

### **Property Owner**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

### **Designated Contact**

Name/Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

### **TIA preparer contact information-Must be a Registered LA Professional Engineer with PTOE certification**

Name/Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

### **Development information**

Commercial or Residential (please circle)

For commercial developments, list the number, type, and square footage of each business. For residential developments, list the type and number of units. (single family, apartment, townhome, etc.)

\_\_\_\_\_

\_\_\_\_\_

Estimated # of new vehicle trips \_\_\_\_\_ Estimated start/completion dates \_\_\_\_\_/\_\_\_\_\_

### **Additional documents required for submission**

\_\_\_\_ Vicinity Map

\_\_\_\_ Trip Generation

\_\_\_\_ Site Plan

\_\_\_\_ List of suggested intersections for inclusion in the study area