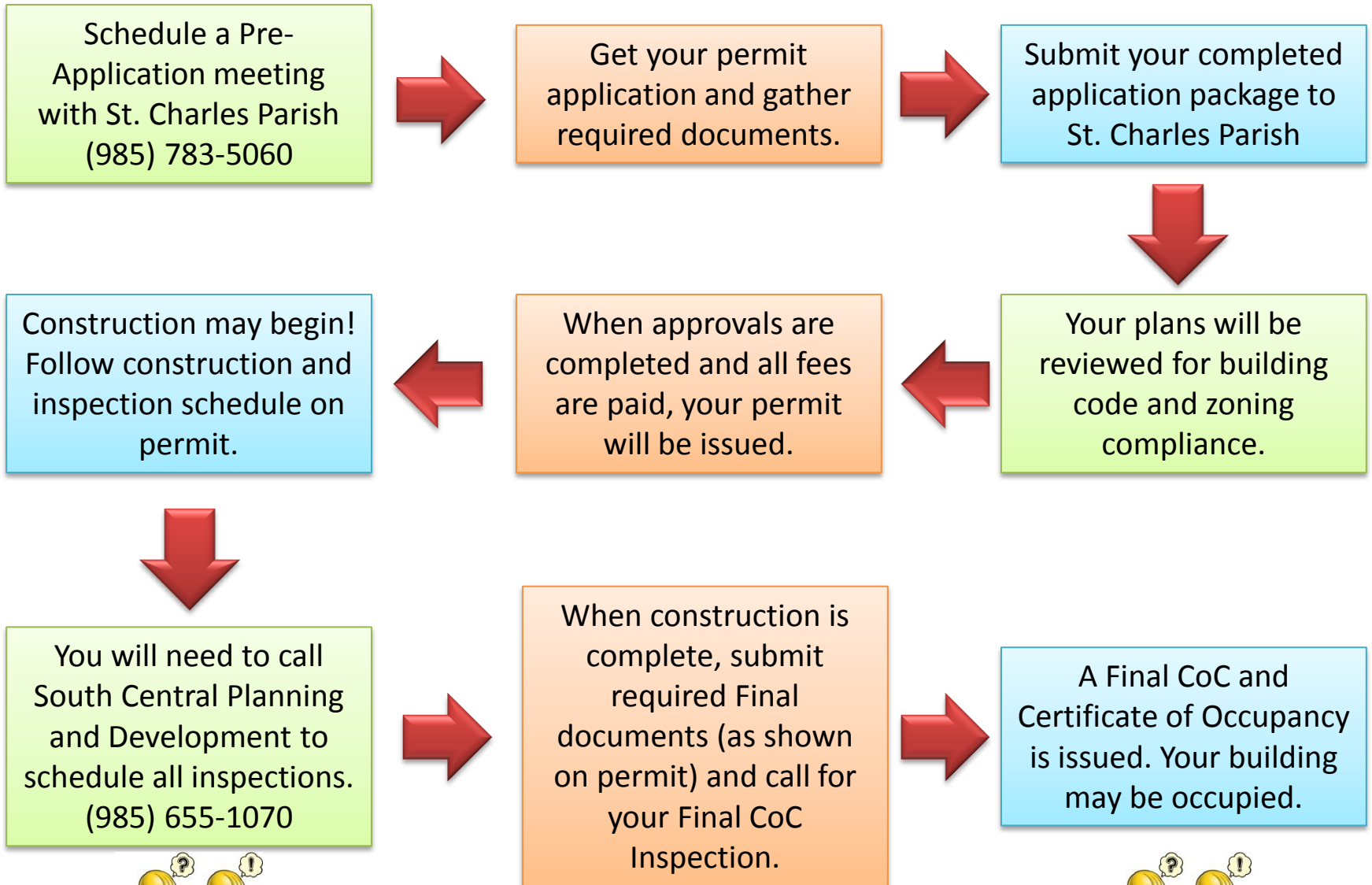




St. Charles Parish Commercial Permitting Process



Commercial Permitting Guide

Information on who to contact, what is required, and when to file.

St. Charles Parish Department of Planning and Zoning (985) 783-5060



****This Permitting Guide provides further details of the steps outlined in the Permitting Flowchart****

1. A meeting with Wastewater, Waterworks, MS4, Planners, Drainage and Planners is scheduled to help answer any questions/concerns you may have for the upcoming project. This meeting request is made to the Planning section for scheduling.
2. An application is picked up from Planning and Zoning or is emailed to the applicant. This is the time to get all of your paperwork together for submittal. The necessary items for submittal are:
 - a. A copy of the deed to the property.
 - b. A survey with a grade certificate. The grade certificate will determine the height of the existing ground before construction.
 - c. Site plan and landscape plan. A Planning and Zoning Planner will approve both plans. The plans are delivered to the assigned planner by the Senior Permit Coordinator. You will work with the Planner to meet the minimum requirements necessary per the zoning ordinance. When the plans are approved, the Planner will notify the Senior Permit Coordinator of the approval.
 - d. Two sets of paper construction plans (no smaller than 11 X 17) along with a digital copy. These will be forwarded to South Central Development by Planning and Zoning for approval. Any building code questions should be directed to a South Central Development plan reviewer. The contact number is 985-655-1070
 - e. A drainage plan and Calculations by a Louisiana licensed engineer. This plan will be forwarded to Public Works for the Parish Engineer to review. The Senior Permit Coordinator forwards a copy of the submitted building plans for you.
 - f. A Fire Marshal approval letter. This determines that the plans of the building will meet their requirements for approval. This avoids any future changes of the building plans to meet the building code. The contact number is 1-225-925-4911.
 - g. Department of Health approval letter when applicable. This approval is necessary when the proposed project will be providing food to the public. This document verifies the floor plan of the building will meet the requirements for food safety. The contact number is 985-764-4376.
 - h. An approval letter is needed when the proposed construction is within 1500 feet of the levee. The Levee District will provide a letter for approval. The contact number is 225-869-9721 for the East Bank and 225-265-7545 for the West Bank

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- i. A contract with a Sanitary Facility Vendor and Construction Debris Removal is needed. This ensures a restroom and a dumpster are on site.
 - j. A copy of the construction contract is needed. This figure is used to determine permit fees. If there is no contract, the permit fees can be determined by the size of the structure.
 - k. Water and sewer permits are needed to apply for a permit. They can be applied and paid for through Planning and Zoning.
3. When all of the above documents are collected, the permit can be applied for. The signed applications along with the documents are submitted to Planning and Zoning.
4. Your plans will be distributed to Public Works for Drainage review, a Planner for site and landscape review, and lastly they are uploaded to the Building Official through My Permit Now for Building Code review.
5. When all approvals are received, the permit may be issued.
6. Construction may begin. The inspection schedule is listed on the second page of the issued/signed permit. Please post construction board that was provided when the permit was issued.
7. South Central Planning and Development must be contacted to schedule the inspections. These inspections must be completed to verify the structure is meeting building codes. Don't forget to call for the final CoC inspection! The contact number is 985-655-1070
8. Additional documents are needed when the construction is complete to close out the permit.
 - a. Final Fire Marshal
 - b. Final Drainage inspection
 - c. Final elevation
 - d. Final as built
9. **The Building is complete!! A final Certificate of Occupancy is issued.**