

WEST BATON ROUGE PARISH GOVERNMENT
OFFICE OF COMMUNITY PLANNING & DEVELOPMENT (OCPD)
INITIAL APPLICATION REQUIREMENTS ON COMMERCIAL BUILDING PERMITS
(Commercial construction)

Signed acknowledgements (**BEFORE PERMIT CAN BE ISSUED**):

- (1) I acknowledge I am aware that if my proposed project has access to a "State Highway" then I must obtain a "driveway permit" from the Louisiana Department of Transportation and Development.

Signed Date

The following items (if applicable) must be submitted to the WBR OCPD before a building permit can be issued:

- PERMIT APPLICATION**
- ADDRESS OF PROPERTY** E-911 OFFICE 225-346-1577
- SEWER APPROVAL** WBR PARISH HEALTH UNIT 225-342-2650
OR WBR UTILITIES DEPARTMENT 225-336-2406
 Temporary Permit Final Permit
- GREASE TRAP ACKNOWLEDGEMENT**
ALL **COMMERCIAL FOOD ESTABLISHMENTS & STRIP MALLS** MUST SIGN A GREASE TRAP FORM ACKNOWLEDGING THAT THEY MET WITH THE PARISH CHIEF BUILDING OFFICIAL TO DISCUSS GREASE TRAP CONSTRUCTION / LOCATION
- COPY OF BUILDING PLANS FOR REVIEW** TO BE RETAINED BY THE WBR OCPD
 - o Structural Calculations
 - o Geotech Report and Soil Testing (If Required by Building Official or Chief Inspector)
- SITE PLAN REVIEW** Section 1 (Date) _____ Section 2 (Date) _____ Section 3 (Date) _____
 - o **APPROVED PLAT OF PROPERTY.** OBTAINED FROM WBR CLERK OF COURT 225-383-0378
 - o **PLOT PLAN**
 - o **COMPLIANCE WITH FIRE HYDRANT REQUIREMENTS**
- Flood Zone:** _____
ENGINEER'S ELEVATION CERTIFICATE IF PROPERTY IS IN FLOOD ZONE A & AE
THIS INCLUDES A REFERENCE LEVEL CERTIFICATE BASED ON "CONSTRUCTION DRAWINGS", VALID DURING COURSE OF CONSTRUCTION & A POST CONSTRUCTION CERTIFICATE WHEN CONSTRUCTION IS COMPLETE. (PLEASE NOTE: Final approval will be withheld until the Post Construction Certificate is submitted.)
 - Pre-Construction Post-Construction (MUST SUBMIT BOTH)
- REGISTERED & LICENSED CONTRACTORS**
P/E/M PERMITS TO BE PULLED SEPARATELY FROM BUILDING PERMIT
 - o General Contractor: _____
 - o Plumbing Contractor: _____
 - o Electrical Contractor: _____
 - o Mechanical Contractor: _____

NOTE TO APPLICANT: Contractors
involved with ANY commercial, industrial or multi-family residential project MUST have the proper state license REGARDLESS of the dollar amount involved.

- APPROVAL OF STATE FIRE MARSHALL** 225-925-3650
- APPROVAL OF DHH** 225-342-2650
- DEQ-SWPPP Approval** 225-219-9371
- UTILITIES (gas, garbage, water, sewer) DEPOSIT RECEIPT.** Issued by the WBR Utilities Department
225-336-2406
- OCCUPATIONAL LICENSE & SALES TAX APPLICATION** WBR Revenue Department **225-336-2408**

CERTIFICATE OF OCCUPANCY

- Final Waste Water Approval (Parish / DHH / Municipality)
- Final inspection from State Fire Marshall
- Final inspection from DHH
- WBR Revenue Department
- DEQ- SWPPP Approval

- ADULT USE BUSINESSES** (Including, but not limited to bookstores, "strip clubs", adult novelties, adult movies, etc.) **MUST FIRST OBTAIN AN "ADULT USE PERMIT" FROM THE OFFICE OF COMMUNITY PLANNING & DEVELOPMENT** (See Office Coordinator) **BEFORE APPLYING FOR A BUILDING PERMIT OR A CERTIFICATE OF OCCUPANCY**

