



# COMMERCIAL PERMIT

Permit Department  
304 State Street  
Jennings, La. 70546  
Phone: 337-824-6290  
Fax: 337-824-8908

**GENERAL COMMERCIAL REQUIREMENTS: INTERNATIONAL RESIDENTIAL CODE OF 2066 TO BE FOLLOWED  
IS PROPERTY ZONED CORRECTLY?**

## HOW TO OBTAIN A PERMIT FOR COMMERCIAL CONSTRUCTION

**If you are in the city limits of Elton, Lake Arthur or Welsh a letter from the town clerk is required stating property is zoned correctly, flood zone information and whether or not they will provide sewer and water to your property**

### 1. OBTAIN 911 ADDRESS (Unless you have Existing Address)

Your 911 address may be obtained from the 911 Office located across from Sheriff's Dept. on Hwy 90, Jennings, La. Or you may call (337) 821-2115. Please note that the health unit will require a valid 911 address before processing your application.

### 2. OBTAIN SEWER TREATMENT PERMIT (SANITATION)

The Health Unit will provide a sanitation letter/form to us at Permit Office. They may perform percolation tests and determine the **type, location** and **size** of septic system appropriate for your property. If you are using an existing septic system, they will require an inspection. Their office is located at 403 Baker St. Jennings, La. You can contact Brock Smith at (337) 824-2193, **ext 206** or his assistant, Phillip at **ext 204**. They are available Monday through Thursday from 8:30am till 9:30am and 3:30pm till 4:30pm. **They are not available at any other times.** You may leave a message. **YOU WILL NEED TO PROVIDE AN ACT OF CONVEYANCE ALONG WITH SURVEY. YOU CAN OBTAIN THIS AT THE CLERK OF COURT.**

### 3. FILE PERMIT APPLICATION AT THE JDPPJ PERMIT DEPARTMENT

You will need the following to complete the building permit process: **(SEE PG. 2)**

- 2 SETS OF PLANS OR DESCRIPTION OF WORK BEING DONE
- Site Plan  
Land Verification (Recorded copy of Act of Cash Sale/Donation/Succession)
- Elevation Certificate – **If property is in a Flood Zone**
- Your Flood Zone will be checked by the Permit Clerk using description of property. If your property is in a Flood Zone, you will need to provide 1<sup>st</sup> shot elevation certificate and final shot..... No Utility Connection will be made until surveyor completes final shot



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**(You can obtain an Elevation Certificate from a licensed Surveyor)**

- Per Ordinance Sec. 18-19, form boards of concrete slab (Finished Floor Elevation) must be one (1) foot above the highest of:
  - the nearest street centerline
  - nearest sanitary sewer manhole
  - or nearest base flood elevationThis provision shall apply regardless of flood zone designation
- If pilings are driven in ground, you will need Engineered Foundation/Pile layout
- **PLAN REVIEW IS REQUIRED** - Plans are sent to Building Code Inspection Services
- Check or money order to pay for Plan Review. Permit and inspection fees are due when you pick up your plans after review. Plan Review fees are based on # of pages. There is a minimum fee of 100.00 for under 10 pages.

If the Contractor is pulling the Permit we need a copy of his contractor's license and proof of liability insurance.

**If you do not have an existing Driveway, please get with Randy Ringuet in the Police Jury Office to obtain a Driveway/Culvert Permit to installing.**

### INSPECTIONS REQUIRED

**Building Code Inspection Services provides all Inspections for JDPPJ  
(Any questions you may have, please call 337-886-6069)**

**Please consult the Health Unit (Sanitation Dept.) for your final inspection**

**NO UTILITY CONNECTION WILL BE MADE UNTIL ALL ABOVE REQUIREMENTS  
ARE MET**