



# COMMERCIAL PERMIT

Permit Department  
304 State Street  
PO Box 1409  
Jennings, La. 70546  
Phone: 337-824-6290

**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 or Lake Arthur a letter from the town clerk is required stating property is zoned correctly, flood zone information and 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: The Sanitation Office will require a valid 911 address before processing your application.**

### 2. OBTAIN SEWER TREATMENT PERMIT

The Sanitation Inspector at Jeff Davis Parish Health Unit will provide sanitation approval to the 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, that system needs to be inspected by a licensed plumber or installer. They will give you a report to bring to the sanitation office. Their office is located at 403 Baker St. Jennings, La. State Inspectors are Brock Smith and Phillip Vidrine. They are available Monday through Thursday from 8:30am till 9:30am and 3:30pm till 4:30pm. **(337) 824-2193 Option 4**  
**YOU WILL NEED TO PROVIDE AN ACT OF CONVEYANCE ALONG OR PROPERTY DEED**

### 3. PERMIT APPLICATION AND PERMIT REQUIREMENTS

- 1 SET OF PLANS/DRAWINGS OR SCOPE OF WORK
- SITE PLAN
- PLAN REVIEW IS REQUIRED
- FIRE MARSHALL APPROVAL REQUIRED
- Land Verification (Recorded copy of Act of Cash Sale/Donation/Succession)
- Elevation Certificate – **If in a Flood Zone 1<sup>ST</sup> SHOT & FINAL SHOT**  
(You can obtain an Elevation Certificate from a licensed Surveyor)

The State of Louisiana has adopted a 1 ft freeboard requirement for all new construction in accordance to Chapter 5 of the ASCE 7 and ASCE24. All New Construction or moved building/mobile home within a special flood hazard area will be required to have the lowest floor elevated to 1 ft. above the Base Flood Elevation.

**If pilings are driven in ground, you will need an Engineered Foundation/Pile Layout**



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Contractor's License and certificate of liability to be submitted with plan review documents

### NEW DRIVEWAY INSTALLATION:

Please get with Permit Office to obtain a Driveway/Culvert Permit.

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**

**\* Check, money order or Pay Pal is accepted \***