

General Requirements

1. State Fire Marshal: It shall be the owner's or his representative's (designer) responsibility to submit plans to the State Fire Marshal's Office for review and written approval. This approval is required prior to issuance of building permit.

2. Health Department: All commercial jobs which involve the sale or service of food, motels, hotels, bars, daycares, fruit stands, etc. shall have written approval from the Health Department prior to issuance of permit.

3. Design Professional: All drawings, specifications, and accompanying data shall bear the name and address of designer. The designer shall be an architect or structural engineer legally registered under the laws of this state regulating the practice of architecture or engineering and shall affix his official seal to said drawings, specifications, and accompanying data to the following: 1. In the case of new buildings or structures of Group E – Educational, Group I – Institutional and Group A – Assembly Occupancy; 2. New buildings or structures three stories or more in height; 3. New buildings or structures 5,000 sq.ft. or more in area.

LICENSE, BOND, & INSURANCE

All contractors shall deposit with the City a contractor's bond, on the City of Lake Charles bond form, in the principle sum of five thousand dollars (\$5,000) and furnish a Certificate of General Liability insurance in the minimum amount of one hundred thousand dollars (\$100,000.00). The City of Lake Charles must be listed as a Certificate Holder.

Commercial jobs exceeding fifty thousand dollars (\$50,000.00) in cost must be permitted by a contractor licensed by the State of Louisiana.

Non-resident contractors and subcontractors who operate in Louisiana must register with the Department of Revenue and Calcasieu Parish School Board, Sales Tax Collections.

CITY OF LAKE CHARLES
THE PERMIT CENTER
P.O. BOX 900
LAKE CHARLES, LA 70602-0900

CITY OF LAKE CHARLES

COMMERCIAL CONSTRUCTION PERMIT INFORMATION

THE PERMIT CENTER
337-491-1294

OFFICE OF ZONING &
LAND USE
337-491-1542

City of Lake Charles
Established 1867

*Cherishing the Past,
Embracing the Future*



Revised: APR 2007

PLAN REVIEW AND PERMITTING PROCESS

Submit all required documents as listed with required review fee. Allow for a 10-20 day review process in order for all necessary departments to review pertinent commercial codes.

In order to obtain a commercial building permit, completion of the plan review process is required.

REQUIRED SUBMISSION DOCUMENTS

The following information, as well as, a completed *Plan Review Application*, are required to be submitted to The Permit Center for review and approval prior to the issuance of a building permit.

Three sets of plans drawn to scale including:

□ Vicinity Plan: Shows the adjacent and surrounding lots and streets within that block. (Needed in order to assign addresses, check buffer requirements, setback requirements, etc.)

□ Legal Description of Property: Required of all new construction.

□ Site Plan: Shows the entire project on the proposed lot including all existing structures and proposed new structures and addition; setback dimensions from structures to the property line and setbacks between all structures; and parking layout, driveways, curb cuts, etc.

□ Landscape Plan: Required of all new construction or any existing development which is altered by increasing the floor area by 30% or more.

□ Foundation Plan: Placement of interior and exterior footings, footing design, shafts, reinforcement steel, etc.

□ Floor Plan: Show each room and its use, all partitions, dimensions, doors, windows, etc.

□ Construction/Framing Plan: Size and direction of ceiling joist and roof rafters; details showing structural members, fireproofing, interior finish, etc.

- total square feet and the type of construction of both existing and new construction, occupancy use, floor loads.
- total cost of construction

□ Electrical Plan: Shall include riser diagrams, the connected load, power and lighting circuit diagram, and panel schedules. Note: Electrical contractor shall obtain an electrical permit.

□ Plumbing Plan: Shall include riser diagrams and other details necessary to determine plumbing code compliance. Note: Plumbing contractor shall obtain a plumbing permit.

□ Heating & Air Conditioning Plan: Shall include mechanical design. Note: Mechanical contractor shall obtain a mechanical permit.

□ Fire Sprinkler Plan: When applicable.

Other details may be required depending upon the occupancy use and type of construction.

All plans shall give the name address and phone number of the person responsible for the design.

Required Inspections

Building

1. Foundation Inspection
2. Framing Inspection
Fire Wall Inspection (if applicable)
3. Final Inspection

Electrical

1. Rough-In Inspection
2. Final Inspection

Plumbing

1. Rough-In Inspection
2. Top-Out Inspection
3. Final Inspection

Mechanical

1. Rough-In Inspection
2. Final Inspection

Any permit issued that has had “no activity” for 180 days or more will be automatically voided.

Contact Information

Permit Center
337-491-1294

Planning/Zoning &
Land Use
337-491-1542

Waste Water Division
337-491-1224

Water Division
337-491-1479

State Office Public Health
Environmental Health Office
337-480-2550

State Fire Marshal's Office
225-925-4920

City Fire Prevention
Bureau
337-491-1368

City Occupational License
& Sales Tax
337-491-1442

Louisiana Department of
Revenue
225-219-7356 (option 3)

Entergy
800-368-3749

Centerpoint Energy
337-477-0070

The Permit Center is located on the 7th floor of City Hall, 326 Pujot St., Lake Charles, LA.