

Contractor Permitting Requirements

1. **Provide a \$7,500 Contractors Bond** on City of Lake Charles Bond form. (not required when a homeowner self-contracts his/her primary residence) Form is located on the city website at www.cityoflakecharles.com and can be found by following these steps:

1. Click Departments
2. Click Permit Center
3. Click Forms/Applications
4. Select Bond Form

2. **Provide a Certificate of General Liability Insurance** – \$100,000 min. coverage

Proof of Workmen's Compensation Insurance

City of Lake Charles **MUST** be listed as certificate holder

3. **Provide proof of registration for Sales Tax**, contact Calcasieu School Board Sales and Use Tax Department in Lake Charles at (337) 217-4280 ext. 3413

4. **Obtain Occupational License** – Occupational Licenses (6th Floor of City Hall)

For more information, call (337) 491-1442.

5. **Louisiana Contractors License** is required for the following:

Commercial projects valued at \$50,000 or more.

Residential projects valued at \$75,000 or more.

Home Improvement projects values between \$7,500 to \$74,999

Plumbing, electrical, and mechanical projects valued at \$10,000 or more.

(Contact Louisiana Licensing Board for Contractors at (225) 765-2301 or (800) 256-1392)

6. **Register with Lake Charles Permit Center** (7th Floor of City Hall)

7. **Submit a completed application for Plan Review**

Application online at www.cityoflakecharles.com

Can be submitted by mail if a check is included for plan review and the application is complete.

8. **Pay plan review fees.** (Allow 1-3 days for residential, 7-21 days for commercial)

Residential - \$25

New Commercial

Over 50,000 sq. ft. = \$300

10,000 – 50,000 sq. ft. = \$200

1,000 – 10,000 sq. ft. = \$100

Under 1,000 sq. ft. = \$50

Commercial Renovation

Over \$600,000 = \$500

\$300,000-\$600,000 + \$200

\$100,000-\$300,000 = \$100

Under \$100,000 = \$50

Notes: 1. All Electrical, Plumbing, and Mechanical work performed require additional permits. Plan review for State Fire Marshal is required for all commercial projects.

2. Inspections require 24-hour notice. Inspection request or permit applications received after 3:30 p.m. will not be processed until the following business day.

The City of Lake Charles fully complies with Title VI of the Civil Rights Act of 1964, Americans With Disabilities Act, and related statutes, executive orders, and regulations in all programs and activities. The City operates without regard to race, color, or national origin. Any person who believes him/herself or any specific class of persons, to be subjected to discrimination prohibited by Title VI and/or Americans with Disabilities Act may by him/herself or by representative file a written complaint with the City of Lake Charles. The City's Title VI Coordinator/ADA Coordinator may be reached by phone at (337) 491-1440, the Mayor's Action Line at (337) 491-1346, or contact the appropriate Department Head.