

Requirements for Submittal of Commercial Building Permit Application

BUILDING PERMIT APPLICATION MAY BE FILED IN PERMIT OFFICE OR ONLINE AT [MGO CONNECT PORTAL](#). WITH ALL THE FOLLOWING FIELDS, AND ALL OTHER NECESSARY FIELDS COMPLETED. (An account must be created for first time users) Project Address, including Suite No. if applicable; Name, Address, Phone number, and Email address of Owner, Agent, Architect/Civil Engineer, and Contractor; include contractor license number for contractor. All required documents listed below must be uploaded in electronic form to the permit application.

1. INTERIOR RENOVATION (NO CHANGE IN USE)

- A. One (1) complete electronic set of plans by a Louisiana registered architect or civil engineer, with at least the first sheet having a statement of supervision. **Example: These plans and specifications have been prepared by me or under my supervision and to the best of my knowledge comply with all local, state and federal requirements.”**
- B. One (1) digital copy of a current survey showing all improvements may be required when necessary.

2. NEW BUILDINGS, ADDITIONS AND INTERIOR RENOVATIONS (CHANGE IN USE) SUCH AS RETAIL BUILDING TO RESTAURANT OR BAR, WAREHOUSE TO AUTO REPAIR OR ANY CHANGE IN USE.

- A. One (1) complete electronic set of dimensioned building plans with all requirements as in paragraph **(1A)** above, including plot plans delineating parking and any information pertaining to the construction of the parking lots, curb cuts, subsurface drainage, etc. B. One (1) digital copy of a **current** survey showing all improvements.
- C. Each department listed as A through E below will contact you if additional information is required.

3. ALL PLANS MUST BE REVIEWED BY:

- A. **Jefferson Parish Department of Inspection and Code Enforcement** - Building, Mechanical, Electrical, and Plumbing Sections.
- B. **Jefferson Parish Engineering Department, Site Plan Review Section** (New Building, Change in Use, and any project involving parking and/or site work).
- C. **Jefferson Parish Engineering Department, Utilities Section** (New Building and Change in Use and any project involving parking and/or site work).
<https://www.jeffparish.net/index.aspx?page=366>
- D. **Jefferson Parish Fire Prevention.**
- E. Jefferson Parish Environmental and Development Control Department.

- F. ****State Fire Marshal, Website:** sfm.dps.louisiana.gov Main office: 8181 Independence Blvd., Baton Rouge, LA 70806
New Orleans Office: 1450 Poydras St., Suite 1500 New Orleans, LA 70112
- G. **** Health Department**, 111 N. Causeway Blvd., Metairie, LA 70005 (Required for Food Outlets, Schools, Nursery/Day Care Facilities, Nursing Homes, Etc.)
- H. ****Jefferson Parish Planning Department, Site Plan Review** required for Special Districts such as: **Commercial Parkway Overlay Zone (CPZ), Mixed Use Corridor District (MUCD), Fat City Districts, Old Bucktown Districts, Old Metairie Neighborhood Conservation District (OMNCD), Fairfield Overlay District (FOD), Unrestricted Suburban District (U1S), or a Special Permitted Use (SPU).** Also required for projects involving requests for re-subdivision or rezoning. Suite 601, Joseph Yenni Building.
- I. Separate tree preservation application may be required for **Metairie Ridge Tree Preservation District.**
- J. **** East or West Jefferson Levee District Approval may be required for projects within Fifteen Hundred Feet (1500') of any Levee.** (East) www.floodauthority.org or (West) <http://slfpaw.org>
- K. ****Department of Health and Hospitals**, 628 N. 4th St., Baton Rouge, LA (225)342-9500 (Required for hospitals.)

****Applicant must submit to these Agencies directly; Plans submitted to the Building Permit Office will not be distributed to these agencies.**

4. ALL PLANS: EXPECT A MINIMUM REVIEW TIME OF TEN (10) DAYS, LENGTH OF TIME VARIES BY:

- A. Timely response to letter by Architect, Engineer, Owner (when appropriate)
- B. Licensing requirements for contractors and Sales Tax Registration Certificate from LA Department of Revenue and Taxation **(225) 219-7318;** www.Revenue.Louisiana.Gov
- C. Time response to **Commercial Parkway Overlay Zone and Mixed Use Corridor District** requirements, **Dedication of Parking** on separate lot of record, or any other written or dedication requirements. Letters of review from **Public Works, Drainage, Environmental, State Fire Marshal, Jefferson Parish Fire Prevention, State Board of Health, State Nuclear Energy Board, Jefferson Levee Board** (if within Fifteen Hundred Feet (1500') of a Levee) and any other special situation requirements.
- D. Requirements for reviews for special construction or variance of code requirements by The **Board of Standards and Appeals.**
- E. Requirements for variance by **Board of Zoning Adjustments** for all Zoning issues (location on property, setbacks, parking requirements, height of building).

F. Plan Review Work Load.

G. Completeness and accuracy of your application.

5. **FEES**

A. For new buildings, fees are assessed in accordance with the **Jefferson Parish Amendments to the Adopted International Codes**.

1. For repairs/renovations, these fees are based on the estimated construction cost/fair market value/contract value.
2. Additions will be assessed on area of addition and associated renovation costs.
3. Presentation of the executed contract to verify cost will be required.

B. Plan Review Fee is assessed on all projects involving review of design professional stamped plans.

C. Checks should be made payable to "Jefferson Parish Pooled Cash".

These instructions are for informational purpose only. Circumstances particular to any building permit application may dictate deviations from the above "Standard" requirements.