



TOWN OF LOCKPORT
710 Church Street
Lockport, LA 70374
Office # 985-532-3117
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Revised 6/4/2018

PERMIT DEPARTMENT

COMMERCIAL BUILDOUT IN EXISTING BUILDING, STRIP MALL, etc.

Fee .50 per sq. ft. Minimum \$200.00

NOTE: Commercial Jobs over \$50,000 must be applied for by the general contractor.

Permit Application Checklist:

- Pre-Plan Review meeting REQUIRED before permit is issued.**
- Completed PERMIT APPLICATION (*found on our website*)
- Site Plan *showing each suite in Strip Mall and indicating your space(s).*
- Land Verification & Parcel Number / Lease Agreement for Suite
- Copy of Contractor's License
- Valid and True Copy of Contract of Project
- 1 Complete Set of *Plans* (11" X 17") for Suite Buildout. Plans also need to be stamped by State Fire Marshal.
- Fire Marshal Letter (*must be less than 180 days old*)
- If build will have warehouse/storage area (*you must list all elements & quantities of elements to be stored*)

SIGNATURE OF APPLICANT _____ DATE _____