



TOWN OF LOCKPORT
710 Church Street
Lockport, LA 70374
Office # 985-532-3117
Fax # 985-532-7143
Revised 6/4/2018

PERMIT DEPARTMENT

COMMERCIAL CONSTRUCTION - 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

- Flood Zone Determination – **Original stamped Elevation Certificate only**

NOTE: If Flood Zone is unknown, contact Town Hall

1st Elevation - site/ground

2nd Elevation - (form spot) must be presented to permit office before foundation inspection is requested

3rd Elevation - Finished Elevation is required before Electric is released

or

B Zone/C Zone Affidavit (if building outside Special Flood Hazard Area)

- Pre-Plan Review meeting REQUIRED before permit is issued.** You will need one large set of plans for meeting and these must be presented to the permit office by Thursday 4:00pm. *Call to set up your meeting.*

- Approval from Board of Health at (985) 447-0954 (M-F 8:00-9:30 & 3:30-4:30)

- Completed PERMIT APPLICATION

- Site Plan (*drawing showing location of building on lot, lot size & dimensions on all sides, distance of building from all property lines, and the outline of the building*)

- Land Verification & Parcel Number / Lease Agreement

- Copy of Contractor's License

- Valid and True Copy of Contract of Project

- 1 Complete Set of *Stamped Engineered Plans* (11" X 17") for Building & Foundation. Plans also need to be stamped by State Fire Marshal.

- Submit paperwork on the wind rating of any garage or roll-up door (**NOTE: door must meet the minimum wind requirement for the area the building is to be installed**)

- Fire Marshal Letter (*must be less than 180 days old*)

- Piling Engineering Plans if pilings are needed

NOTE: After piles are driven, you will also need inspection review/report from the engineer.

SIGNATURE OF
APPLICANT _____

DATE _____