



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

PERMIT DEPARTMENT

COMMERCIAL CHANGE OF OCCUPANCY And Use

\$200.00 FEE with no changes to Building/Suite

Permit Application Checklist:

- Completed PERMIT APPLICATION
- Name of Business and Physical Address _____

- Purpose of Business _____
- List Products and quantity of storage items _____

Land Verification – Submit ONE of the following:

- Copy of Act of Cash Sale / Donation / Succession
- Permission to Use Building (*rent receipt, lease, etc.*)
- Copy of Floor Plan of Building and/or Suite with all dimensions and room layout. Include all bathrooms and fixtures.
- Check or Money Order for \$200.00
- Fire Marshal Letter for new use of this building (letter must be less than 180 days old).
 - I understand no build-out or renovations or changes will be done to this Building/Suite without a separate building permit.

Signed _____ Date _____