



REQUIREMENTS FOR A COMMERCIAL PERMIT

Obtaining a Commercial Permit

- Step 1.** Pick up the construction permit application from your municipality.
- Step 2.** Fill out all information on the construction permit application.
- Step 3.** Visit your local municipal office to see what, if any prior approvals and local permits are required before construction can begin. (Ex. flood zone, zoning requirements, sewer approval, and state fire marshal's approved plans).
- Step 4.** After the application has been filled out completely, return the construction application along with one set of construction drawings designed by LA licensed architects or engineers and approved by the State Fire Marshal for fire safety in accordance with NFPA 101 to the local municipality. **Plan review fee due at this time.** See the **Commercial Plan Review Fee Schedule sheet.**
- Step 5.** The building official will review the application and State Fire Marshal approved plans for uniform construction code compliance. See the Minimum Commercial Plan Review Requirements sheet.
- Step 6.** The building official will contact you when the application and plans are approved and ready to be picked up. All permit/inspection fees are due at this time. See the Fee Schedule sheet.
- Step 7.** You are now ready to start construction.
- Step 8.** Please request inspections 24 hours in advance. At each inspection, the inspector will leave an inspection notice and sticker notifying you of the result of the inspection. Once an inspection has been approved, you may move onto the next phase. See the **Commercial Inspection Guidelines** sheet.
- Step 9.** When all final inspections have been approved, a certificate of occupancy will be signed and sent to you from the building official