

ENVIRONMENTAL PROJECTS DISTURBING – LESS THAN ONE ACRE

Please follow these instructions carefully.

Complete each of the attached documents. Name and save each document separately, in a .pdf format, as demonstrated in the example below.

Example:

80000_333 E Boyd Blvd, 70802 Lot 3 Heavenly Place All Contractors_ERF.pdf

1. The City Parish's Permit number (**80000**) *underscore* then
2. address **_(333 E Boyd Blvd)** *comma* then zip code (**, 70802**)
3. lot number (**Lot 3**)
4. Name of the business if this is a commercial permit (**Heavenly Donuts**) *or* the name of the subdivision (**Gentilly Estates**) if this is a residential permit.
5. Contractors name (**Edwards Contractors**) *underscore* then the document's initials (**_ERF.pdf**).
6. Continue following the same format to name and save the remaining documents, changing the initials at the end for that document (**_ESC**) and (**_PN**).

Return all of the documents in the same email (with three separate attachments).

Although walk-ins are welcome, you are strongly encouraged to schedule an appointment *before* you visit.

Thank you,

Environmental Specialist
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225.389.4985 – Fax