

PLAN REVIEW APPLICATION OPTIONS/PROCEDURES

The following options are available for Commercial and/or Residential plan review:

City/Parish Review STANDARD PERMIT application requirements:

COMMERCIAL

1. Submit plan review application with review fee (.04 x sq. ft.)
2. Submit hard copy and digital plans in pdf of the same, including building construction plans, with Electrical, Plumbing and HVAC plans, and site plans for new construction and additions including traffic, drainage, sewer, and landscaping.
3. Submit the current Final Plat of the property.
4. Submit Flood Zone Determination Form and the Proposed Certificate of Elevation (not required for complete interior or renovation permits)
5. Submit Design Supervision Statement for plans prepared by a Professional of Record.
6. Submit Structural Design Statement for plans involving new and/or load bearing construction.
7. Submit Fire Marshal "Plan Review" and "Cautionary Codes" review letters.
8. Local Fire Dept. approval will be necessary prior to permit release.
9. Environmental approval for site, environmental approval for collection of grease/chemicals may be required.
10. Health Department approval may be required.
11. Department of Transportation and Development approval may be required.
12. Rezoning by Planning Commission may be required if anticipated use is not allowed under existing zoning.
13. Planning Commission Conditional Use permit may be required.
14. Planning Commission Site Plan approval may be required for Planned Unit Developments (including Final Development Plan), Overlay District, and other projects over 30,000 sq. ft.
15. Subdivision Office approval may be required for traffic, drainage, and sewer review.

RESIDENTIAL

1. Submit plan review application with review fee (.04 x sq. ft.) see "Information Required for Residential Plan Review"

Expedited Review (SCPDC)

COMMERCIAL

Submit plan review application with review fee (.04 x sq. ft. PLUS an additional .15 x sq. ft. for expedited review)

Submit hard copy plans of site related aspects- for review in EBR permitting office.
Renovations, complete interior permits do not require hard copy plans.

Submit digital construction plans in pdf of building, electrical, mechanical, plumbing, and any site construction intentions.

Submit all site related and supplementary approvals referenced for Standard Permits.

RESIDENTIAL

Submit plan review application with review fee (.04 x sq. ft. PLUS an additional .10 x sq. ft. for expedited review) see "Information Required for Residential Plan Review"

Third Party Review

COMMERCIAL

Submit plan review application with review fee (.04 x sq. ft.)

Submit hard copy and digital reviewed plans, stamped and sealed by the Third Party reviewer, which include International Building, Electrical, Mechanical, Plumbing Code plan review record and Third Party Review Letter.

Submit hard copy plans of site related aspects- for review in EBR permitting office.

Submit all site related and supplementary approvals referenced for Standard Permits.

RESIDENTIAL

Submit plan review application with review fee (.04 x sq. ft.)

Submit hard copy and/or digital reviewed plans, stamped and sealed by the Third Party reviewer, which include International Building, Electrical, Mechanical, Plumbing Code plan review record and Third Party Review Letter.

Submit all site related and supplementary approvals referenced for Standard Permits that pertain, and are required for these Third Party permits prior to release.