

PURCHASING OR RENTING EXISTING COMMERCIAL REQUIREMENTS

Purchased Existing Commercial:

- ___ New Electric Account #
- ___ Letter of approval from municipality to open business.
- ___ Cash Deed, Act of Donation, etc. of property. If closing has not been completed Buy / Sell Agreement can be used with the owner's Cash Deed.
- ___ Appraisal of Building or a Square Footage Assessment from the Assessor's Office. (The Assessor's Office is located on the 2nd floor of courthouse)
- ___ Driveway and Culvert contact the parish barn (318) 964-2142 or (318)452-4942
- ___ Fee .02 cents per sq ft /
- ___ Credit-Debit Cards (4% fee charge) Check or Money Order payable to APPJ (We **DO NOT** accept CASH)

Renting Existing Commercial:

- ___ New Electric Account #
- ___ Letter of approval from municipality to open business.
- ___ Cash Deed, Act of Donation, etc. of property. (If address is not in our system)
- ___ Appraisal of Building or a Square Footage Assessment from the Assessor's Office. (The Assessor's Office is located on the 2nd floor of courthouse)
- ___ Typed Lease Agreement – NOT Handwritten
(Must have tenants name / address being leased / landlords name, ph # and address)
- ___ Letter of Approval (If there is no Lease Agreement)
The Permit Office has the Letter of Approval that must be completed.
- ___ Fee .02 cents per sq ft /
- ___ Credit-Debit Cards (4% fee charge) Check or Money Order payable to APPJ (We **DO NOT** accept CASH)

ALL PERMITS ARE FAXED TO ASSESSOR'S OFFICE, HEALTH DEPT & 911 OFFICE.

After Permit Is Issued:

REQUIREMENTS NEEDED BEFORE PERMIT CAN BE RELEASED TO ELECTRIC COMPANY:

- ___ 911 Addressing Dept – Must go to the 911 office to verify information.
They will fax an approval to The Permit Dept once completed.
(Ph # 318-253-9739 / Address is 272 Industrial Blvd Mansura)
- ___ Health Dept – MUST go to Health Dept (unless city sewer) to verify sewer system is in good working condition. Once verified the Health Dept will fax the Permit Dept the approval of temporary or permanent connection.
(Ph # 318-253-4528 Ext. 116 / Address is 657 Government St Marksville)

Once the Permit dept has received all requirements above we will then release the approval for connection to the electrical company.

**PENALTIES WILL APPLY IF NEW CONSTRUCTION BEGINS OR
IF A STRUCTURE IS PLACED ON SITE BEFORE A PERMIT IS
OBTAINED!**