

## NEW COMMERCIAL USE REQUIREMENTS

- \_\_\_ Letter of approval from municipality if proposed development is within city limits.
  - \_\_\_ Letter from State Fire Marshal's Office and 1 set of plans stamped by the State Fire Marshal's Office.
  - \_\_\_ Authorization to Develop - Must be notarized (If property does not belong to the applicant.)
  - \_\_\_ Copy of Cash Deed, Act of sale or etc. on property.
  - \_\_\_ Elevation Certificate & Signed SFHA Requirements if property located in a Special Flood Hazard Area.
  - \_\_\_ Contract or Proposal from ALL contractors. (ALL Contractors must have a Trade Permit with our office to work within the Parish.)
  - \_\_\_ Driveway and Culvert contact the parish barn (318) 964-2142 or (318)452-4942
  
  - \_\_\_ Get with Permit Dept. for pricing.
  - \_\_\_ 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:

- \_\_\_ New Electric Account #
- \_\_\_ 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. to verify what sewer system is required for the new construction or may need to verify existing sewer system at site location. Once verified they will fax the Permit Dept. the approval of temp or permanent connection. (Ph. # 318-253-4528 Ext 116 / Address is 657 Government St Marksville)
- \_\_\_ Building Inspection reports are required during the construction process. **Call 318-487-5401 for Inspection or questions.**
- \_\_\_ If in a SFHA a Final Elevation Certificate w/ photo and a \$10.00 Fee is Required.
- \_\_\_ Final Fire Marshal Report if required.

Once the Permit Dept. has received all requirements above, we will then release the approval for connection to the electrical company. Our office does not setup connection dates. You will need to call the electric company to verify when your electric will be connected.

Thanks,

The Permit Dept  
318-253-7291

**Permit Hours: Monday-Thursday 8:00-3:30 Closed Fridays to the Public**

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