



IBERIA PARISH GOVERNMENT  
 PERMITS, PLANNING AND ZONING DEPARTMENT  
 COMMERCIAL BUILDING PERMIT APPLICATION  
**New Construction, Addition, Alterations and Accessory Structures**

**\*\*\*PLAN REVIEW TAKES 5-10 BUSINESS DAYS\*\*\***

Please deliver this completed application and site plan to 715-A Weldon Street, or Email this application and site plan (in PDF format) to [permits@iberiagov.net](mailto:permits@iberiagov.net)

For Office Use: Permit Number \_\_\_\_\_ Zoning: \_\_\_\_\_  
 Flood Zone: \_\_\_\_\_ BFE \_\_\_\_ + \_\_\_\_ = Required BFE, Elevation Certificate: Y: \_\_\_\_ N: \_\_\_\_  
 Setbacks: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Left Side: \_\_\_\_\_ Right Side: \_\_\_\_\_ Other: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Project Name: \_\_\_\_\_

Proposed Use of the Property: \_\_\_\_\_

Description of Project/Scope of Work: \_\_\_\_\_

**Contractor's Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Contractor Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Contractor's Email: \_\_\_\_\_

**Property Owner's Information (If different from above):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Cost of Construction: \_\_\_\_\_

Total Square Foot under Roof: \_\_\_\_\_ Number of Stories: \_\_\_\_\_

Air Conditioning: Central: Y \_\_\_\_ N \_\_\_\_ Other (Specify): \_\_\_\_\_

Type of Sewage Disposal: Public/Pvt. Company: Y \_\_\_\_ N \_\_\_\_ Individual System: Y \_\_\_\_ N \_\_\_\_

Gas Provider: \_\_\_\_\_ Electric Provider: \_\_\_\_\_

Type of Frame: Wood: Y \_\_\_\_ N \_\_\_\_ Other (Specify): \_\_\_\_\_

If open ditch-must obtain a culvert permit from the Department of Permits, Planning & Zoning call: 369-4438

If sidewalks are required, they will be constructed in compliance with Local, State, Federal, and ADA regulations.

Applicant is responsible for maintaining existing conditions of the Public Right-of-Way (i.e. ditch grade, roadway shoulder and roadway) during construction activities as it relates to this Permit. Applicant is not allowed to damage and/or alter ditches, store construction material and equipment that may cause damage to and/or alter the Public Right-of-Way. Iberia Parish reserves the right to inspect permitted sites at any given time and upon written notification the Applicant will have 10 calendar days to correct noted deficiencies. Construction plans are to be on site during scheduled inspections. Failure to provide construction plans upon request will result in a rejected inspection.

**Failure to correct noted deficiencies will result in the suspension of all construction-related inspections until noted deficiencies are corrected and approved by the Public Works Department.**

My signature below certifies that I am aware of my responsibility and liability as the permit purchaser to comply with: all applicable building codes; City, Parish, State, and Federal regulations and requirements; insurance coverage for workers, building and contents, general public and occupants of the building, etc.

***I agree that the building will not be occupied until a Certificate of Occupancy has been issued by the Iberia Parish Planning and Zoning Department.*** I further understand that violation of any of the above may result in revocation of this and contingent permits and disconnection of electrical power and/or other utilities to the building.

The undersigned applicant hereby represents that he has performed the necessary research to ascertain the existence and location of all servitudes, easements, setbacks, restrictive covenants, building restrictions, deed restrictions and other matters which may have an impact or effect upon the site which construction is to be made pursuant to this permit.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Please Note:**

If your property is located in a "V" ZONE, you are not allowed to bring in fill (i.e. dirt) to raise the elevation of the property, you will also be required to submit a structurally engineered foundation plan.

If you are moving a modular home, or moveable home that will be blocked more than 4' to 4 ½' or 52" you will be required to submit a structurally engineered foundation plan.

**\*\*\*PLEASE NOTE – COMMERCIAL PROJECTS NEED STATE FIRE MARSHALL APPROVAL. PLEASE CONTACT THE STATE FIRE MARSHALL @ 1-800-256-5452 OR GO ON LINE TO LOUISIANA STATE FIRE MARSHAL.**

## Check List for New/ Addition Commercial

### All Site Plans shall be to scale and contain the following information:

- Show all property lines;
- Provide the dimensions of all property lines;
- Show and label all easements, niches and servitudes associated with the lot;
- Location of the driveway;
- Show location and label Street(s);
- Footprint of the building, addition, accessory structure or pool;
- Show the location and footprint of all existing structures on the lot;
- Provide the dimensions of the following setbacks from the proposed construction
  - Front
  - Rear
  - Sides
- Parking layout
- Proof of Ownership **(Must have page of recordation from Clerk of Court Office for recorded cash sale, donation etc., how did you acquire the property)**
- 2 copies of the scaled site plan.
- 2 copies of the recorded plat of survey
- 2 copies of a dimensioned floor plan if required (If multi Story a plan for each floor will be required)
- Front, Side and Rear Elevations
- Electrical Layout
- Plumbing Layout
- Mechanical Layout
- Foundation Plan
- Door Sizes and Type
- Insulation R Values and Locations
- Roof Type/Exterior Wall Material
- Window Sizes and Type

### MISCELLANEOUS DATA

- \_\_\_\_\_ A. Flood Plan Elevation Certificate with certification from Licensed Louisiana Engineer (if improvements are within a flood zone)
- \_\_\_\_\_ B. Site Location including adjacent landmarks and addresses
- \_\_\_\_\_ C. Appraisal of improvements (pre hurricane or declared catastrophe if applicable)