

**MAYOR GLENN L. BRASSEAUX**

**COUNCILMAN ANTOINE BABINEAUX | COUNCILMAN L.J. BOUDREAUX | COUNCILWOMAN KIM GUIDRY  
COUNCILMAN J.L. RICHARD | COUNCILMAN ALFRED SINEGAL**

The following information is required to be submitted to this office for approval **before** a building permit can be issued for **commercial** buildings.

1. A site plan drawn to scale, showing location of all existing buildings and/or proposed new buildings or additions to existing buildings. This site plan shall indicate the setback dimensions from the property lines. The width and location of all driveways shall be shown. The surfacing of the driveways and parking lot shall be shown. Subsurface drainage, if required shall be shown. **NOTE:** A vicinity map, either to scale, or with distance to nearest intersection, would aid in review of platting status.
2. The plans shall include foundation plans, floor plans, structural details, elevations, etc. sufficient to determine compliance with the building code. If required by the building code, the plans shall be designed by an architect or engineer licensed by the State of Louisiana. The manufacturer's certification of the design loads is required on all pre-engineered metal buildings. The fire line & sprinkler systems must show back flow preventer. **Two (2) full set of plans must be submitted for review.**
3. Electrical plans shall include:
  - Site Plan-include where power is available and where meter is located.
  - Service location, type and size.
  - Complete Riser diagram to include conduit size, wire size and type; along with the meter base size and the voltage and phase, along with various panels.
  - Lighting schedule-to include the wattages of all fixtures.
  - Power panel schedules.
  - A/C and heating load.
  - Equipment Schedule-amps on each
  - Load calculations-to include lighting, power, equipment, etc. Working up to a total connected load.
4. Plumbing plans shall include riser diagrams and other details necessary to determine compliance with the plumbing code. If gas is requested for development, meter shall be placed in a public right of way.

One set of plans shall be submitted. Approximately ten (10) days will be required to review the plans before a permit can be issued.

It shall be the owner or his representative's responsibility to obtain written approval from the State Fire Marshall and State Health Department. This is required before a building permit can

be issued. The plans may be submitted to this office, the State Fire Marshall and the State Health Department simultaneously.

Approval of the sewage disposal system by the State Health Department is necessary where an approved system is not available.

The plan review fee is \$10.00 per sheet of drawing with a minimum charge of \$100.00. This fee must be paid at submittal of review.

**Other Items Required:** (Copies of the below listed ordinances are available by request.)

1. Landscape Plan as per Ordinance No. 2001-004 of the Carencro City Council.
2. Off-Street Parking Layout as per Ordinance No. 2002-010, section 518, of the Carencro City Council.
3. Drainage Analysis and Checklist as per Ordinance No. 2002-017 of the Carencro City Council.
4. Sign Ordinance No. 2004-026 of the Carencro City Council.
5. Performance Land Use Ordinance No. 2008-018.
6. ComCheck Approval (Energy Code)
7. Stormwater Pollution Prevention Plan (SWPPP)
8. Overlay District Regulations Ordinance No. 2013-018

**Feel free to contact Valerie Bosset of the Planning Department if you have any questions at (337) 896-7971 or you may e-mail her at [planning@carencro.org](mailto:planning@carencro.org)**

**Questions for required plan review information please call Building Code Inspection Services at (337) 886-6069.**

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