

# PARISH OF ASCENSION

## BUILDING DEPARTMENT



### REQUIRED DOCUMENTS FOR COMMERCIAL CONSTRUCTION PERMIT APPLICATIONS

- 1. Drainage Plan Approval-** Submit a **digital** Drainage Impact Study per the current Drainage Impact Study Policy as referenced in the Ascension Parish Drainage Ordinance to Jamaica Banker [JBanker@apgov.us](mailto:JBanker@apgov.us) Department of Planning & Development (225) 450-1373.  
**Note:** A Final Inspection of the Drainage Impact Study shall be approved prior to a Certificate of Occupancy being issued.
- 2. D.O.T.D. Approval-** A driveway permit from the Department of Transportation and Development is needed **ONLY** if your business will front a state highway. See page 3 for required information.  
**Note:** Contact the Department of Transportation and Development in reference to the Traffic Impact Policy for New Access Requests Affecting Traffic on State Highway.
- 3. Hydrant Approval-**Contact the Fire District in the District that your business will be located for Fire Hydrant information.
- 4. Fire Marshall Stamped Plans-** Plans must be prepared to meet the Louisiana State Uniform Construction Code Council requirements and be stamped by Louisiana Fire Marshal's Office. Please submit approval review letter from Fire Marshal's office separately.
  - 2015 International Building Code
  - 2015 International Mechanical Code
  - 2014 National Electrical Code
  - 2015 International Plumbing Code
  - 2015 International Fuel Gas Code
- 5. Louisiana Department of Health (LDH) Approval-** Approval or letter of no objection is needed from the Department of Health & Hospitals. For new businesses, a plans packet can be emailed, picked up from their office, or obtained online by visiting <https://ldh.la.gov/index.cfm/page/632>. If there are questions regarding submittals or plans packets, please contact Chantelle Jones at 225-644-9039 or [Chantelle.Jones@la.gov](mailto:Chantelle.Jones@la.gov).
- 6. S.W.I.P.P.P. Approval-** Permitting approval letter or letter of no objection shall be submitted. This information can be provided by the Ascension Parish Stormwater Program Manager, Dean Wallace. He can be reached at 225-450-1673 or [dean.wallace@apgov.us](mailto:dean.wallace@apgov.us).
- 7. Special Inspection Packet-** As part of the general requirements in Section 1704 of the *International Building Code*, Special Inspections and a *Statement of Special Inspections* (which includes a *Schedule of Special Inspection Services*) prepared by the Registered Design Professional in Responsible Charge shall be submitted to the Building Official at time of permit application.

**\*\*NOTE: ALL DOCUMENTS ABOVE MUST BE SUBMITTED AT THE TIME OF APPLICATION OR YOUR APPLICATION WILL BE RETURNED. IF YOU HAVE QUESTIONS REGARDING THIS PROCESS, PLEASE CALL 225-450-1002.**