



LIVINGSTON PARISH

Office of the President
Planning Department
An Equal Opportunity Employer

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FAX INFORMATION

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No. of Pages w/Cover: 4

Message:

Commercial Development

Process

1. Preliminary Meeting
2. Project will be done one of two ways:
 - a. Administratively (in the Planning Office)
 - i. Site Plan needs to be submitted for Approval
 - ii. All requirements for a commercial development must be met
 1. Signed Application must be received
 2. Commercial Checklist (Form 20-E)
 3. Commercial Application Fee (\$300)
 4. Utility Notification Letters
 5. Letter signed by the Fire District
 6. Sign needs to be put up for no less than 10 days (requirements of the sign can be found under the Commercial Ordinance)
 - iii. Once Plans are signed off by the Planning Director an approval sheet will be sent over to the Permit Office giving the Planning Departments approval for Permits and Addressing.
 - b. Go to the Planning Commission & Parish Council for Approval
 - i. Site Plan needs to be submitted to the Planning Office and Forte & Tablada's Office by the 18th of the Month before the following monthly meeting. (refer to ordinance for amount of copies to submit)
 - ii. All requirements for a commercial development must be met
 1. Signed Application must be received
 2. Commercial Checklist (Form 20-E)
 3. Commercial Application Fee (\$300)
 4. Utility Notification Letters
 5. Letter signed by the Fire District
 6. Sign needs to be put up for no less than 10 days before the Planning Commission Meeting (requirements of the sign can be found under the Commercial Ordinance)

iii. The Planning Commission Meeting will be held the first Wednesday of the Month.

1. Your development will get one of three recommendations:
 - a. Approve
 - b. Deny
 - c. Defer
2. The developments with the recommendations to Approve or Deny will go to the Parish Council Meeting for vote. (Parish Council Meetings are held the 2nd & 4th Thursday of each month)
3. The developments with the recommendation to Defer will automatically come back to the Planning Commission the following month.

iv. Once voted on at the Parish Council Meeting

1. If voted to accept the recommendation of the Planning Commission to approve, then all comments need to be addressed with Forte & Tablada and 4 sets of site plans/construction plans must be brought to Forte & Tablada to be signed.
2. Forte & Tablada, once all bills are paid with them and plans are signed, will bring plans to the Planning Department to be signed.
3. When all fees are paid in the Planning Department the Plans will be signed.
4. The Planning Department will then send a letter (not plans) to the Permit office giving their approval for Permits and addressing.

3. The Permit Office

- a. 2 sets of architectural plans need to be submitted for review. (do not submit the stamped fire marshal set)
 - i. This process can take 2 or more weeks
 - ii. Once Plans are approved in the Permit office the Planning Departments approval is needed (if not already given) before plans can be issued back and permits given.
 - iii. State Fire Marshal Letter
- b. After Permits are given, inspections will be done in 3 stages
 - i. First Stage
 1. Plumbing Rough in
 2. Foundation Inspection
 - ii. Second Stage
 1. Electrical Rough in

2. Plumbing Top out
3. Mechanical Rough in
4. Framing

iii. Third Stage

1. Electrical Final
2. Plumbing Final
3. Mechanical Final
4. Certificate of Occupancy

c. Before the Third Stage is completed there are some approvals that are needed:

- i. State Fire Marshal
- ii. Planning Department Approval for Certificate of Occupancy
- iii. Sewer Approval
- iv. Elevation Certificate (if in a Flood Zone)

4. Planning Department Approval for the Certificate of Occupancy

- a. A Final Inspection must be scheduled in order to get this approval
 - i. The Planning Director and a representative from Forte & Tablada (Parish Engineer) attend the inspection
 - ii. There are fees for the Inspection
 1. \$300 in the Planning Department
 2. \$300 for Forte & Tablada
 3. In the event an additional inspection must be made there will be additional fees.
 - iii. Once the Inspection is passed and all fees are paid, the Planning Department will send an approval letter to the Permit Office.