



St. Mary Parish Government
Planning & Zoning Department
Fifth Floor Courthouse
Franklin, La. 70538
337-828-4100 ext. 509

City of Patterson
Planning & Zoning Department
1314 Main St.
Patterson, La. 70392
985-395-5205

City of Morgan City
Planning & Zoning Department
512 First St.
Morgan City, La. 70380
985-385-1770

City of Franklin
Planning & Zoning Department
1300 Iberia St.
Franklin, La. 70538
337-828-6348

Town of Berwick
Planning & Zoning Department
3225 Third St.
Berwick, La. 70342
985-384-8858

Town of Baldwin
Planning & Zoning Department
800 Main St.
Baldwin, La. 70514
337-923-7523

REQUIREMENTS FOR COMMERCIAL/INSTITUTIONAL/EDUCATIONAL PERMITS

- Requirements for Commercial/Institutional/Educational Building Permits
- Completed Permit Application
- Obtain Land Use Determination from Planning & Zoning Department
- Copy of Construction Contract
- Parcel # (from the Assessor's Office 337-828-4100 ext. 250)
- Legal Description of Property (title, deed, cash sale and/or lease if applicable)
- Address (if you are located within the Parish please contact 911 at 985-385-3385 for your address all others need to contact the appropriate municipality.)
- Soil Boring and/or Compaction Letter from a certified lab (per IBC 2009 requirements)
- Flood Determination Letter (if you are located within the Parish please contact the Planning & Zoning Dept. all others need to contact the appropriate municipality.)**reminder that all mechanicals need to be at the required Base Flood Elevation.
- Plot Plan (drawn to scale including proposed and existing structures and set back lines) A Survey of the property is required.
- L.H.S. 47 and/or Community Water & Sewer (State Board of Health Permit to install on site sewerage disposal system-Department of Health 985-385-7018) A review letter is required from this department on all commercial buildings.
- Completed Dept. of Engineering Residential Drainage Data Form
- State Fire Marshall Review Letter
- State DOTD Department Approved Culvert Permit and Local Culvert Application (State roads only-DOTD Office 337-828-0352)
- Culvert Permit Application for local roads. (Application can be obtained from the Planning & Zoning Department)
- State Licensed General Contractor

~~S.M.P. Contractor Registration (Planning & Zoning Department)~~

- Complete set of stamped plans including riser diagrams (must have live stamps)
- Payment for plan review and permit fees
- List of Subcontractors and copies of contracts.

FEES:

(The below listed fees are based on the cost obtained from the construction contract)

New Construction, Additions and Remodels: \$5.00 per \$1,000.00 based on actual cost of construction

Demolition of Structure:- \$250.00 (minimum)/\$3.00 per \$1,000.00 cost of project

Plan Review Fee-New Construction: \$1,200.00 (minimum) up to 2,000 total sq. ft.
plus \$0.60 per sq. ft. over 2,000 sq. ft.
(Maximum fee of \$8,160.00)

Plan Review Fee-Additions, Renovations & Remodels: \$300.00 (minimum) up to 1,200 total sq. ft.
plus \$0.60 per sq. ft. over 1,200 sq. ft.
(Maximum fee of \$4,080.00)

Commercial/Institutional -all Disciplines- \$75.00 per Inspection per Discipline

Re-Inspection Fees – All Disciplines

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| 1 st re-inspection | \$ 60.00 per re-inspection per discipline |
| 2 nd re-inspection | \$ 90.00 per re-inspection per discipline |
| 3 rd re-inspection | \$120.00 per re-inspection per discipline |
| 4 th & higher | \$150.00 per re-inspection per discipline |