COMMERCIAL BUILDOUT IN EXISTING BUILDING, STRIP MALL, etc.
Fee .50 per sq. ft. Minimum $200.00

NOTE: Commercial Jobs over $50,000 must be applied for by the general contractor.

Permit Application Checklist:

- Verify address with Kyra Hendrix at (985) 537-7603
- Pre-Plan Review meeting REQUIRED before permit is issued.
- Completed PERMIT APPLICATION (found on our website)
- Approval from Board of Health at (985) 447-0954
  (Monday - Thursday 8:00-9:30 & 3:30-4:30)  (Friday 8:00-9:30)
- Site Plan showing each suite in Strip Mall and indicating your space(s).
- Land Verification & Parcel Number / Lease Agreement for Suite
- Copy of Contractor’s License
- Valid and True Copy of Contract of Project
- 1 Complete Set of Plans (11” X 17”) for Suite Buildout. Plans also need to be stamped by State Fire Marshal.
- Fire Marshal Letter (must be less than 180 days old)
- If build will have warehouse/storage area (you must list all elements & quantities of elements to be stored)

SIGNATURE OF APPLICANT ___________________________________________ DATE ___________________