



Commercial Building Permit Checklist

The following is a checklist of documents required for commercial building permits:

- Plans to be submitted electronically through GovMotus
- One (1) digital set of Building and Civil Plans (jump drive)
- Completed Commercial Permit Application
- Cost of Construction Form
- Contractor's State License
- ComCheck Energy Analysis (www.energycodes.gov/comcheck)
- State Fire Marshal Plan Review Letter and cautionary codes
- Health Department Plan Review Letter, if applicable
- Approval from EBR Subdivision Engineering for curb cuts, sewer tie in and drainage tie in (can be applied for on www.MyGovernmentOnline.org)
- Strip Mall Developments and Retail Food Requirements acknowledgement, if applicable
- DHH plan review letter, if applicable
- Photometric site lighting plan
- Design Supervision statement

Planning & Zoning Department:

- Landscape Plan
- East Baton Rouge approval, if applicable

Engineering Department:

- Proposed Flood Elevation Certificate two (2) copies
- Compaction test results if more than 8" of fill is brought in
- Site Specific Erosion Control Plan and SWPPP if greater than one acre or within a development; NOI as required by DEQ.

*** Incomplete permit applications will not be accepted. All required information must be submitted with the application**



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Payment of the minimum \$250 review fee is due at the time the plans are submitted. Payments of all remaining fees and/or charges are due prior to issuance of permit.

The following items may also be required prior to issuing a permit:

- a.** If rezoning property, Zoning Commission and Council approval shall be required.
- b.** If alcohol is to be sold/served, Alcohol Beverage Control (ABC) approval (225) 389-3364.
- c.** If food is to be sold/served, Health Department approval (225) 242-4870.
- d.** If Treatment Plant is to be installed, Board of Health approval (225) 242-4870.
 - d.** Treatment Plants over 3000 gallons, Dept. of Health & Hospitals approval (225) 925-7200.
- e.** If excavating in Parish R/W (traffic signal fiber optic line locations): Traffic Engineering (225) 389-3246.
- f.** If fill or grading work is planned, a separate **site clearing / disturbance permit** shall be required.
- g.** The site must be identified from start of construction with municipal numbers.
- h.** Subcontractors (electrical, plumbing, and mechanical) must be licensed by the State of Louisiana as required by state law.



Renovations, Additions, and Accessory Structures

You must obtain a building permit **before** beginning a renovation, addition or constructing an accessory structure. A permit is also required for ready-to-install structures (such as storage sheds) **over** 120 square feet. Please contact the Building Department for additional information.

Permit and Inspection Fees

Commercial Building Construction:

Valuation is assessed at the contract price of the construction unless the contract price is substantially lower than other similar contracts for that type of structure. In such case, the valuation will be assessed at 87% of the ICC valuation table amount as indicated in the "Building Safety Journal."

Permit & Inspection Fee:

\$5.00 per every \$1,000 in valuation up to \$1,000,000; or,
\$5000 + \$3.00 per every \$1000 in valuation between \$1,000,000 and \$5,000,000; or,
\$17,000 + \$1.50 per every \$1000 in valuation above \$5,000,000

Minimum Permit Fee: \$250.00

Plan Review Fee: 35% of Permit Fee

Minimum Plan Review Fee: \$250.00

For Example: A Retail Shopping Center structure contract price is \$250,000

Permit & Inspection Fee would be $250 \times \$5 = \$ 1250.00$

Plan Review Fee would be $\$ 1250 \times 35\% = \$ 437.50$

Flood Zone Determination & PEC = \$ 30.00

For a total of \$ 1717.50

Trade (Mechanical, Electrical & Plumbing) Permit Fees:

Trade Permit Fees: \$5.00 per every \$1,000 in valuation of the trade contract price. If the trade cost(s) is included in the contract price for the structure, the trade fee(s) is included in the Building Permit fee.

Minimum Trade Fee: \$100.00

Proposed Elevation Certificate and Flood zone Determination Fee:

\$30.00

Re-Inspection Fees:

Re-inspection Fee: \$50.00

Inspection for which no fee is specifically indicated: \$30.00

Inspection outside of normal business hours: \$100.00

Payment is by Cash, Money Order, Credit Card, or Check, payable to "City of Central".

Minimum Plan Review Fee due at time of Application (\$250.00); Remaining fees due prior to issuance of Permit.



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Building Permit Fees

Calculating Building Valuation	<i>Unless otherwise stated, the valuation for all new construction will be based on the following:</i>	
	Residential Activity	\$82 per Sq. Ft. LA \$40 per Sq. Ft. non-living \$10 per Sq. Ft. detached accessory
	Commercial, Multi-family, Trade and other Activity	Based upon the construction contract for the project or 87% of the latest construction cost data as published in the Building Safety journal by the International Code Council. A current copy will be made available in the permitting office.
Permit Fees	Residential Building Construction (minimum \$100)	\$5.00 per \$1,000 in valuation
	Detached Accessory Structure (minimum \$50)	\$5.00 per \$1,000 in valuation
	Trade Permits (minimum \$100, unless otherwise stated in "Other Inspections and Fees" below)	\$5.00 per \$1,000 in valuation of trade contract price
Plan Review Fees	Residential Architectural Plan Review Fee (Includes additions & remodeling)	\$100
	Accessory Structures Plan Review Fee (Includes all structures larger than 200 square feet)	\$40
	Commercial Architectural Plan Review Fee	35% of Permit Fee \$250 (minimum)
Other Inspections and Fees	Re-inspection Fees	\$50.00
	Inspections/Permit Fee for which no fee is specifically indicated	\$30.00
	Inspections outside of normal business hours	\$100.00
	Pre-manufactured structures without electrical or plumbing, excluding pre-manufactured structures less than 200 sq. ft	\$100.00



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	Air Conditioner Units	\$40.00 up to 4.5 tons \$59.00 over 4.5 tons
	Cooling Towers	\$75.00
	Heaters	\$24.00
	Refrigeration Units	\$40.00 up to 4.5 hp \$52.00 over 4.5 hp \$40.00 walk-in cooler
	Water Heater Permit (addition or replacement)	\$30.00
	Commercial Clothes Dryer	\$28.00
	Demolition Permit	\$100.00
	Flood Zone Determination / Proposed Elevation Certificate	\$30.00
	Fence Permit (does not include electric or barbed-wire fences)	\$30.00
	Lawn Sprinkler system Permit	\$25.00
	Swimming Pool Permit (residential)	\$125.00
	Swimming Pool Permit (commercial / community)	\$250.00
	Manufactured home, mobile home, and modular buildings	
	(a) Installation of new home or building	\$100.00
	(b) Replacement of existing home or building	\$30.00
	(c) Used as temporary storage or as an accessory structure	\$100.00
	Signs (see Sign Ordinance for complete details)	\$40.00
	(a) Commercial	\$40.00 up to 59 sq. ft.
	(i) Construction	\$50.00 (60-99 sq. ft)
	(ii) Office Building / Single Business Monument	\$75.00 (over 99 sq. ft)
	Wall Mounted	\$15.00
	(iii) Real Estate	\$40.00
	(iv) Shopping Center / Strip Retail Plaza Monument	\$40.00 up to 59 sq. ft
	Wall Mounted	\$50.00 (60-99 sq. ft) \$75.00 (over 99 sq. ft)
	(b) Residential (Includes construction, multifamily identification and subdivision entrance signs)	\$40.00
	(c) Political signs	\$40.00
	(d) Temporary signs and banners	\$40.00



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		\$25.00 \$15.00
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Payment is by Cash, Money Order, Credit Card, or Check, payable to . Minimum Plan Review Fee due at time of Application;

Remaining fees due prior to issuance of Permit; convenience fees may apply.



GENERAL REGULATIONS

- A. The City shall be notified of and must approve any changes made after such application for permit or during construction before such change may be implemented.
- B. Permit must be posted in a conspicuous location on the construction site before any work commences.
- C. Any mud or debris brought onto the street must be cleaned up immediately by the builder/contractor or owner.
- D. Builder/contractor must always control surface water run-off with methods approved by Louisiana Department of Environmental Quality.
- E. Site must be always accessible for emergency vehicles.
- F. Sidewalks are to comply with City Codes.
- G. Required minimum landscaping must be installed prior to receiving a Certificate of Occupancy.
- H. Private Water Quality Maintenance Covenant must be executed and recorded prior to receiving a Certificate of Occupancy.