



Mitch Orgeron, Parish President

Building Permit Office

# NEW COMMERCIAL TOWERS-\$600.00 Flat Fee

## CABINET / ANTENNA'S / MICROWAVE DISHES or GENERATOR Site Additions \$200.00 each with a maximum of \$800.00 Per Site

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

### Permit Application Checklist:

- Verify address with Melanie O'Gwynn at (985) 537-7603
- Complete PERMIT APPLICATION (*found on our website*)
- Flood Zone Determination

**NOTE:** If Flood Zone is unknown, contact Jennifer Smith at (985)537-7603.

- 1st Elevation - site/ground
- Final Elevation - Elevation is required before project receives Certificate of Compliance & for Electric to site.
  - **Note any site additions must meet current elevation requirements.**

- Generator/Microwave Dish, etc. will need complete Engineered set of Plans.

- Land Verification & Parcel Number / Lease Agreement for NEW TOWER & ADDITIONS

- Need Engineered structural analysis report for all tower additions.
- Site Plan showing where Site Addition will be placed on platform etc.
- Copy of Contract & License for Site Addition(s)

### NEW TOWER ADDITIONAL INFORMAITON

- 1 Complete Set of *Stamped Engineered Plans (11" X 17")* for Tower & Foundation. Plans also need to be stamped by State Fire Marshal.
- Fire Marshall Letter for a New Tower (must be less than 180 day old)
- APPROVAL FROM (FAA) FEDERAL AVIATION ADMIN. (FOR TOWER IF APPLICABLE)
- Site Plan (*drawing showing location of TOWER on lot, lot size & dimensions on all sides, Distance of TOWER from all property lines, and INCLUDING ANY OTHER STRUCTURES*)
- Copy of Contractor's License
- Valid and True Copy of Contract of Project
- Piling Engineering Plans if pilings are needed
 

**NOTE:** After piles are driven, you will also need inspection review/report from the engineer.
- Contact CZM** (Amanda Voisin for information to determine if a Coastal Use Permit is necessary for new Tower. (985-493-6616)

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_