

CHECKLIST FOR COMMERCIAL CONSTRUCTION

PERMITS/LICENSES REQUIRED FOR THE CITY OF ABBEVILLE

- BUILDING PERMIT** – if new building, renovating building, or adding to building
 - Erosion/Sediment Control Application – if necessary
 - Landscaping Application - required
 - Tree Removal Application - if necessary
 - Grease Trap/Fixtures Application – serving food only
- SIGN PERMIT APPLICATION** - required
- OCCUPATIONAL LICENSE APPLICATION** - required

REQUIRED FOR BUILDING PERMIT

BEFORE PERMIT CAN BE ISSUED

- Turn in completed City of Abbeville Building Permit Application
- Address of construction
- Turn in construction drawings required for City of Abbeville Permits Dept **AND** State Fire Marshal
 - electrical service plan/floor plan
 - plumbing layout
 - site plan
 - foundation plan
 - drainage plan
 - utility service connections –
 - grease trap application and drawings
 - roof runoff pattern -
- landscape application -
- tree removal application – if applicable
- sediment/erosion application – if applicable
- Letter from manufacturer stating compliance – Modular Building Only
- Letter from engineer stating compliance – Movable Building Only
- Plat of property
- State Contractor's License
- State Fire Marshal Approval Letter
- Preliminary Elevation Certificate – if in flood zone
- LADOTD Project Permit – if on state highway (337-893-5523)
- Payment of Permit – determined by cost of project

AFTER PERMIT IS ISSUED – BEFORE UTILITIES CAN BE ISSUED

- Complete Culvert Permit – if necessary
- Complete Electrical Permit (licensed electrician) – temp pole if necessary, for construction
 - call City of Abbeville Permits Dept for Temp Pole only (337-898-4212 or 337-898-4213)
- Complete Water/Sewer Permit (licensed plumber)
- Final Elevation Certificate – If in a flood zone
- Inspections of progress on construction – Primeaux and Associates (337-893-8397)
- Owner is responsible to call for inspections for each stage of construction
 - Foundation Inspection
 - Open-Wall Inspection
 - Roof Inspection
 - Water Shut Off Valve Inspection
 - Sewer Cleanout Inspection
 - Mechanical Inspection (Fuel/Gas)
 - Final Inspection

AFTER ALL INSPECTIONS ARE COMPLETE – UPON COMPETITION OF CONSTRUCTION

- Final Electricity
- Final Water/Sewer
- Certificate of Occupancy

REQUIRED FOR SIGN PERMIT

- Complete Application with Permit Department
- Submit plans, drawn to scale with dimensions, including the following:
 - Details indicating proposed sign area, dimensions, colors, materials, graphic illustration and methods of illumination and attachment.
 - A site plan indication of the location of all existing and proposed signs.
 - Building elevations with the proposed sign depicted.
 - Photographs of the proposed sign location and the existing signs.
- Pay for permit once sign application has been approved.

REQUIRED FOR OCCUPATIONAL LICENSE

- Complete Application with Permit Department
- Submit requirements as stated on back side of Occupational License Application – varied on type of business opening
- Complete Sales Tax paperwork and return to VPSB Sales Tax Office (337-898-5732)

CITY OF ABBEVILLE
COMMERCIAL CONSTRUCTION
NEW CONSTRUCTION/ADDITION/RENOVATIONS/MODULAR HOMES



BEFORE BLDG PERMIT CAN BE ISSUED:

- IF BUILT IN SMART ZONE, APPLICANT MUST RECEIVE APPROVAL FROM MAYOR
- IF LOCATED IN MAIN STREET/HISTORIC DISTRICT, APPLICANT MUST RECEIVE APPROVAL FROM PLANNING & ZONING
- SEND PLANS TO STATE FIRE MARSHAL FOR APPROVAL. APPLICATIONS CAN BE FOUND ON THE CITY OF ABBEVILLE WEBSITE, TAX AND PERMITS PAGE, OR CAN BE PICKED UP AT CITY HALL, TAX DEPT
- REVIEW & APPROVAL OF CONSTRUCTION DRAWINGS
 - If submitting online, one (1) copy must be uploaded
 - If submitting at office, three (3) copies must be turned in

Drawings must include:

- Electrical Service Plan/Floor Plan
- Plumbing Lay-out to include the following:
 - Location of sewer clean-outs (Sec. 710.2.2-710.2.4)
 - Location of Shut off valve (must be placed on property near water meter) (see Sec. 610.1)
- Site Plan of Property (see attached site plan requirements)
- Foundation Plan (see attached foundation plan requirements)
- Drainage Plan
- Landscape Application
- Tree Removal Application (if applicable)
- Sediment/Erosion Application (if uncovering more than 43,560 square feet of land)
- Utility Service Connections (required)
- Roof Runoff Pattern (required)
- Grease Trap Application (required) (See LA State Plumbing Code Chapter 8 & 10)

FOR MODULAR BUILDINGS ONLY: Letter from manufacturer and/or builder of home, stating compliance with IRC 2009 Codes. (See Sec. 5-173 attached: Modular housing prohibited in certain districts)

Additional Requirements for Building Permits:

Elevation Certificate of property (required only if property is located in a designated flood zone)

CONTACT LICENSED ENGINEER FOR LETTER OF ELEVATION. **(A final elevation certificate will be required for a Certificate of Occupancy)**

LISTED BELOW ARE LOCAL ENGINEERS:

LANGLINAIS, LEBLANC & ASSO	893-7643
PRIMEAUX & ASSOC	893-8397
SELLERS & ASSOC	893-2808

Copy of LA State Contractors License on contractor building said structure (LA State Licensing Board of Contractors 225-765-2301 or 1-800-256-1392)
Culvert Permit is required if covering any ditches. (Permit Applications are available online or in the Permit Dept)

THE FOLLOWING PERMITS MAY BE REQUIRED IF PROJECT IS LOCATED ON STATE HIGHWAY:

LADOTD Driveway Permit and/or LADOTD Project Permit (Contact local LADOTD OFFICE AT 337-262-6100)

BLDG PERMIT CAN BE ISSUED ONCE ABOVE IS TAKEN CARE OF.

- SEE SEC 5-4 BLDG. PERMITS REQUIREMENTS
- SEE SEC 5-10 SEPARATION OF COMMERCIAL AND RESIDENTIAL AREAS
- SEE SEC 5-9 BOUNDARY LINE REQUIREMENTS
- SEE SEC. 5-11 TO 5-17 REGARDING DISPLAY OF ADDRESS ON BUILDING

REQUIREMENTS FOR UTILITY CONNECTIONS:

- Licensed electrician and/or plumber can purchase permits for electric and/or water/sewer connections online (i-WORQ with code) or by visiting the Permit Department at City Hall. CONSTRUCTION ELECTRICITY CAN BE GIVEN AFTER ELECTRICAL PERMIT IS ISSUED.
- Arrangements for inspections can be made by submitting online (I-WORQ with code) or by calling Primeaux, Touchet's & Associates at 337-893-8397) ***SUBMIT ONLINE OR CALL FOR ELECTRICAL AND/OR WATER & SEWER INSPECTIONS BEFORE COVERING WORK**

INSPECTIONS REQUIRED ONCE CONSTRUCTION BEGINS: (TO BE DONE BY PRIMEAUX, TOUCHET & ASSOCIATES)

- FOUNDATION INSPECTION
- WATER SHUT OFF VALVE
- OPEN-WALL INSPECTION
- SEWER CLEAN OUT
- ROOF INSPECTION
- FINAL INSPECTION
- GREASE TRAP INSPECTION
- FIXTURE COUNT INSPECTION
- Final inspections from State Fire Marshal Deputy must be furnished to City Of Abbeville Permits Department (Call 886-1407 for inspection).
- Contact Health Department for inspections if selling food (893-1443) <https://ldh.la.gov/index.cfm/page/632>
- Contact Vermilion Parish School Board to register for Sales Tax (application attached to be returned to Sales Tax Office) (898-5732)
- Apply for Occupational License – payment for license is due after business has been in operation for 30 days. License fee is based on gross sales for the first 30 days of business.

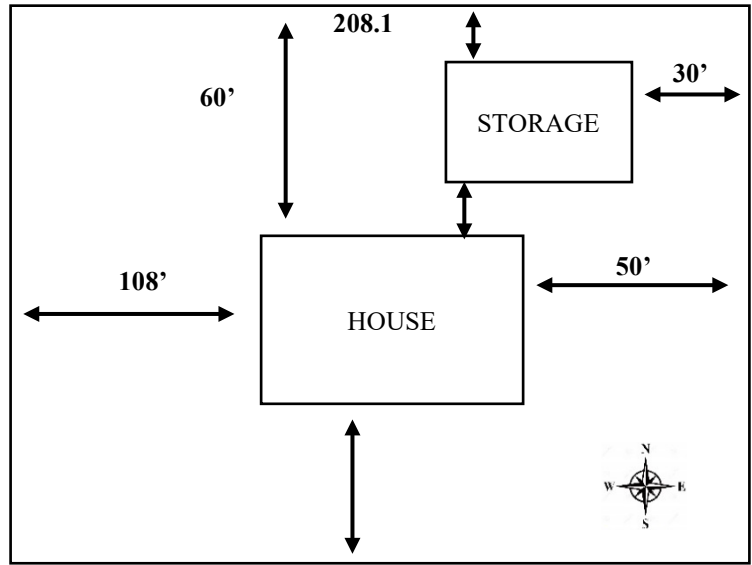
CONTACT PERMIT DEPT. AT (337)898-4212 OR 4213 FOR MORE INFORMATION

SITE PLAN –

- Property lines and lot dimensions
- All easements (utility, drainage, etc.) any other encumbrances
- Existing and proposed overhead utility lines
- All buildings and structures on the site and their dimensions (main building(s), storage building(s), porches/canopies, signs, fences, etc.) For additions, identify existing building(s) and addition(s)
- Parking lot and each parking space (Commercial Buildings ONLY)
- All driveways and sidewalks, showing width and location
- All required landscaping and tree, not to interfere with overhead utility lines (if required or commercial building)
- Front setback (distance from front of building to front property line) as well as side and rear setbacks
- Edge of the road shown in relation to the property line
- **NOTE:** Direction of compass in relation to site plan.

PLEASE SEE "SITE PLAN EXAMPLE"

NOTE: IN SOME CASES, ADDITIONAL INFORMATION MAY BE REQUIRED

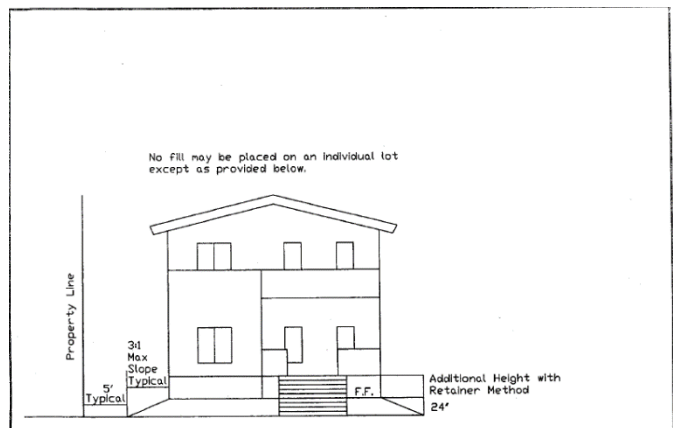


FOUNDATION PLAN –

- Verify setbacks (per site plan)
- What type of foundation?
- What materials used for foundation, for reinforcement (size, type, placement of materials,) NOTE: Foundation blocks used must be of solid content.
- Indicate if using electrical, plumbing, gas, etc. in foundation
- Dimensions of foundation, interior footing or pads, exterior footings or pads, depth and width, slab thickness, support walls
- Form of excavations (free of stumps, roots, or other foreign matter)
- Garage floor sloped to garage opening or approved drain
- Verification of termite treatment
- Rodent protection required
- If necessary (loose soil, sandy soil, drainage problems need soil density report or compaction test)

The following **City of Abbeville Ordinances** provide guidelines
https://library.municode.com/la/abbeville/codes/code_of_ordinances

- CHAPTER 5 – ARTICLE I – SECTION 5 – 1 CODES ADOPTED
- CHAPTER 5 – ARTICLE I – SECTION 5 – 4 BUILDING PERMITS REQUIRED
- CHAPTER 5 – ARTICLE I – SECTION 5 – 8 SEPARATION BETWEEN RESIDENTIAL AND/OR COMMERCIAL PROPERTIES
- CHAPTER 5 – ARTICLE I – SECTION 5 – 9 SEPARATION OF NEW CONSTRUCTION AND DRAINAGE DITCHES
- CHAPTER 5 – ARTICLE I – SECTION 5 – 10 SEPARATION OF COMMERCIAL AND RESIDENTIAL AREAS
- CHAPTER 5 – ARTICLE I – SECTION 5 – 11 REGULATION OF STRUCTURES, GENERAL
- CHAPTER 5 – ARTICLE I – SECTION 5 – 12 ASSIGNMENTS OF MUNICIPAL ADDRESS
- CHAPTER 5 – ARTICLE I – SECTION 5 – 13 OBLIGATION TO OBTAIN MUNICIPAL ADDRESS
- CHAPTER 5 – ARTICLE I – SECTION 5 – 14 POSTING OF MUNICIPAL ADDRESS
- CHAPTER 5 – ARTICLE I – SECTION 5 – 15 FAILURE TO POST MUNICIPAL ADDRESS
- CHAPTER 5 – ARTICLE I – SECTION 5 – 16 EFFECTIVE DATE
- CHAPTER 5 – ARTICLE I – SECTION 5 – 17 PENALTIES, RIGHT OF ENTRY
- CHAPTER 5 – ARTICLE VIII – LANDSCAPING



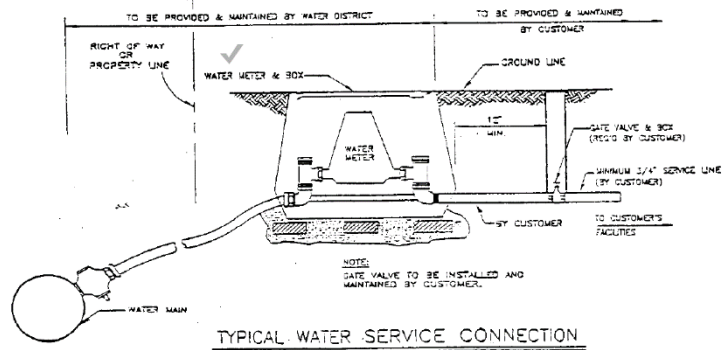
Louisiana State Plumbing Codes

http://www.ecodes.biz/ecodes_support/Free_Resources/louisiana/Louisiana_main.html

CHAPTER 6 – SECTION 610 – VALVES REQUIREMENTS

CHAPTER 7 – SECTION 710 – CLEAN-OUTS

IN ADDITION TO THE ABOVE, THE CITY IS REQUIRING A CLEAN-OUT TO BE INSTALLED WHICH IS EASILY ACCESSABLE BY CITY PERSONEL AT ALL TIMES. THE LOCATION OF THE CLEAN-OUT WILL BE DIRECTED BY CITY PERSONEL. CLEAN-OUT LOCATIONS SHALL BE INCLUDED ON DRAWINGS.



National Electrical Codes

<https://www.mikeholt.com/mojonewsarchive/NEC-HTML/HTML/Article230-Services-20020219.htm>

ARTICLE 230 – SERVICES - VERTICAL CLEARANCE INFORMATION

Licensing requirements for contractors in Louisiana

Residential Building License

- Required for residential construction or home improvement projects exceeding \$75,000
- Financial statement with a minimum of \$10,000 net worth (current within 12 months of application)
- Must take Business & Law exam
- Must take Residential Building exam
- Provide proof of general liability insurance with a minimum amount of \$100,000
- Provide proof of workers' compensation coverage

Home Improvement Registration

- Required for home improvement projects with a value exceeding \$1,500 but not in excess of \$75,000
- Provide proof of general liability insurance with a minimum amount of \$100,000
- Provide proof of workers' compensation coverage

Commercial Building License

- Required for commercial projects with a value of \$50,000 or more
- Financial statement with a minimum of \$10,000 net worth (current within 12 months of application)
- Must take Business & Law exam
- Must take Trade exam
- Hire properly licensed subcontractors

Subcontractor/Specialty Trade License

- Required for commercial projects with a value of \$50,000 or more
- Exceptions - Electrical/Mechanical/Plumbing require license for projects exceeding \$10,000; Asbestos, Hazardous Waste, Lead Based Paint Abatement/Removal, Underground Storage Tanks require license for projects with a value of \$1.00 or more
- Financial statement with a minimum of \$10,000 net worth (current within 12 months of application)
- Must take Business & Law exam
- Must take Trade exam

Mold Remediation License

- Required for mold remediation projects with a value of \$1.00 or more
- Financial statement with a minimum of \$10,000 net worth (current within 12 months of application)
- Must take Business & Law exam
- Must complete 24 hours of approved mold remediation and mold assessment training
- Must complete 4 hours of instruction in Louisiana's Unfair Trade and Consumer Protection Law
- Provide proof of general liability insurance with a minimum amount of \$50,000
- Provide proof of workers' compensation coverage



Application forms and fee schedules are available on the LSLBC website, www.lacontractor.org. All licenses and the registration require compliance with Contractors Licensing Law. An updated version of the Contractors Licensing Law book is available on the LSLBC website.

FOR MORE INFORMATION ON RULES AND REGULATIONS GO TO WWW.LSLBC.LOUISIANA.GOV



ATTENTION CONTRACTORS



An important message from the
LOUISIANA STATE LICENSING BOARD FOR CONTRACTORS
Residential Specialty Classifications
Effective January 20, 2016

Licenses for six new specialty classifications are now required for those residential subcontractors who bid or perform work that exceeds \$7,500, including labor and materials, on any new single family residential home, duplex, triplex or fourplex.

The new specialty classifications are:

- Residential pile driving
- Residential foundations
- Residential framing
- Residential roofing
- Residential masonry/stucco
- Residential swimming pools

Contractors requesting these specialty licenses must complete an application for licensure; pass both the Business and Law, and the specialty trade exam; and provide proof of current liability and workers' compensation insurance coverage.

Subcontractors performing work under any specialty above for homeowners who are building their own home must be licensed for that specialty.

A subcontractor who works under the direct supervision of a licensed residential building contractor may obtain a subcontract-labor-only specialty classification by:

- Completing and submitting an application
- Submitting an affidavit executed by a licensed residential building contractor that attests to the subcontractor's quality of work and character
- Passing the Law, Rules and Regulations exam
- Providing proof of current liability and workers' compensation insurance

Electrical, mechanical and plumbing work in excess of \$10,000 requires a license issued by this Board.

For more information contact us at (225) 765-2301
or visit www.LAContractor.org

LOUISIANA STATE LICENSING BOARD FOR CONTRACTORS

2525 Quail Drive • Baton Rouge, Louisiana 70808
(225) 765-2301 or (800) 256-1392

PUBLISHED TO INFORM AND UPDATE LOUISIANA'S CONSTRUCTION INDUSTRY

FOR MORE INFORMATION ON RULES AND REGULATIONS GO TO WWW.LSLBC.LOUISIANA.GOV

State of Louisiana
State Licensing Board for Contractors

JOHN BEL EDWARDS
GOVERNOR



MICHAEL
BOURCY



September 1, 2020

Good morning,

We would like to help you in protecting our citizens from unlicensed contractors when repairing or rebuilding their damaged property from Hurricane Laura.

In the aftermath of Hurricane Laura and the devastation that large portions of the state suffered, the Louisiana Licensing Board for Contractors has received many inquiries. We would like to share information with all of you below to help protect those affected and allow you to continue to issue permits efficiently.

There is no plan to suspend license requirements for those repairing or rebuilding residential or commercial structures. License requirements remain the same and in effect.

- A license is always required for renovation or repair work that exceeds \$7500 in value, to include labor and all materials. A contractor holding a Home Improvement Registration or a commercial license (excluding any of the labor only classifications) may perform this work if the project value remains under \$75,000 in value, including labor and materials.
- Residential renovations or repairs that exceed \$75,000 in value to include labor and materials may only be performed by a contractor holding a Residential Building Contractor license.
- New residential construction valued over \$75,000 in value to include labor and materials may only be performed by a contractor holding a Residential Building Contractor license.
- Electrical, mechanical, or plumbing projects that exceed \$10,000 in value to include labor and all materials require licensure.
- Mold remediation and hazardous material projects requires a license if the project value is over \$1,000.
- Commercial projects require licensure if the value of the project is over \$50,000 including labor and all materials.

Our website, www.lslbc.louisiana.gov provides information regarding all aspects of licensing law. The link below directs you to a real time list of all licensed contractors in Louisiana:

<http://www.lslbc.louisiana.gov/contractor-search/>

Also, a free app is available that provides the ability to verify licensure. It is available for both android and apple products. It can be located by searching for "LA Contractor".

Our regional Investigators will be visiting your offices soon and would like to leave some informational material with you for distribution to the public. If you have any questions please free to ask them at any time, or contact us at the main office in Baton Rouge.

Our Investigators will also be visiting heavily impacted areas soon and distributing informational handouts to those citizens in impacted areas. If they can assist in any way please let us know.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brad Hassert".

Brad Hassert
Compliance Director
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985.768.1111 cell
bhassert@lacontractor.org

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