

BUILDING PERMITS

COMMERCIAL PERMIT – **Before** Permit is Issued

- Turn in completed City of Abbeville Commercial Building Permit Application
- Turn in construction drawings required for City of Abbeville Permits Dept **AND State Fire Marshal**
 - plumbing layout
 - foundation plan
 - roof runoff pattern
 - site plan
 - landscape application
 - drainage plan
 - electrical service plan/floor plan
 - utility service connections
 - grease trap application/drawings
 - tree removal application
 - sediment/erosion application
- Letter from manufacturer stating compliance – Modular Building Only
- Letter from engineer stating compliance – Movable Building Only
- Plat of property
- State Contractor’s License
- Preliminary Elevation Certificate – **flood zone**
- LADOTD Project Permit - state highway
- Payment of Permit

RESIDENTIAL PERMIT – **Before** Permit is Issued

- Turn in completed City of Abbeville Residential Building Permit Application
- Address of construction
- Turn in construction drawings
 - plumbing layout
 - site plan
 - foundation plan
 - drainage plan
 - electrical service plan/floor plan
- Plat of property
- State Contractor’s License
- Self-contracting Affidavit
- Modular home - letter from manufacturer
- Movable buildings used as residential homes - Certified letter from Certified Engineer
- Preliminary Elevation Certificate – **flood zone**
- LADOTD Project Permit – state highway
- Payment of Permit

MOBILE HOME PERMIT – **Before** Permit is Issued

No mobile home may be permitted within Corridor #1 or any subdivision or neighborhood that restricts mobile homes.

- Restrictions can be obtained from the Clerk of Courts Office
- Data Sheet/Hud ID Label – new mobile home
 - floor plans from manufacturer – new mobile home
 - Bill of Sale/Title/Act of Donation – used mobile home
 - Data Sheet – used mobile home
 - MFG American National Standard Verification Label
 - Plat of property
 - Proof of Ownership of Property – if owned
 - Lease Agreement – if leasing/renting
 - Family Permission Affidavit – if family owned
 - Size and Year of Mobile Home
 - Preliminary Elevation Certificate – flood zone
 - Payment of Permit
 - Moving Permit Required
 - Installer License
 - Certificate of Liability

After Permit is Issued – **Before** Utilities can be turned on

- 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)
- 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
 - Roof Inspection
 - Open-Wall Inspection
 - Sewer Cleanout Inspection
 - Water Shut Off Valve Inspection
 - Mechanical Inspection (Fuel/Gas)
 - Final Inspection
 - Final Elevation Certificate –flood zone
 - Plumbing Inspection – mobile home
 - Anchoring Inspection – mobile home

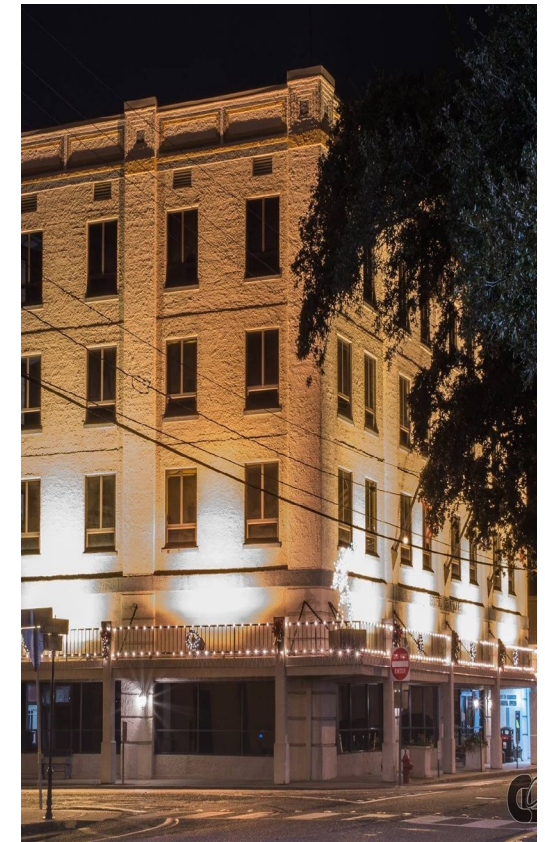
After inspections and construction is complete

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

City of Abbeville

Tax and Permits Department

Permits and Occupational License Checklist



IMPORTANT WEBSITES

The information and documentation needed to obtain either an Occupational License or a Building Permit can be found on the City of Abbeville Tax and Permits Website.

- <https://cityofabbeville.net/city-departments/tax-permitting/>

Documentation will be required from the following agencies:

- *Parish Sales Tax Certificate*
(337)898-5732
https://www.vpsb.net/248117_2
- *Secretary of State Certificate*
www.geauxbiz.sos.la.gov or
<https://www.sos.la.gov/Pages/default.aspx>

Inspections may be required from the following agencies:

- *City Fire Chief*
Jude Mire - (337)898-4259
- *Building Permit Inspector*
Primeaux, Touchet and Associates
(337)893-8397
- *City Inspector*
City of Abbeville Tax & Permits Dept
(337)898-4212 or (337)898-4213
- *Parish Health Dept Inspector*
(337)898-1438
<https://ldh.la.gov/index.cfm/page/632>
- *State Fire Marshal*
(800)554-0006
http://sfm.dps.louisiana.gov/pr_forms/htm
- *LADOTD (State Highway Projects)*
(337)893-5523

OCCUPATIONAL LICENSES

Store Front Business

- City Fire Chief Inspection (occupancy remains same)
- State Fire Marshall Inspection (occupancy changes or renovations)
- Electrical Inspection –licensed electrician only
- Sales Tax Certificate
- Secretary of State Good Standing Certificate
- City of Abbeville Occupational License Application
- City of Abbeville utility deposits completed
- Health Inspection (if selling food)
- Grease Trap Drawings/Application (if selling food)
- Layout Restroom/Fixtures Drawings (if selling food)
- Sign Permit Application/Drawings (if applicable)
- Chain Store Application (if applicable)
- Liquor License Application (if applicable)

Non-Profit Organization

- City Fire Chief Inspection (occupancy remains same)
- State Fire Marshall Inspection (occupancy changes or renovations)
- Electrical Inspection –licensed electrician only
- Sales Tax Non-Profit Documentation
- Secretary of State Good Standing Certificate
- Proof of Non-Profit Status
- City of Abbeville Occupational License Application
- City of Abbeville utility deposits completed

Bed & Breakfast

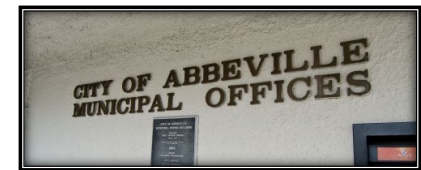
- City Fire Chief Inspection
- State Fire Marshall Inspection
- Electrical Inspection –licensed electrician only
- Sales Tax Certificate
- Secretary of State Good Standing Certificate
- Sign Permit Applications/Drawings (if applicable)
- City of Abbeville Occupational License Application
- City of Abbeville utility deposits completed

Non-Store Front Business/Online Business

- Sales Tax Certificate
- Secretary of State Good Standing Certificate
- City of Abbeville Occupational License Application

Food Truck/Itinerant/Door-to-Door

- Food Truck Packet
- Itinerant Packet
- Door-to-Door Packet
- City of Abbeville Occupational License Application



For additional information pertaining to occupational licenses contact the Tax and Permits Department using the information below:

CONTACT US

City of Abbeville
Tax & Permit Department
101 N State Street
Abbeville, LA 70510
(337)898-4212 or (337)898-4213
Email: salpough@cityofabbeville.net or
tdeville@cityofabbeville.net

Website: <https://cityofabbeville.net/city-departments/tax-permitting/>