CHECKLIST FOR COMMERCIAL CONSTRUCTION

ALL REQUIRED APPLICATIONS ARE INCLUDED IN PACKET

- ☐ **BUILDING PERMIT PACKET** – 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/alcohol
- ☐ **SIGN PERMIT APPLICATION** – if planning to erect any type of signage **a sign permit is required.**
- ☐ **OCCUPATIONAL LICENSE** – is required if you are just opening a business.

1 BEFORE PERMIT CAN BE ISSUED – REQUIRED FOR BUILDING PERMIT

- ☐ Turn in completed City of Abbeville Commercial Building Permit Application
- ☐ Address of construction
- ☐ Turn in construction drawings required for City of Abbeville Permits Dept **AND** State Fire Marshal (**website: www.lasfm.org**) (phone: 800-256-5452)
  - 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 (**Commercial projects with a value of $50,000 or more including labor and materials MUST have a Commercial Contractor License)**
- ☐ 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
- ☐ **Contact/Submit to Vermilion Parish Health Department {337-893-1438}**

2 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)
- ☐ 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

- ☐ Final Elevation Certificate – If in a flood zone

3 AFTER ALL INSPECTIONS ARE COMPLETE – UPON COMPLETION OF CONSTRUCTION

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

4 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
- ☐ Pay for permit once sign application has been approved.

5 REQUIRED FOR OCCUPATIONAL LICENSE

- ☐ Complete Application with Permit Department
- ☐ Submit requirements as stated on the Occupational License Application attached in this packet.
- ☐ Complete Sales Tax paperwork and return to VPSB Sales Tax Office (337-898-5732)

★ Always check with the City of Abbeville Permits Department for any updates or additional requirements.

CITY OF ABBEVILLE
BUILDING PERMIT APPLICATION

□ Commercial Building □ Residential Building

Application is hereby made for a building permit in accordance with the description and for the purpose hereinafter set forth. This application is made subject to all City and State Laws and Ordinances, and which are hereby agreed to by the undersigned and which shall be deemed a condition entering into the exercise of this permit.

PROPERTY OWNER: (as shown on deed)

Full Name: _____ Phone: _____

Mailing Address _____

Email Address: _____

Address of Construction: _____

New Dwelling Construction, are there any other dwellings on this tract: _____ How many? ____

Existing Structure (number and type): _____

APPLICANT: (if not property owner)

Full Name: _____ Phone: _____

Mailing Address _____

Email Address: _____

CONTRACTOR INFORMATION:

Name: _____

Mailing Address: _____

Email Address: _____

Phone: _____ Louisiana State Contractor's License #: _____

CONSTRUCTION INFORMATION:

Construction Value: _____ Estimated Completion Date: _____

Dimensions" Finished Area: _____ Unfinished Area: _____

Height of structure: _____ feet Square Footage: _____

TYPE OF IMPROVEMENT:

□ New Construction
□ Addition
□ Renovations
□ Modular
□ Repair Flood
□ Hurricane Damage
□ Moving/Relocating
□ Swimming Pool
□ Structure Lifting/ (Foundation/Footing)
□ Generator Installation
□ Other, Specify _____

PROPOSED USE: (Residential/Commercial

□ Garage/Carport/Porch
□ Fence (Taller than 7 ft)
□ Barn
□ Shop/Shed/Storage
□ One Family
□ Roof Repair
□ Non-Structural
□ Outdoor Kitchen
□ Other, Specify _____

PROPOSED USE: (Commercial Only)

□ Boring for Utilities
□ Apartments
□ Clean-up Remediation Systems
□ Fence (Taller than 7 ft)
□ Hotel/Motel
□ Amusement/Recreation
□ Church
□ Industrial
□ Service/Repair Station
□ Hospital
□ Medical Institution
□ Office/Bank
□ Retail Store
□ Government
□ Schools use
□ Other, Specify _____

CITY OF ABBEVILLE
BUILDING PERMIT APPLICATION

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing the above proposed work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other statement, local, or state law regulating construction or the performance of **construction.**

Signature: _____ Date: _____

☐ I have read and agree with the statements above.

COMMERCIAL ONLY (If "Yes" is answered for any of the below statements, additional permits or documents are required. Additional permits or licenses may be required depending on the type of construction or business.)

	YES	NO	PERMITS / DOCUMENTS NEEDED
This is a new business (new construction).	Yes ☐	No ☐	Building Permit
My business will serve food.	Yes ☐	No ☐	Grease Trap Permit
My business does not have an occupational license.	Yes ☐	No ☐	Occupational License
My business will serve alcohol.	Yes ☐	No ☐	Alcohol License
My business will install a sign.	Yes ☐	No ☐	Sign Permit
An area of land will be cleared to place a new building.	Yes ☐	No ☐	Tree Removal Application (if applicable)
A pad will be used to form a solid area for new construction.	Yes ☐	No ☐	Erosion/Sediment Application (if applicable)
My business is a chain store.	Yes ☐	No ☐	Chain Store License
This is a new business (moving into pre-existing building needing renovations/repair).	Yes ☐	No ☐	Building Permit
My business will serve food.	Yes ☐	No ☐	Grease Trap Permit
My business does not have an occupational license.	Yes ☐	No ☐	Occupational License
My business will serve alcohol.	Yes ☐	No ☐	Alcohol License
My business will install a sign.	Yes ☐	No ☐	Sign Permit
My business is a chain store.	Yes ☐	No ☐	Chain Store License

Revised 07/26/2024

CITY OF ABBEVILLE
CONSTRUCTION CHECK OFF
NEW CONSTRUCTION/ADDITION/RENOVATIONS/MODULAR HOMES

BEFORE BLDG PERMIT CAN BE ISSUED:

- IF BUILT IN CORRIDOR #1, APPLICANT MUST RECEIVE APPROVAL FROM MAYOR
- IF LOCATED IN MAIN STREET/HISTORIC DISTRICT, PERMIT APPLICATION MUST RECEIVE APPROVAL FROM PLANNING & ZONING AS WELL AS HISTORIC DISTRICT COMMISSION.
- IF SERVIING FOOD/DRINKS YOU MUST SUBMIT YOUR PLANS TO VERMILION PARISH HEALTH DEPARTMENT {337-893-1438
- SEND PLANS TO STATE FIRE MARSHAL FOR APPROVAL. https://sfm.dps.louisiana.gov/pr_forms.htm
- REVIEW & APPROVAL OF CONSTRUCTION DRAWINGS **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 & Landscape plans
  - 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 if serving food/drinks (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 are to be made by calling Primeaux, Touchet's & Associates at 337-893-8397)

INSPECTIONS REQUIRED ONCE CONSTRUCTION BEGINS: (TO BE DONE BY PRIMEAUX, TOUCHET & ASSOCIATES 337-893-8397)

- 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 must be furnished to City Of Abbeville Permits Department (Call 800-256-5452 for inspection).
- Contact Health Department for inspections if selling food (893-1438) 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.

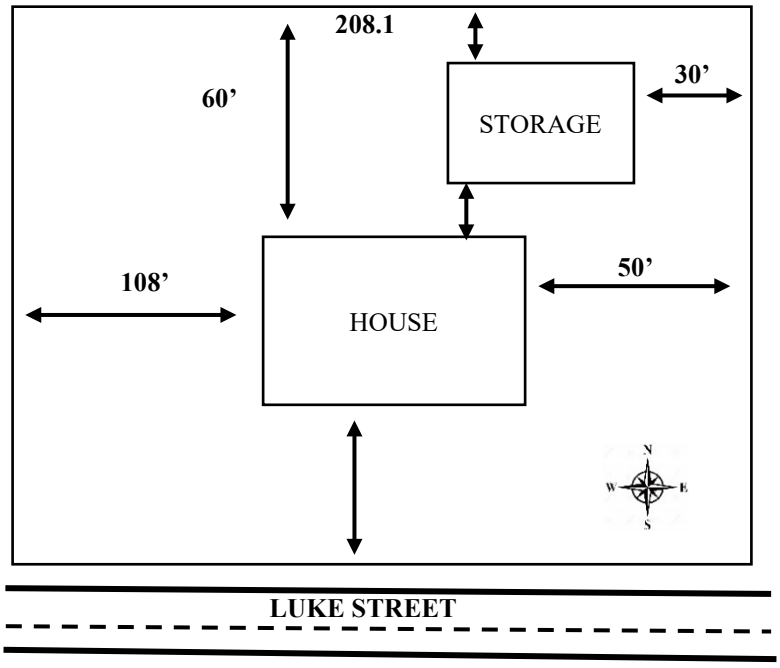
CONTACT PERMIT DEPT. AT (337)898-4212 OR 4213 FOR MORE INFORMATION

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 read 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

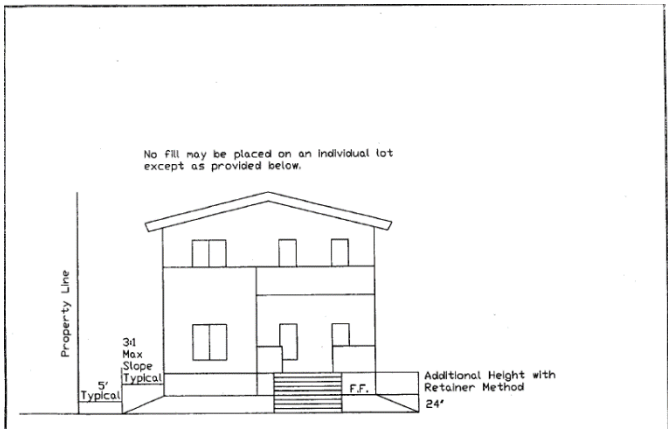


FOUNDATION PLAN –

- 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 ASSIGNEMENTS 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 PENALITIES, RIGHT OF ENTRY
CHAPTER 5 – ARTICLE VIII – LANDSCAPING

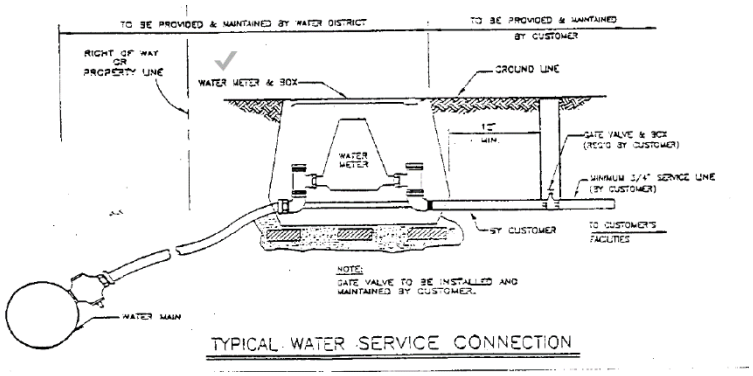
Louisiana State Plumbing Codes

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.



TYPICAL WATER SERVICE CONNECTION

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

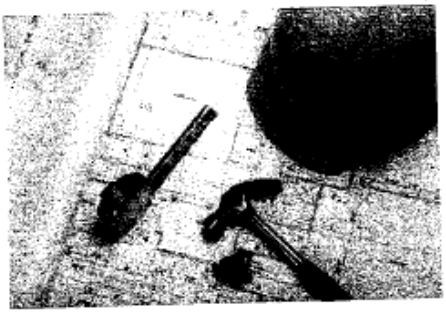
- Required for commercial projects with a value of $50,000 or more
- Financial statement with a minimum of $10,000 net worth (current within 12 months of application)
- Must take Business & Law exam
- Must take Trade exam
- Hire properly licensed subcontractors

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

Revised 7/26/2024

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

JEFF LANDRY
GOVERNOR

BRAD HASSERT
EXECUTIVE DIRECTOR

2026 CONTRACTOR LICENSING REQUIREMENTS - QUICK REFERENCE
Louisiana contractor licensing requirements remain in effect. Permit applicants should verify that a contractor holds the appropriate Louisiana license or registration before permits are issued when state law requires licensure.

WHEN A LOUISIANA CONTRACTOR LICENSE / REGISTRATION IS REQUIRED

Commercial	A commercial contractor license is required for commercial projects valued at **$50,000 or more**, including labor and materials.
Electrical / Mechanical / Plumbing	A license is required when the project value **exceeds $10,000**, including labor and materials.
Residential	A residential contractor license is required for residential construction **exceeding $50,000**, including labor and materials. Home improvement work exceeding $50,000 also requires a residential license.
Home Improvement	For work on an existing residential structure valued at **$7,500 or more and up to $50,000**, a Home Improvement Registration or appropriate contractor license may be required. Home Improvement Registrants may not perform structural work.
Mold Remediation	A Mold Remediation license is required for remediation projects valued at **$7,500 or more**.
Hazardous Materials	Asbestos, hazardous waste, lead-based paint abatement/removal, and underground storage tank work requires licensure at **$1 or more**.

IMPORTANT FOR PERMIT APPLICANTS

Total Project Value	State licensing thresholds are based on the **combined value of labor and materials**, regardless of who supplies the materials.
Occupational License	A city or parish occupational license **is not a Louisiana contractor's license**.
Verify Before Permit	Verify the contractor's current license/registration status and appropriate classification through the Louisiana State Licensing Board for Contractors.

VERIFY CONTRACTOR LICENSURE
Website: lslbc.louisiana.gov | **Contractor Search:** arlspublic.lslbc.louisiana.gov/Public/Search
Phone: (225) 765-2301 | **Address:** 600 North Street, Baton Rouge, LA 70802

Current reference: Louisiana Contractors Licensing Law / Rules & Regulations effective August 1, 2026. This handout is a quick reference and does not replace Louisiana law or official LSLBC guidance. Licensing requirements may depend on the project scope, classification, and other circumstances.

Prepared for inclusion in the City of Abbeville commercial construction permit packet.

State of Louisiana
STATE LICENSING BOARD FOR CONTRACTORS

JEFF LANDRY
GOVERNOR

BRAD HASSERT
EXECUTIVE DIRECTOR

June 26, 2024

To: Licensed Contractors

From: Brad Hassert, Executive Director

Re: Act 178 of 2024

Pursuant to Act 178 of the 2024 Legislative session and effective August 1, 2024, a Home Improvement Registrant will no longer be able to perform structural work on an existing structure, nor be able to build an outbuilding. Home Improvement Registrants may still perform roofing work within the dollar limits, excluding structural modifications or repairs.

Further, the contract value for a Home Improvement Registrant will be capped at $50,000. Note that this includes labor and materials.

To obtain a Residential Construction license, please make application at the following link: https://arlspublic.lslbc.louisiana.gov/LSLBCApplication.

Effective August 1, Residential Construction license holders performing home improvement work will no longer be required to subcontract to Home Improvement Registrants or Residential Construction licensees so long as those subcontractors are in direct contract with the Residential Construction licensee acting as the general or prime contractor. Electrical, Mechanical, Plumbing, Mold, Asbestos, and Hazardous Materials subcontractors will still be required to have their own license.

All performing home improvement work, to include contractor/subcontractor relationships, are required to maintain a written contractual agreement.

Should you have any questions regarding any of this information, feel free to contact us.

600 NORTH STREET • BATON ROUGE, LOUISIANA 70802-5419 • (225) 765-2301 • FAX (225) 381-0682
www.lslbc.gov

CITY OF ABBEVILLE
EROSION/SEDIMENT CONTROL PLAN
APPLICATION

OWNER OR DEVELOPERS NAME: _____

ADDRESS: _____

_____

CONSULTING FIRM'S NAME: _____

ADDRESS: _____

_____

CONTACT PERSON: _____

EROSION & SEDIMENT CONTROL PLAN: _____

_____

_____

_____

_____

_____

FILING FEE: **$50.00**

I, the undersigned, hereby certify that the submitted Erosion & Sediment Control Plan does comply with the City of Abbeville's Ordinance (Sec. 15-200 thru 15-218)

Electronic Signature Agreement
I understand and agree that my application will be signed electronically when I type my name in the signature box **AND** select the check box below. I also understand that my electronic signature means that I intend to apply for this permit/application and have provided the City of Abbeville with accurate information.

I understand that under penalty of perjury that I have examined all the information on this application, and it is true and correct to the best of my knowledge. I understand that anyone who knowingly gives a false or misleading statement about a material fact in this electronic application, or causes someone else to do so, commits a crime and may be sent to prison or may face other penalties, or both.

_____ _____

Signature **Date**

□ **I have read and agree with the statements above.**

WHAT IS THE SMALL RESIDENTIAL LOT SWPPP TEMPLATE?

The Small Residential Lot SWPPP Template is designed to help operators of small residential sites develop a streamlined SWPPP that meets the minimum requirements of EPA's CGP. This simplified template does not change, relax, or modify any existing conditions in the CGP, including the requirement to submit a Notice of Intent (NOI) for permit coverage.

HOW DOES IT WORK?

Think of the Small Residential Lot SWPPP Template as a 1040EZ tax form for small construction sites. All of the same requirements apply, but compliance options are focused on only those controls that apply to small residential lot construction, and they are presented in a simplified, user-friendly format. The Small Residential Lot SWPPP Template streamlines SWPPP development by providing a simplified menu of erosion and sediment control and pollution prevention practices that operators can select from to complete a SWPPP consistent with the minimum requirements in the CGP.

Easy to Use BMP Menu The Small Residential Lot SWPPP Template provides operators with a walk-through menu of typical erosion and sediment control and pollution prevention practices (i.e., Best Management Practices or BMPs) appropriate for small construction sites.

Illustrated Appendix with Pull-Out BMP Spec Sheets Clear, step-by-step BMP spec sheets for each practice you choose are provided in an illustrated appendix that you may edit based on your site-specific conditions.

TO ACCESS EPA'S STREAMLINED SMALL RESIDENTIAL LOT SWPPP TEMPLATE VISIT THE WEBSITE BELOW.

https://www.epa.gov/npdes/stormwater-discharges-construction-activities

WHO NEEDS TO SEEK COVERAGE UNDER THE EPA CGP?

Stormwater discharges from construction activities that disturb one or more acres, or smaller sites disturbing less than one acre that are part of a common plan of development or sale, are regulated under the National Pollutant Discharge Elimination System (NPDES) stormwater permitting program. Prior to the start of construction, construction operators must obtain coverage under an NPDES permit, which is administered either by the state (if it is authorized to operate the NPDES program) or EPA. Where EPA is the permitting authority, operators may seek coverage under the EPA CGP. The CGP requires operators of construction sites to meet effluent limits (i.e., through the implementation of erosion and sediment controls) and requires operators to develop a SWPPP detailing erosion and sediment controls and pollution prevention measures that will be implemented to meet the requirements of the CGP.

DOES MY PROJECT QUALIFY FOR SWPPP TEMPLATE?

Your site must meet the following criteria:

- Projects must distrurb less than one acre of land
- Projects must be located outside of sensitive areas (endangered species, wetlands, historic preservation etc)
- Projects must not cause disturbance withing 50 ft of a water of the U.S.
- Projects must not require the use of chemical treatment for stormwater
- Project must not disturb steep slopes

STORMWATER POLLUTION PREVENTION

SMALL RESIDENTIAL CONSTRUCTION

CITY OF ABBEVILLE
101 N STATE STREET
ABBEVILLE, LA 70510
337-893-8550
www.cityofabbeville.net

10 Steps to Stormwater Pollution Prevention

(1) Protect Any Areas Reserved for Vegetation or Infiltration and Preserve Existing Trees If you will be installing infiltration-based features such as rain gardens or bioswales, make sure these areas are designated as off limits to avoid compaction.

(2) Stockpile Your Soil EPA's CGP requires operators to preserve native topsoil on site unless infeasible and protect all soil storage piles from run-on and runoff. For smaller stockpiles, covering the entire pile with a tarp may be sufficient.

(3) Protect Construction Materials from Run-On and Runoff At the end of every workday and during precipitation events, provide cover for materials that could leach pollutants.

(4) Designate Waste Disposal Areas Clearly identify separate waste disposal areas on site for hazardous waste, construction waste, and domestic waste by designating with signage, and protect from run-on and runoff.

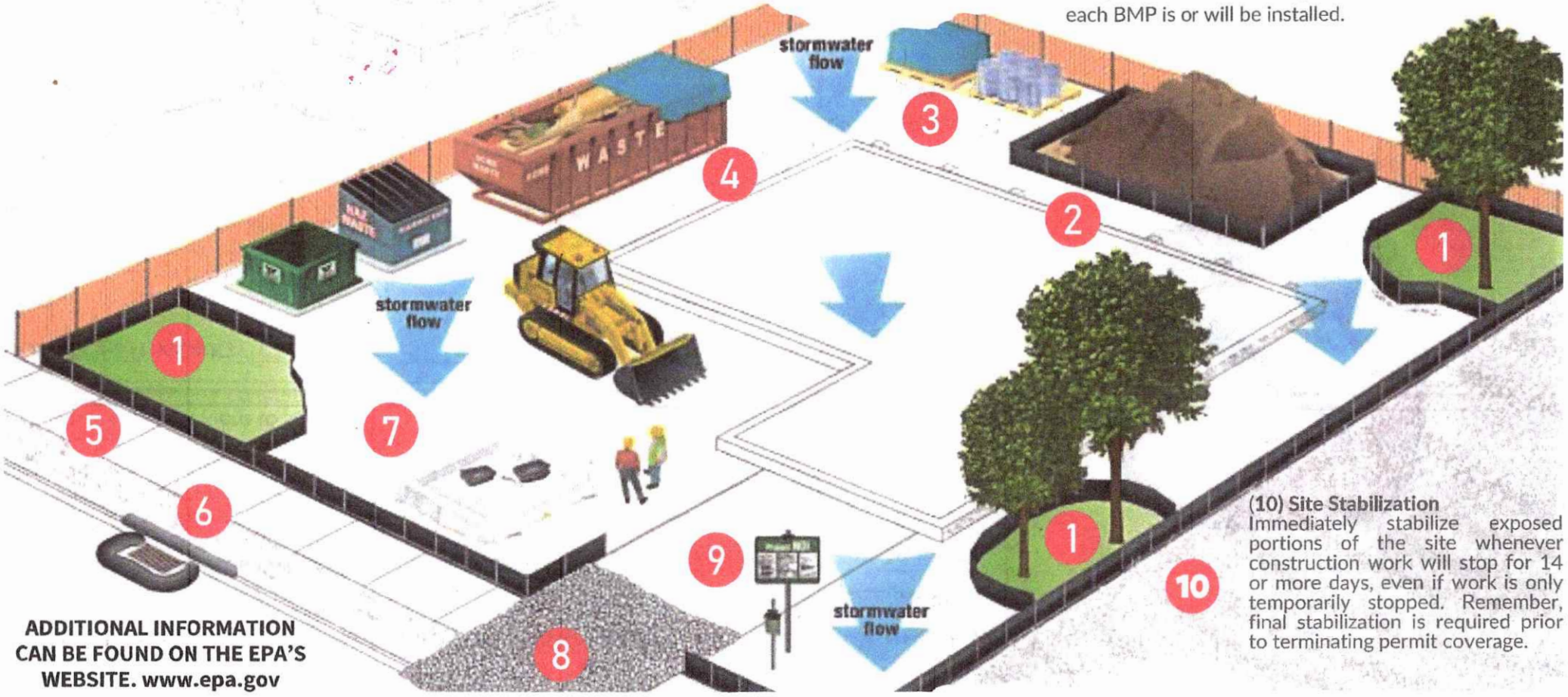
(5) Install Perimeter Controls on Downhill Lot Line Install perimeter controls such as sediment filter logs or silt fences around the downhill boundaries of your site.

(6) Install Inlet Controls Sediment control logs, gravel barriers, and sand or rock bags are options for effective inlet controls. Make sure to remove accumulated sediment whenever it has reached halfway up the control.

(7) Install a Concrete/Stucco Washout Basin Designate a leak-proof basin lined with plastic for washing out used concrete and stucco containers. Never wash excess stucco or concrete residue down a storm drain or into a stream!

(8) Maintain a Stabilized Exit Pad Minimize sediment track-out from vehicles exiting your site by maintaining an exit pad made of crushed rock spread over geotextile fabric. If sediment track-out occurs, remove deposited sediment by the end of the same work day.

(9) Post Your NOI and Keep an Up-to-Date Copy of Your SWPPP on Site Post a sign or other notice of your permit coverage, including your NPDES tracking number and site contact information. Also, keep a copy of your complete and up-to-date SWPPP on site and easily accessible, including site maps showing where each BMP is or will be installed.



(10) Site Stabilization Immediately stabilize exposed portions of the site whenever construction work will stop for 14 or more days, even if work is only temporarily stopped. Remember, final stabilization is required prior to terminating permit coverage.

ADDITIONAL INFORMATION CAN BE FOUND ON THE EPA'S WEBSITE. www.epa.gov

CITY OF ABBEVILLE
LANDSCAPING APPLICATION

Date: _____

Applicant Name: _____

Mailing Address: _____

_____

_____

Phone #: _____

Email:_____

Address of Landscaping: _____

Attach Landscape Design Plan (must include):

- Locations & dimensions of proposed landscaping strips adjacent to public right of way, including a description and location of the trees and plant materials to be placed within the landscaping strips
- Locations and dimensions of the proposed landscaped areas within a parking area, including a description and location of the trees and plant materials to be placed within the landscaped areas.
- Location and calipers of existing health trees to be retained and counted as part of the landscaping requirements.
- An explanation of how existing healthy trees, which are proposed to be retains, will be protected from damage during construction; and a presentation of how existing trees will be integrated into the proposed landscape design.
- A representation of the method used to comply with intersection visibility requirements.
- Trees are prohibited within utility easements.
- Minimum clearances/separation distances measured horizontally from trees to overhead utility lines shall be
    - Class A Trees - 30 ft
    - Class B Trees – 15 ft

Electronic Signature Agreement
I understand and agree that my application will be signed electronically when I type my name in the signature box **AND** select the check box below. I also understand that my electronic signature means that I intend to apply for this permit/application and have provided the City of Abbeville with accurate information.

I understand that under penalty of perjury that I have examined all the information on this application, and it is true and correct to the best of my knowledge. I understand that anyone who knowingly gives a false or misleading statement about a material fact in this electronic application, or causes someone else to do so, commits a crime and may be sent to prison or may face other penalties, or both.

_____ _____

Signature **Date**

□ **I have read and agree with the statements above.**

CITY OF ABBEVILLE
HERITAGE TREE REMOVAL APPLICATION

Date: _____

Applicant Name & Address:

Phone #: _____

Options for Heritage Tree Preservation:

☐ Preservation of existing heritage trees
☐ Planting of new heritage trees
☐ Payment into heritage tree mitigation fund

Location of Heritage Tree(s) to be Removed:

Number of Heritage Tree(s) to be Removed:

Type of Heritage Tree(s) to be Removed:

Number of Replacement Heritage Tree(s):

Size of Replacement Heritage Tree(s):

Type of Replacement Heritage Tree(s):

Location of Replacement Heritage Tree(s):

I hereby certify that I have read this application and agree to comply with all provisions of laws and ordinances governing the above proposed work.

Mitigation Fee & Penalty Acknowledgment

I understand that if removal of a heritage tree is approved, a mitigation fee of **$150.00 per DBH (Diameter at Breast Height)** will be required if replacement or preservation requirements are not met.

I further understand that any unauthorized removal of a heritage tree without an approved Heritage Tree Removal Application may result in a fine of $500.00 per violation, in addition to any required mitigation fees.

By signing below, I acknowledge and agree to these terms.

Signature: _____

Date: _____

- **ARTICLE VII. – TREES [5]**

Footnotes:

--- (5) ---

Editor's note— Ord. No. 13-03, adopted Apr. 2, 2013, repealed §§ 5-201—5-212 of the former art. VII, leaving § 5-200 unaffected, and enacted new §§ 5-201—5-218 as set out herein. The former art. VII pertained to similar subject matter and derived from Ord. No. 95-24, adopted Sept. 19, 1995.

- **Sec. 5-200. - Definitions.**

The following definitions shall apply to this article:

Park trees: Trees, shrubs, bushes, and all other woody vegetation in public parks having individual names and all areas owned by the city, or to which the public has free access as a park, including sidewalks, alleys and alleyways, or any tree planted in the ground by the city.

Street trees: Trees, shrubs, bushes, and all other woody vegetation on land lying between property lines on either side of all streets, avenues, or ways within the corporate limits of the City of Abbeville.

(Ord. No. 95-24, 9-19-95; Ord. No. 09-08, 8-18-09)

- **Sec. 5-201. - Applicability.**

(a) Generally. Unless specifically exempted below, the tree preservation requirements of this section apply to:
  (1) The subdivision of any tract two (2) acres or greater;
  (2) The development or redevelopment of any commercial site ten thousand (10,000) square feet in size or larger; and
  (3) Any heritage tree described in section 5-203.

(b) Exemptions.
  (1) Exempt activities.
    a. Lands used for agricultural purposes.
    b. The clearing of understory trees and shrubs necessary to perform boundary surveying or to conduct tree surveys or inventories.
    c. Buildings and uses lawfully existing as of the effective date of this section may be renovated or repaired without providing additional tree conservation and heritage tree preservation, provided there is no change in use of existing floor area, or an increase of less than twenty (20) percent or two thousand (2,000) square feet in expansion or the addition of accessory buildings or structures.
  (2) Exempt trees.
    a. Any heritage tree or areas of tree canopy determined by the city to be diseased, dying, or dead.
    b. Any heritage tree or areas of tree canopy determined to be causing a danger or be in hazardous condition as a result of a natural event such as hurricane, tornado, storm, flood or other natural event that endangers the public health, welfare or safety and requires immediate removal.
    c. Any heritage trees or areas of tree canopy within twenty (20) feet of a residential building.
    d. Trees or areas of tree canopy that interfere with the clear sight distance for roadways as determined by the city engineer.

(Ord. No. 13-03, 4-2-13)

- **Sec. 5-202. - Tree preservation generally.**

(a) The tree preservation requirements of this section address heritage tree preservation.

(b) Once the minimum tree preservation requirements have been determined for a site, the applicant may comply with the requirements through one (1) or a combination of the following methods:
  (1) Preservation of existing trees;
  (2) Planting of new trees; or
  (3) Payment into a tree mitigation fund.

(c) For the purposes of this section, projects with multiple lots or sites developed under a common development plan may be considered a single site.

(Ord. No. 13-03, 4-2-13)

- **Sec. 5-203. - Heritage tree preservation.**

(a) Heritage trees generally. A heritage tree is any tree or group of trees with the following characteristics:
  (1) Any live oak, southern magnolia, or bald cypress with a DBH of twenty (20) inches or more; or
  (2) Any tree or group of trees specifically designated by the city council, after recommendation by the city tree board, for protection because of its historical significance, special character or community benefit; [or]
  (3) Any additional tree designated on the city's heritage tree list as approved by the city council and maintained by the city tree board.

(b) Heritage tree removal.
  (1) The removal of any heritage tree is prohibited unless the city tree board issues a tree removal permit.
  (2) The applicant for a tree removal permit must submit a heritage tree mitigation plan including, but not limited to, the following information:
    a. Location and type of tree to be removed;
    b. Number, size and type of replacement trees;
    c. Location of replacement trees;
    d. Whether the applicant will pay into to the tree mitigation fund.
  (3) In the case of emergency, when a heritage tree is hazardous or dangerous to life or property, it may be removed without a tree removal permit.

(c) Heritage tree mitigation. Mitigation of the removal of a heritage tree may occur in one (1) of the following ways:
  (1) On-site replacement. When an applicant is proposing to mitigate the removal of a Heritage Tree with on-site replacement, the following standards apply:
    a. Replacement tree criteria.
      i. Each Heritage Tree must be replaced at a ratio of 3:1 replacement tree DBH to heritage tree DBH.
      ii. The replacement trees must be a minimum of two (2) inches DBH at the time of planting.
  (2) Payment to tree mitigation fund.
    a. When heritage tree replacement is infeasible, the applicant may request that the city tree board allow a payment-in-lieu of tree replacement to the tree mitigation fund.
    b. The request for payment-in-lieu of tree replacement must be presented to the city tree board for review and recommendations approval or denial.
    c. The city tree board may approve or deny an application for a payment-in-lieu of tree replacement to the tree mitigation fund as provided in section 5-210, Tree mitigation fund.

(Ord. No. 13-03, 4-2-13)

- **Sec. 5-204. - Planting in clear sight distance.**

(a) A clear sight distance must be established at the intersection of a driveway and a street and on all corner lots (the intersection of two (2) streets) as required by the city engineer in accordance with prevailing sight triangle requirements.

(b) All established street trees interfering with the clear sight distance must be maintained by the abutting property owner and must be kept free of foliage for seven (7) feet measured up from the base of the tree. Shrubs within the clear sight distance area may not exceed thirty (30) inches in height, with the actual height to be determined by the city engineer.

(Ord. No. 13-03, 4-2-13)

- **Sec. 5-205. - Plant protection.**

(a) Tree protection during construction.
  (1) Existing trees remain[ing] on the site must be [protected] from vehicular movement and material storage over their root spaces during construction. An undisturbed area with a porous surface must be reserved below the drip line of each tree or group of trees.
  (2) Trees designated for protection must be completely enclosed by a temporary fence. Fencing must be in place prior to any clearing or site work. Fencing must remain in place until all construction has been completed.

(b) Root protection zone.
  (1) A root protection zone, defined by an average radius extending outward from the trunk of the tree a distance of one (1) linear foot for each inch (DBH), must be established around the trunk of each tree preserved or planted.
  (2) No cutting, filling, trenching, root disturbance, soil disturbance, or construction impacts may occur closer to the trunk than one-half (½)

the root protection zone radius. In parking areas where approved alternative materials and methods are used, construction may be as close as five (5) feet from the root flares on one (1) side of the tree.

(3) The root protection zone may be shifted and clustered as long as there is no construction closer to the trunk than one-half (½) the root protection zone radius. The construction of sidewalks is allowed in the root protection zone, as long as excavation does not exceed three (3) inches.

(4) The area contained within a root protection zone required under this subsection must be left in a pervious condition after construction and development are completed unless approved alternative construction methods are used.

(Ord. No. 13-03, 4-2-13)

- **Sec. 5-206. - Administrator.**

The administrator of this article shall be the mayor or other official as designated by the mayor.

(a) General authority. The administrator is responsible for:
(1) The implementation and administration of this article;
(2) Maintaining written records of all actions taken under this article; and
(3) Making interpretations of this article.

(b) Review authority. The administrator is responsible for review and recommendations regarding:
(1) The tree mitigation fund;
(2) Heritage-free removal permit.

(Ord. No. 13-03, 4-2-13)

- **Sec. 5-207. - Creation and establishment of a city tree board.**

The city tree board is hereby created and established for the City of Abbeville. The planning commission shall serve as the city tree board.
(Ord. No. 13-03, 4-2-13)

- **Sec. 5-208. - Compensation.**

Members of the city tree board shall serve without compensation.
(Ord. No. 13-03, 4-2-13)

- **Sec. 5-209. - Duties and responsibilities.**

(a) General authority. The city tree board is established to oversee the care, preservation, removal and planting of trees, shrubs, and grasses in accordance with this article.

(b) Authority for final action. The city tree board is responsible for final action regarding:
(1) The tree mitigation fund;
(2) Tree species list;
(3) Tree maintenance; and
(4) Heritage tree removal permit.

(c) Review authority. The city tree board is responsible for review and recommendations regarding the acceptance of payment-in-lieu of heritage tree preservation requirements.

(Ord. No. 13-03, 4-2-13)

- **Sec. 5-210. - Tree mitigation fund.**

(a) Fund established. The mayor is hereby directed to establish a dedicated account to be entitled the tree mitigation fund.

(b) Fund administration and management.
(1) The tree mitigation fund is to be administered by the city tree board with the authority of the city council.
(2) The record keeping, and day-to-day management of the tree mitigation fund is the responsibility of the administrator.

(c) Use of funds. The funds collected from mitigation fees may only be used by the city to pay for the planting, pruning, and general maintenance of trees. Generated funds may be used by the city for trees on public or private property.

(d) Funds to be kept separate. The balance of the tree mitigation fund must be recorded and accounted for in a manner that distinguishes them from other general funds and must be disbursed in a manner consistent with the purposes for which the fund has been established.

(Ord. No. 13-03, 4-2-13)

- **Sec. 5-211. - Tree species to be planted.**

The city tree board will develop a list of desirable trees for planting.
(Ord. No. 13-03, 4-2-13)

- **Sec. 5-212. - Distance from curb and sidewalks.**

The distance trees may be planted from curbs or curb lines and sidewalks will be in accordance with previously passed ordinances adopted by the city council.
(Ord. No. 13-03, 4-2-13)

- **Sec. 5-213. - Utilities and fireplugs.**

No street trees may be planted under any overhead utility wire or within ten (10) feet of any fireplug.
(Ord. No. 13-03, 4-2-13)

- **Sec. 5-214. - Public tree care.**

(a) The city shall have the right to plant, prune, maintain or remove trees, plants, and shrubs within the lines of all streets, alleys, avenues, lanes, squares, and public grounds, as may be necessary to ensure public safety or to preserve or enhance the symmetry and beauty of such public grounds.

(b) The city tree board may recommend to the city council to remove or cause or order to be removed any tree or part thereof which is in an unsafe condition or which may by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or other public improvements, or is affected with any injurious fungus, insect, or other pest. This section does not prohibit the planting of street trees by adjacent property owners, providing that the selection and location of said trees is in accordance with all of the ordinances previously adopted by the city council.

(Ord. No. 13-03, 4-2-13)

- **Sec. 5-215. - Tree topping.**

It shall be unlawful as a normal practice for any person, firm, or city department to top any street tree, park tree, or other tree on public property. "Topping" is defined as the severe cutting back of limbs to stubs larger than three (3) inches in diameter within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical, may be exempted from this article at the determination of the city council or the mayor.
(Ord. No. 13-03, 4-2-13)

- **Sec. 5-216. - Pruning; corner clearance.**

(a) Every owner of a tree overhanging any street or right-of-way within the city should prune the branches so that such branches shall not severely obstruct the light from any streetlamp or obstruct the view of any street intersection. Said owners shall remove all dead, diseased, or dangerous trees, or broken or decayed limbs which constitute a menace to the safety of the public. The city shall have the right to prune any tree or shrub on private property when it interferes with the proper spread of light along the street from a streetlight or interferes with visibility of any traffic control device or sign or sight triangle at intersections. Tree limbs that grow near utility rights-of-way may be trimmed or pruned by the city or any public utility company in compliance with any applicable franchise agreements.

(b) All stumps of street and park trees shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground.

(Ord. No. 13-03, 4-2-13)

- **Sec. 5-217. - Interference with city tree board.**

It shall be unlawful for any person to prevent delay or interfere with the city tree board and any of its agents while engaging in and about the planting, cultivating, mulching, pruning, spraying, or removing of any street trees, park trees, or tree on public grounds, as authorized in this article.
(Ord. No. 13-03, 4-2-13)

- **Sec. 5-218. - Review by city council.**

The city council shall have the right to review the conduct, acts, and decisions of the city tree board. Any person may appeal from any ruling or order of the city tree board to the city council, who may hear the matter and make final decisions.
(Ord. No. 13-03, 4-2-13)

CITY OF ABBEVILLE
OCCUPATIONAL LICENSE
APPLICATION (PRINT OR TYPE ONLY)

Name which business is to be conducted: _____

Owner: _____

Business Location: _____ Mailing address _____

_____ _____

_____ _____

Business phone: _____ Home/Cell phone: _____

Email address: _____

Nature of business: _____ Opening date: _____

Type of business (check appropriate box):

□ Store Front □ Delivery Service □ Cyber Store □ Food Truck □ Itinerant □ Door to Door

□ Restaurant □ Bed and Breakfast □ Gaming Rental (pool table, foosball, ect)

Type of ownership (check appropriate box):

□ Individual □ Partnership □ INC □ Corporation □ LLC □ Non-Profit/

Names of all partners or principal officers of a corporation (corporation only):

_____

How many places of business do you operate within city limits? _____

Is your business located in the City of Abbeville? □ Yes □ No

_____

Owners Signature

Electronic Signature Agreement

I understand and agree that my application will be signed electronically when I select the check box below. I also understand that my electronic signature means that I intend to apply for this permit/application and have provided the City of Abbeville with accurate information.

I understand that under penalty of perjury that I have examined all the information on this application, and it is true and correct to the best of my knowledge. I understand that anyone who knowingly gives a false or misleading statement about a material fact in this electronic application, or causes someone else to do so, commits a crime and may be sent to prison or may face other penalties, or both.

□ I have read and agree with the statements above.

OFFICE USE ONLY

No. Issued: _____ Date Issued: _____

If business has changed hands, show former

Trade Name: _____

Owner Name: _____

The following documentation must be completed and returned to Abbeville City Hall Tax and Permits Department before an occupational license can be issued.

Store Front Business
□ City Fire Marshal Inspection (occupancy remains same) (Jude Mire 337-898-4259)
□ State Fire Marshall Inspection (occupancy changes or renovations) (800-554-0006) http://sfm.dps.louisiana.gov/pr_forms.htm
□ Electrical Inspection
□ Sign Permit Application/Drawings
□ Sales Tax Certificate (VPSB 337-898-5732)
□ Secretary of State Certificate
□ City of Abbeville Occupational License Application
□ Set up utility account with utility department in company name
□ Complete Chain Store Documentation (if own multiple locations)

Non-Store Front Business (Cyber Store)
□ Sales Tax Certificate (VPSB 337-898-5732)
□ Secretary of State Certificate
□ City of Abbeville Occupational License Application

Store Front Serving Food/Beer/Alcohol
□ City Fire Marshal Inspection (occupancy remains same) (Jude Mire 337-898-4259)
□ State Fire Marshall Inspection (occupancy changes or renovations) (800-554-0006) http://sfm.dps.louisiana.gov/pr_forms.htm
□ Health Inspection (337-898-1438) New businesses - https://ldh.la.gov/index.cfm/page/632
□ Electrical Inspection
□ Sign Permit Application/Drawings
□ Grease Trap Drawings/Application
□ Layout Restroom/Fixtures Drawings
□ Sales Tax Certificate (VPSB 337-898-5732)
□ Secretary of State Certificate
□ Liquor License Application/Documentation (if serving liquor or beer)
□ City of Abbeville Occupational License Application
□ Set up utility account with utility department in company name
□ Complete Chain Store Documentation (if own multiple locations)

Non-Profit Organization
□ City Fire Marshal Inspection (occupancy remains same) (Jude Mire 337-898-4259)
□ State Fire Marshall Inspection (occupancy changes or renovations) (800-554-0006)
□ Electrical Inspection
□ Secretary of State Certificate
□ Proof of Non-Profit Status
□ City of Abbeville Occupational License Application
□ Set up utility account with utility department in company name

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

Bed and Breakfast
□ City Fire Marshal Inspection (occupancy remains same) (Jude Mire 337-898-4259) and State Fire Marshall Inspection (occupancy changes or renovations) (800-554-0006) http://sfm.dps.louisiana.gov/pr_forms.htm
□ Electrical Inspection
□ Sign Permit Application/Drawings (if adding signage)
□ Sales Tax Certificate (VPSB 337-898-5732)
□ Secretary of State Certificate
□ City of Abbeville Occupational License Application
□ Set up utility account with utility department in company name

CITY OF ABBEVILLE
NEW BUSINESS ELECTRICAL INSPECTION(PRINT ONLY)

Name of Business: **Location of Business:** _____

Business Owner's Name: _____ **Property Owner's Name** _____

Address: _____ **Address:** _____

_____ _____

Phone: _____ **Phone:** _____

Is master switch accessible? □ **Yes** □ **No** **Condition:** _____

Number of circuits serving occupancy: _____ Are circuits overloaded? □ **Yes** □ **No**

Are circuits properly protected? □ **Yes** □ **No** **Type of protection:** _____

Are conductor's proper size? □ **Yes** □ **No**

Are all conductor joints in accordance with the National Electric Code? □ **Yes** □ **No**

Are all outlets and receptacles properly protected? □ **Yes** □ **No** Is installation and appliances properly grounded? □ **Yes** □ **No**

Do electrical installations comply with National Electric Code, Local Codes & the City of Abbeville's Codes, Rules & Regulations? □ **Yes** □ **No LIST**

NONCOMPLANCES IN THE AREA PROVIDED AND/OR THE BACK OF THIS CERTIFICATE:

_____

_____

_____

_____

NOTE: R.S. 40:1561, Chapter 7, Article 160, Electrical wiring and devices: All electrical wiring and devices installed in any structure, watercraft or movable shall be installed in accordance with best practice. Compliance with the latest edition of the National ElectricalCode constitutes compliance with this section.

NOTE: INSPECTION CAN ONLY BE SUBMITTED TO THE CITY OF ABBEVILLE BY A LICENSED ELECTRICIAN.

CERTIFICATION BY:

_____ _____

Signature of Licensed Electrician Date

Electrician Address: _____

License Number: _____ Phone Number: _____

CITY OF ABBEVILLE
SIGN/BILLBOARD PERMIT APPLICATION

Application is hereby made for a building permit in accordance with the description and for the purpose hereinafter set forth. This application is made subject to all City and State Laws and Ordinances and which are hereby agreed to by the undersigned and which shall be deemed a condition entering into the exercise of this permit.

APPLICANT NAME: _____ **PHONE #:** _____

APPLICANT ADDRESS: _____ **CELL #:** _____

_____

_____

PROPERTY OWNER AS SHOWN ON DEED:

FULL NAME: _____

PHONE #: _____ **CELL #:** _____

OWNER MAILING ADDRESS: _____

LOT NO: _____ **BLOCK 3:** _____ **SUBDIVISION:** _____

LIST ANY STRUCTURES ON THIS TRACT: _____

APPLICATION FOR:

□ New Sign □ Alteration of Existing Sign □ Expansion of Sign
□ Reconstruction of Sign □ Relocation of Sign □ Billboard

ADDRESS OF SIGN/BILLBOARD: _____

COST OF SIGNAGE: $ _____ **ESTIMATED COMPLETION DATE:** _____

DIMENSIONS OF SIGN/BILLBOARD: _____ **HEIGHT OF SIGN/BILLBOARD:** _____

MATERIALS USED TO CONSTRUCT SIGN: _____

INDICATE COLOR: (Attach Graphic Illustration) _____

IF LIGHTED SIGN INDICATE WHAT SOURCE:

□ Incandescent filament bulb □ Electric discharge bulb □ Neon tube and fluorescent tube

TYPE OF SIGN:

□ Arcade sign
□ Architectural Sign
□ Architectural Sign Cluster
□ Attached Sign
□ Awning Sign
□ Banner sign
□ Cable-hung banner
□ Canopy Sign
□ Fin Sign
□ Flat mounted Sign
□ Free Standing Sign
□ Historic Sign
□ Inflatable sign (Balloon)
□ Landmark Sign
□ Light Box Sign
□ Marquee
□ Monument sign
□ Mural
□ Programmable Electric Sign
□ Projecting sign
□ Temporary sign
□ Time & Temperature Sign
□ Vertical Banner Sign
□ Window Sign

BILLBOARDS:

□ Double faced, Back-to-Back V type □ Illuminated Billboard □ Rotating message Billboard

Please provide the <u>street side linear footage</u> of the lot on which the building in located: _____

ATTACHED SIGNS ONLY: Please provide the <u>linear footage of frontage of building</u> where sign will be attached: _____

REQUIREMENTS FOR SIGN/BILLBOARD 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.**

Billboards or signs with foundation and/or site requirements are subject to review by the City's Building Code Enforcement Office with Administrative Fees charged to cover to review.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing the above proposed work wlll be complied with whether specified herein or not. The granting of a permit does not give authority to violate or cancel the provisions of any other statement, local, or state law regulating construction or the performance of construction.

Electronic Signature Agreement

I understand and agree that my application will be signed electronically when I type my name in the signature box **AND** select the check box below. I also understand that my electronic signature means that I intend to apply for this permit/application and have provided the City of Abbeville with accurate information.

I understand that under penalty of perjury that I have examined all the information on this application, and it is true and correct to the best of my knowledge. I understand that anyone who knowingly gives a false or misleading statement about a material fact in this electronic application, or causes someone else to do so, commits a crime and may be sent to prison or may face other penalties, or both.

_____ _____

Signature **Date**

□ **I have read and agree with the statements above.**

The following City of Abbeville Ordinances provide guidelines and explanations for sign requirements.

https://library.municode.com/la/abbeville/codes/code_of_ordinances

PART II - CHAPTER 5 - ARTICLE IX – SIGNS

PART II - CHAPTER 5 - ARTICLE X – BILLBOARDS

Abbeville Fire Department

210 W. Vermilion St.

Phone- 337.898.4259 Abbeville La. 70510 Fax-337.898.4271

Chief Ernest Jude Mire

firechief@cityofabbeville.net

BUILDING INSPECTIONS BY THE ABBEVILLE FIRE DEPARTMENT

1 Exit signs must be placed at all exits. All exit signs must be lighted.

2 Exits must have a clearance of 32 inches. They must be able to be opened without the use of any special tools or effort. They also must remain unobstructed.

3 All businesses, except mechanic shops, must have a 5-pound ABC fire extinguisher. Fire Extinguishers are to be placed at one exit if the exits are not further than 75 feet apart. They must be 4 inches from the floor and not higher than 5 feet.
If it is a mechanic shop, they are required to have a minimum of a 40-B:C 20-pound fire extinguisher. The mechanic shop cannot store more than 55 gallons of oil or gas without filing a tier II report to the State Police Office.
All fire extinguishers must have a tag from an extinguisher company showing that it has been inspected within one year.

4 The NEW BUSINESS FORM must be filled out and turned in along with a diagram or drawing of the building to the Fire Chief at the time of the inspection.

5 A plan must be submitted to the State Fire Marshal's office if:

a. Any construction to the building
b. A change of occupancy (different type of business)
c. Daycare, School or Church
d. Event Center
e. Guns & Ammunition Dealer

LA State Fire Marshal 1-800-256-5452 www.lasfm.org

6 If a business has an automatic extinguisher hood (suppression hood) they must go through the State Fire Marshal.

7 If a business has a stove with no suppression hood, they will need to remove the stove. If they want to reheat food only, they will need to go through the State Fire Marshal for the inspection to be able to keep the stove.

Abbeville Fire Department

210 W. Vermilion St.

Phone- 337.898.4259 Abbeville La. 70510 Fax-337.898.4271

Chief Ernest Jude Mire

firechief@cityofabbeville.net

PLEASE PRINT

ADDRESS: _____

OWNER OF BUILDING: _____

OWNER OF BUILDING PHONE NUMBER: _____

NAME OF BUSINESS: _____

OWNER OF BUSINESS: _____

BUSINESS PHONE NUMBER: _____

NAME OF EMERGENCY CONTACT: _____

EMERGENCY CONTACT PHONE NUMBER: _____

******ATTACH A DIAGRAM OF THE BUILDING FLOORPLAN OR BLUEPRINTS******

PLEASE GIVE THE COMPLETED FORM AND DIAGRAM TO THE FIRE CHIEF WHO DOES YOUR INSPECTION

ANNUAL CHAIN STORE TAX REPORT

Send payment to: CITY OF ABBEVILLE, TAX DEPT.
PO BOX 1170
ABBEVILLE LA 70511-1170

STORE NAME AND ADDRESS:

_____

_____

_____

_____

LIST STORES LOCATED IN THE CITY OF ABBEVILLE CORPORATE LIMITS (NAME AND STREET ADDRESS):

_____

_____

_____

_____

_____

TOTAL STORES OPERATING IN ABBEVILLE, LISTED ABOVE, AS OF JANUARY 1 OF CURRENT YEAR _____

TOTAL STORES IN OPERATION (ANY LOCATION), UNDER THE SAME GENERAL MANAGEMENT, SUPERVISION, OWNERSHIP, OR CONTROL AS OF JANUARY 1 OF CURRENT YEAR_____

COMPUTATION OF TAX (see explanation on back)

TAX DUE $_____

INTEREST $_____

PENALTY $_____

TOTAL AMOUNT DUE $_____

AFFIDAVIT

I swear (or affirm) that this report has been examined by me, and, to the best of my knowledge and belief is true and correct.

Sworn to and subscribed before me this _____ day of _____, 20_____.

_____ _____
Signature of Officer Administering Oath Title

_____ _____
Business Owner/Representative Signature Title

See attached License Tax Schedule.

CHAIN STORE LICENSE TAX SCHEDULE

Belonging to a chain or group having:

(1) Not more than 10 stores	$10.00 per store in Abbeville
(2) More than 10, but not more than 35 stores	15.00 per store in Abbeville
(3) More than 35, but not more than 50 stores	20.00 per store in Abbeville
(4) More than 50, but not more than 75 stores	25.00 per store in Abbeville
(5) More than 75, but not more than 100 stores	30.00 per store in Abbeville
(6) More than 100, but not more than 125 stores	50.00 per store in Abbeville
(7) More than 125, but not more than 150 stores	100.00 per store in Abbeville
(8) More than 150, but not more than 175 stores	150.00 per store in Abbeville
(9) More than 175, but not more than 200 stores	200.00 per store in Abbeville
(10) More than 200, but not more than 225 stores	250.00 per store in Abbeville
(11) More than 225, but not more than 250 stores	300.00 per store in Abbeville
(12) More than 250, but not more than 275 stores	350.00 per store in Abbeville
(13) More than 275, but not more than 300 stores	400.00 per store in Abbeville
(14) More than 300, but not more than 400 stores	450.00 per store in Abbeville
(15) More than 400, but not more than 500 stores	500.00 per store in Abbeville
(16) More than 500 stores	550.00 per store in Abbeville

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1. Rate of Tax	-The rate of tax is determined from the total stores operated under the same general management, supervision, ownership, or control, wherever located, including the Abbeville stores covered by this report. Refer to License Tax Schedule above.
2. Measure of Tax	-The measure, or the amount of tax due the City of Abbeville, is determined by applying the rate of Tax to the total retail stores in Abbeville.
3. Example	-If an operator of a total of 36 retail stores located in Texas, New York, Alabama and Louisiana, operates 5 stores in Abbeville, the amount of chain store tax would be computed as follows: The license tax schedule above shows that the rate of tax on a chain of between 35 and 50 stores is $20.00 per Abbeville store. Therefore, the amount of tax due would be 5 Abbeville stores at $20.00 each or a total of $100.00.
4. Interest and Penalty	-If return is not filed and the tax paid before March 1st each year, there will be added to the tax interest at the rate of 1.25% per month until paid and penalty at the rate of (5%) for each thirty days or fraction thereof of delinquency not to exceed (25%) in the aggregate.
5. New Stores Opened During Taxable Year	-The rate of tax for stores opened in Abbeville after January 1st shall be the same as though the new Stores were added to the number in operation on January 1st. If a store is opened in Abbeville after June 30 of Any year, the rate applicable to such store for the First year shall be one-half of the rate determined As herein above provided.

This report must be made to the DEPARTMENT OF REVENUE, Abbeville, Louisiana 70510. The remittance to cover the tax evidenced by this report must be mailed to the CITY OF ABBEVILLE, DEPT OF REVENUE, PO BOX 1170, ABBEVILLE LA 70511-1170 **before March 1st.**