



<b>FOR OFFICE USE ONLY</b>
DATE RECEIVED:
ACCEPTED BY:
PERMIT NO.

Revised 7.31.24

## Commercial Building Permit Application

PROPERTY INFORMATION	
PROPERTY ADDRESS:	ZONING DISTRICT:  <input type="checkbox"/> Historic District <input type="checkbox"/> Design Review Structure Rating: _____
SUBDIVISION/LOT/SQ.:	CONSTRUCTION TYPE: <input type="checkbox"/> New Construction <input type="checkbox"/> Elevation <input type="checkbox"/> Addition <input type="checkbox"/> Site Work <input type="checkbox"/> Build Out
ASSESSMENT NO.	FLOOD ZONE:
Building Height:	Total Square Footage:
Est. Cost of Construction:	Does a culvert need to be installed? <input type="checkbox"/> YES <input type="checkbox"/> NO

PROPERTY OWNER INFORMATION	
OWNER NAME:	CONTRACTOR COMPANY / CONTACT NAME:
	STATE LICENSE NO.
ADDRESS:	ADDRESS:
PHONE:	PHONE:
EMAIL:	EMAIL:



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Please submit all applications digitally to [permits@cityofmandeville.com](mailto:permits@cityofmandeville.com)

☐ COMPLETED APPLICATION

☐ 911 ADDRESS VERIFICATION (<http://www.stp911.org/online-address-request/>)

☐ BOUNDARY SURVEY - A certified copy signed by a Registered Land Surveyor which depicts the dimensions of the site and identified any utility servitudes, rights of way, land features, and improvements. If a Live oak is present on the property, include the location and dripline.

☐ TREE PRESERVATION PLAN – A depiction of the site identifying the location of all trees proposed and/or required to be preserved under CLURO Article 9.

☐ LANDSCAPE PLAN – Stamped by a licensed Landscape Architect

☐ SITE PLAN – Fully dimensioned plan including all setbacks, required parking, existing structures

☐ COMPLETE SET OF BUILDING PLANS –

1. Foundation plans stamped by a licensed engineer
2. Framing Plans – stamped by a licensed engineer
3. Floor Plans – square footage must be noted
4. Roofing Plan
5. Elevations
6. Construction details
7. Lighting Plan
8. COMcheck report
9. Letter from a licensed design professional stating that the drawings were prepared in compliance with the 2021 IECC

☐ DRAINAGE PLAN - Prepared and stamped by a licensed civil engineer/Land Surveyor in Louisiana, which shows the existing AND proposed surface drainage patterns and the shape and slope of required drainage ditches.

☐ RECORDED COPY OF CASH SALE / DEED OF PROPERTY

☐ ELEVATION CERTIFICATE – In FEMA flood zones A or V

☐ CULVERT APPLICATION – if applicable

**I have read, understand, and have submitted the above required documents. I further understand that additional information may be required during plan review.**

Applicant/Contractor Name/Date: \_\_\_\_\_

Property Owner Name/ Date: \_\_\_\_\_

Property Owner Signature\*/Date: \_\_\_\_\_

\*If ownership is joint, each owner must be listed. If ownership is a partnership, the Partnership Agreement must be included. If ownership is a corporation, Articles of Incorporation and a Board Resolution authorizing an individual or agent to sign on its behalf or if ownership is a LLC, Articles of Organization and legal documentation authorizing an individual or agent to sign on its behalf must be included. If necessary, submit proof of ownership documents, such as copies of the recorded act of sale, act of exchange, act of donation, cash sale or deed. Appropriate documentation is also required for successions.