

**CITY OF DENHAM SPRINGS
OFFICE OF PLANNING & DEVELOPMENT**

P.O. Box 1629 (941 Government Dr.)
Denham Springs, LA 70727-1629

225 667-8326
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GENERAL NOTICE

TO ARCHITECTS, ENGINEERS, CONTRACTORS AND HOMEOWNERS

ANY CONSTRUCTION OR RECONSTRUCTION/ALTERATION OF STRUCTURES OTHER THAN SINGLE-FAMILY DWELLINGS WILL REQUIRE A REVIEW FROM THE OFFICE OF STATE FIRE MARSHAL BEFORE A PERMIT CAN BE ISSUED (PHONE 225 925-4920).

ANY CONSTRUCTION OR RECONSTRUCTION/ALTERATION OF COMMERCIAL OR INDUSTRIAL FACILITIES IN WHICH FOOD PROCESSING IS ANTICIPATED WILL REQUIRE A REVIEW FROM THE STATE HEALTH DEPARTMENT BEFORE A PERMIT CAN BE ISSUED BY THIS OFFICE (PHONE 225 686-1786).

I. LANDSCAPE REQUIREMENTS ARE APPLICABLE FOR THE FOLLOWING:

- (A) ALL NEW COMMERCIAL, INDUSTRIAL, MULTI-FAMILY, RELIGIOUS, EDUCATIONAL, INSTITUTIONAL, PUBLIC AND SEMI-PUBLIC LAND USED THAT ARE DEVELOPED AFTER JANUARY 13, 2008.
- (B) DEVELOPMENT THAT REQUIRES THE ISSUANCE OF A BUILDING PERMIT FOR A BUILDING ADDITION AMOUNTING TO MORE THAN FIFTY PERCENT OF EXISTING STREET FAÇADE.
- (C) ISSUANCE OF AN OCCUPANCY PERMIT FOR USES OF BUILDINGS THAT CHANGE FROM RESIDENTIAL TO COMMERCIAL.
- (D) DEVELOPMENT OF VEHICULAR USE AREAS (PARKING LOTS) OR VEHICULAR USE AREA ADDITIONS OF FIVE (5) PARKING SPACES OR MORE.

II. THE FOLLOWING SHALL ACCOMPANY THE APPLICATION (THESE ARE MINIMUM REQUIREMENTS):

1. A survey plat by a Registered Professional Surveyor (for other than single family dwellings) not more than ninety (90) days old on which the proposed new building or building addition is drawn. The plat must show the following minimum information for both Commercial and Residential:
 - a. All information normally included on a Property Boundary Survey (building lines, servitudes, etc.).
 - b. Location and general dimensions of proposed structure(s) with dimensions to side, front and rear property lines.
 - c. Driveways, parking, building lines and zoning.
2. Two complete sets of plans drawn to scale showing:
 - a. Floor plan with each room identified as to its purpose
 - b. Foundation plan including size of footing, grade beams and steel reinforcement, post tension
 - c. Floor, wall, ceiling, and roof sections and/or details
 - d. Door and window schedule, and front and side elevations (as needed)
 - e. Bathroom and plumbing fixture layouts
 - f. Electrical Distribution:
 - i. Location of electrical outlets and built-in light fixtures
 - ii. Location and size of main disconnect and electrical panels
 - iii. Number and size of electrical motors
 - iv. Show number of circuits (feeders and branches) - electrical schedule
 - g. Heating and Air Conditioning
 - i. Location and size of A/C-heating unit
 - ii. General layout and size of supply ducts
 - iii. Return air inlet, size and location
 - iv. Outside air requirements and supply information (not required for 1 & 2 family dwellings)
 - h. Square footage as applicable (i.e. sq ft of enclosure, addition, new construction under roof, etc.)
 - i. Indicate gas requirements (if applicable)
 - j. Stair detail (if applicable)
 - k. Locations and types of smoke detectors

(Please note: The City of Denham Springs now requires submittal of final approved plans in digital format (.pdf) prior to close out of a permit and the granting of occupancy on all commercial projects.)

III. DETERMINATION OF MINIMUM FLOOR ELEVATION

No building permit will be issued by this office for any new structure or addition located within the 100 Year Flood Plain as defined by the U.S. Federal Emergency Management Agency, until the base flood elevation is assigned and noted on the application by this office. It is the responsibility of the owner/contractor to secure the services of a Louisiana State Licensed Land Surveyor or Civil Engineer to set this elevation in the field to build form work.

Before the slab is poured, a certificate of elevation indicating the "as built" top of slab or floor elevation by registered professional engineer or architect shall be forwarded to this office. **The owner/contractor is not to pour the slab until the flood elevation is approved by the Office of Planning & Development. If this is not followed, the construction may be considered in default and no further inspections will be made.**

IV. RELEASE OF PROJECT REQUIRED FROM UTILITIES DEPARTMENT FOR ALL CONSTRUCTION AND FROM FIRE DEPARTMENT FOR ALL DEVELOPMENT (EXCEPT INDIVIDUAL 1 & 2 FAMILY DWELLINGS) PRIOR TO PERMITTING.

V. IN OPEN DITCH SUBDIVISION, CONTACT THE STREET DEPARTMENT FOR DRIVEWAY DRAINAGE PIPE PERMIT (PHONE 225 667-8352) OR DOTD IF ON A STATE HIGHWAY.

THE ABOVE INFORMATION DOES NOT COVER ALL OF THE BUILDING CODE REQUIREMENTS AND IS INTENDED AS A GUIDE ONLY. APPLICABLE BUILDING CODES AND DESIGN CRITERIA ARE AVAILABLE UPON REQUEST OR ONLINE AT www.cityofdenhamsprings.com.

APPLICANT'S SIGNATURE

DATE