

Vermilion Parish Police Jury Building Permit Requirements for

COMMERCIAL CONSTRUCTION

(Must follow the 2021 IBC/IRC Wind & Flood Building Codes)

WHEN APPLYING FOR A PERMIT PLEASE BRING:

*****Fire Marshal Approval Letter**

- You may contact the Fire Marshal's Office by calling: 1-800-256-5452. A final inspection from the fire marshal is required before a Certificate of Occupancy can be issued.

*****Department of Health & Hospitals Approval Letter**

- You may contact the Sanitation Office by calling: 337-893-1348

*****Copy of Contractor's License & Insurance**

*****Construction Plans**

*****Address of Construction (new building or addition)**

- If you do not have an address, you may obtain one from 911's Business Office at (337) 898-4350.

*****Site Plan & Foundation Plan (see attached guidelines)**

*****Plat of Property**

- If you need a plat, one can be obtained at the Clerk of Court's Office, 1st floor of Vermilion Parish Court House, (337) 898-1992.

*****Elevation Certificate (of property)**

- Required if it is in a designated flood zone. No permits will be issued to properties in a flood zone without an elevation certificate. Elevation certificates are provided by local land surveyors. (A final elevation certificate must be provided upon completion of project.)

SET BACK REQUIREMENTS THAT NEED TO BE FOLLOWED.

R106.2.1 Setbacks. For Residential properties, building lines (including porches, steps, etc.) shall not be less than 25 feet from the street right-of-way line (includes both streets on corner lots), not less than 5 feet from adjoining property lines, and not less than 15 feet from the back property line.

*****Cost of permit is determined by the cost of construction.**

- Once you receive your permit, the **yellow** hard card needs to be posted on the temporary electrical pole and a copy of the permit is to be taken the Vermilion Parish Health Unit for temporary electrical service and to obtain a sewage permit.

- Once construction begins, a Certificate of Foundation, Plumbing, Framing, Electrical, Mechanical/Fuel Gas, Roof, Total Duct Leakage, Building Envelope Test, Soil Compaction (if applicable), Final Inspection and **all other required inspections must** be signed by a Certified LSUCC Inspector and returned to the permit department upon completion.

Commercial Duct Leakage and Building Envelope Tests:

- Commercial buildings shall be designed, constructed and tested in accordance with the 2012 International Energy Conservation Code.

SOIL COMPACTION TEST IS REQUIRED (if)

- Using fill with clean sand or gravel and over 24” or fill with dirt/earth and over 8”

Inspections and fees must be arranged and paid to a 3rd Party Inspector for any commercial construction. Contractors/Business Owners are responsible for contacting inspectors and scheduling inspections.

Once all required inspections and the Final Elevation Certificate (if required) are submitted and approved by the Vermilion Parish Permit Department, a Certificate of Occupancy will be issued.

Your next step is to bring the Certificate of Occupancy to the Vermilion Parish Health Unit for full electrical power. Office hours for the Vermilion Parish Health Unit are Monday – Friday 8:00 – 9:30 and 3:00 – 4:30. They can be contacted by calling (337) 893-1438.

PLEASE NOTE: VPPJ ACCEPTS CHECKS, MONEY ORDERS & CREDIT CARD PAYMENTS.

Please call if you have any questions.

Vermilion Parish Permit Department
Melissa White
(337)898-4300
Permit Hours: 8:00AM to 4:00PM