

CITY OF NATCHITOCHEs  
Planning & Zoning Dept.  
700 Second St.  
Natchitoches, LA 71457

## **DEVELOPMENT REVIEW AND CONSTRUCTION PERMIT INSTRUCTIONS**

**IMPORTANT NOTE:** All construction projects that require access from a State highway are subject to a driveway permit issued by the Department of Transportation & Development. Projects are subject to compliance with the State Health & Sanitation Department for waste disposal and FEMA Floodplain Management guidelines.

**1. COMMERCIAL CONSTRUCTION.** The City of Natchitoches contracted with the Fire Marshal's office to review projects for new and renovated structures, excluding one and two family dwellings. In addition to the architectural review, the review for compliance with the requirements of the Louisiana State Uniform Construction Code (LSUCC) is required. The submitter must request the Third Party Review or may opt to use a Third Party Provider approved by the Louisiana Code Council. A building permit will not be issued until the review is complete.

It is recommended that an administrative review be requested of the Planning & Zoning Office prior to submittal of plans to the Fire Marshal in order that the appropriate City officials may make recommendations for compliance with City Code. (i.e. electrical, sewer & water, drainage, fire protection, site plan etc.)

To secure a permit, submit a complete Fire Marshal stamped copy of the original set of plans to the Planning & Zoning Office.

**2. RESIDENTIAL CONSTRUCTION.** Submit one (1) complete set of construction plans for review to the Planning & Zoning Office three (3) days prior to issuance of the permit. The plans must outline the scope of construction including architectural, structural, mechanical and electric work. Plans shall not be required to be prepared by a licensed architect or engineer but must be drawn in accordance with the applicable requirements of the Louisiana State Uniform Construction Code.

**PLAN REVIEW.** Construction plans and specifications will be examined to ascertain whether the construction indicated and described is in accordance with the International Building Code and all other pertinent laws and ordinances. During construction if for any reason there is a need or desire to deviate from the approved plans and specifications, whether it be mechanical, structural or electrical, approval from the building inspector will be necessary.

**SITE PLAN.** The construction documents submitted with the application for a building permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades and, as applicable, flood hazard areas, floodways, and design flood elevations and it shall be drawn in accordance with an accurate boundary line survey. The building official is authorized to waive or modify the requirement for a site plan when the application for a permit is for alteration or repair or when otherwise warranted.

**LANDSCAPE PLAN.** All new multi-family, industrial and commercial development projects must comply with perimeter and interior landscape requirements. A landscape plan and \$25.00 review fee

**For additional information contact the Planning & Zoning Dept. at 318-357-3840**

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shall be submitted with the construction plans. A landscape permit must be secured prior to the issuance of a building permit.

**STORMWATER POLLUTION PREVENTION PLAN.** The Louisiana Department of Environmental Quality requires that a Stormwater Discharge Permit be secured for the discharge of storm water from construction activities for projects equal to or greater than one acre and less than five acres. The Storm Water Pollution Prevention Plan (SWPPP) and a Notice of Intent to DEQ may pertain to certain projects. Specific details may be obtained by contacting the Northwest Regional Office LDEQ at (318)676-7476 in Shreveport, LA. Where applicable these documents must be provided prior to the issuance of a building permit.

**GRADING PERMIT.** A grading permit is required prior to the commencement of grading or other land disturbance activity for residential, commercial, institutional, industrial and utility activities.

**DOTD TRANSPORTATION ACCESS.** The LA Department of Transportation & Development Traffic Impact Policy became effective in March 2007. The policy applies to all new developments along a state highway as well as developments within ¼ mile of a state highway. All developers are required to comply with this policy in order to obtain permits for driveways, traffic signals or turn lanes. A DOTD traffic access permit must be provided prior to the issuance of a permit. Contact the DOTD office at 318-561-5101 (District 8) for more information.

**FLOODPLAIN MANAGEMENT:** Development sites determined to lie within a Special Flood Hazard area as defined by FEMA are subject to compliance with the provisions of the Floodplain Damage Prevention Ordinance.

#### **BUILDING INSPECTION REQUIREMENTS:**

**POSTING OF PERMIT.** Building permits provided by the Planning & Zoning Office must be posted at the construction site or made available upon request at all times during the construction project.

**INSPECTION REQUESTS.** It shall be the duty of the holder of the building permit or their duly authorized agent to notify the Planning & Zoning Office when work is ready for inspection in accordance with the inspect record provided. It shall be the duty of the permit holder to provide access to and means for inspections of such work.

**CORRECTION NOTICES:** The Building Inspector shall notify the permit holder of any portion of the work that fails to comply with City Code. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the Building Inspector.

**CERTIFICATE OF OCCUPANCY.** No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the Planning & Zoning Office has issued a Certificate of Occupancy. Issuance of a Certificate of Occupancy shall not be construed as an approval of a violation of the provisions of City code.

**Commercial projects:** To obtain a City of Natchitoches Certificate of Occupancy for new construction/renovation project the permit holder must provide a Certificate of Occupancy from the LA State Fire Marshal's Office.

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**Residential projects:** To obtain a Certificate of Occupancy for a residential project the permit holder must present a Certificate of Completion form (to be provided by the Planning & Zoning Office) endorsed by all applicable contractors/subcontractors who performed work on the project.

**SIGN PERMITS.** A sign permit is required to erect sign displays for new businesses. Regulations for signage are available at the Planning & Zoning Department.

The City of Natchitoches Code of Ordinances is available online at [Municode.com](http://Municode.com) and can be accessed from the City website: [www.natchitochesla.gov](http://www.natchitochesla.gov). At the homepage, select the tab, Code of Ordinances to access Municode and to browse the complete code.