



CITY OF DENHAM SPRINGS

Office of Planning and Development
 941 Government Dr.
 Denham Springs, LA 70726
 (225) 667-8326

00-134 10/11

Project: _____

Permit #: _____

PROJECT FOLDER CHECKLIST

<u>ITEM</u>	<u>✓</u>	<u>n/a</u>
General Notice signed by applicant (form 00-121)		
Construction drawings submitted for review		
Architectural construction plan review completed		
Civil/site construction plan review completed		
Firmette printed for floodplain compliance		
Zoning Regulations:		
Change of occupancy type		
Correct zoning district (i.e., R1, R2, C1, etc.)		
Parking requirements met		
DSFD Hydrant Approval Application approval / project release		
Review from Denham Springs Water, Gas, and Sewer depts.		
Utility Billing Office project release		
State Fire Marshal (SFM) review letter		
Health Dept review letter		
DOTD driveway permit		
Approval/acceptance of project by Building Official (all items above to be checked prior to permit being issued)		
Permit application, and Building Permit Agreement and Inspection Schedule (forms 00-122 and 00-123)		
LP Assessor's Office validation form		
Elevation certificate:		
Proposed (City form 00-137)		
Foundation elevation (FEMA Elevation Certificate)		
Finished elevation (FEMA Elevation Certificate)		
Inspections – Building & MEP	(see below)	
Inspection – Civil (city engineer)		
Inspection - Occupancy		
Landscape Certificate of Completion		
Inspection report from Denham Springs Fire Dept		
Inspection report from State Fire Marshal		
Digital copy of "As-Built" construction drawings (CD, email, etc.)		

Inspections – Building & MEP											
BUILDING			MECHANICAL			ELECTRICAL			PLUMBING		
	<u>✓</u>	<u>n/a</u>		<u>✓</u>	<u>n/a</u>		<u>✓</u>	<u>n/a</u>		<u>✓</u>	<u>n/a</u>
Foundation			Rough-In			Temporary Meter			Rough-In		
Framing			Final			In slab			Top Out		
Final			Other			Rough-In			Final		
						Final					

Zoning District _____ Proposed Use _____

Occupied Area (ft²) _____ Construction Type _____

Occ Class _____ Occ. Load _____

Building Code _____ Desc of Const. _____
(IBC or IRC 2009) (new, renovation, add., change of occ, etc.)

Fire Alarm System Req'd: Yes or No Provided: Yes or No

Auto Sprinkler System Req'd: Yes or No Provided: Yes or No