



CITY OF DENHAM SPRINGS

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

00-134 08/16

Permit #: _____

Project: _____

PROJECT FOLDER CHECKLIST

<u>ITEM</u>	✓	n/a
General Notice, Permit Application, and Building Permit Agreement and Inspection Schedule (forms 00-121, 00-122 and 00-123) signed by applicant		
Construction drawings submitted for review		
Architectural construction plan review completed		
Civil/site construction plan review completed		
SWPPP plan review completed		
Landscape 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. (meter sizing, utility locations, "Drinking Water Protection Area", etc.)		
Gravity Drainage District 1 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)		
Utility Billing Office project release (fees paid)		
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 report from Denham Springs Fire Dept		
Inspection report from State Fire Marshal		
Landscape Certificate of Completion		
Backflow prevention device test/inspection report		
Email C.O. to LP Assessor's Office		
Digital copy of "As-Built" construction drawings (CD, email, etc.)		

Building & MEP: Required Inspections											
BUILDING			MECHANICAL			ELECTRICAL			PLUMBING		
	Yes	No		Yes	No		Yes	No		Yes	No
Foundation			Rough-In			Temporary Meter			Rough-In		
Framing			Final			In slab			Top Out		
Final			Other			Rough-In			Final		
Civil						Final			Backflow		

Zoning District _____ Proposed Use _____

Occupied Area (ft²) _____ Construction Type _____

Occ Class _____ Occ. Load _____

Building Code _____ Desc of Const. _____
(IBC, IRC, IEBC, etc.) (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