



## CITY OF DENHAM SPRINGS

Office of Planning and Development  
116 N. Range Ave  
Denham Springs, LA 70726  
(225) 667-8326  
buildings@cityofdenhamsprings.com

00-121 07/20

### GENERAL NOTICE

#### TO ARCHITECTS, ENGINEERS, CONTRACTORS AND HOMEOWNERS

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

##### I. Civil Requirements (for other than single-family dwelling)

Engineer/Developer shall provide three (3) complete sets of plans drawn to scale: one (1) in digital format (pdf) submitted to the Office of Planning & Development, and **two (2) full size, hard copy sets submitted to the City's reviewing engineer.** (A list of approved engineers is available upon request.)

The plans shall show the following information:

1. A survey plat by a Registered Professional Surveyor 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:
  - 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. Construction Plans detailing the specific improvements proposed for the site. Information shall include details on the following:
  - a. Site Improvements
  - b. Grading and Drainage Improvements (including drainage calculations)
  - c. Utility Improvements

Reference the City of Denham Springs Comprehensive Zoning Regulations, the City of Denham Springs Subdivision Regulations, and the City of Denham Springs Code of Ordinances for a complete list of design requirements.

3. SWPPP – A Storm Water Pollution Prevention Plan is required for all developments disturbing an area of one (1) acre or greater. Reference Chapter 115 of the City of Denham Springs Code of Ordinances and the *City of Denham Springs Erosion, Sediment, and Stormwater Management Manual* for additional design requirements.
4. Landscaping Plan – Plan to be completed by a Louisiana licensed landscape architect. Landscaping requirements (City of Denham Springs Code of Ordinances - Chapter 78, Art. III) 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) of vehicular use area additions of five (5) parking spaces or more.

##### II. Architectural Requirements

One complete set of plans drawn to scale in digital (PDF) format. (For larger projects, paper plans and/or specification books may be required to be provided if requested.) The plans shall show the following information:

1. Site plan (*Single-family dwellings only. For all other projects reference I. Civil Requirements, above.*)  
The site plan must show the following minimum information:
  - a. Location and general dimensions of proposed structure(s) with setback dimensions to side, front and rear property lines.

- b. Driveways, parking, building lines, etc.
- 2. Floor plan with each room identified as to its purpose
- 3. Square footage as applicable for each room or space as well as entire area and/or structure (i.e. sq ft of enclosure, addition, new construction under roof, etc.)
- 4. Foundation plan including size of footing, grade beams and steel reinforcement, post tension, etc.
- 5. Floor, wall, ceiling, and roof sections and/or details
- 6. Door and window schedule, and front and side elevations (as needed)
- 7. Bathroom and plumbing fixture layouts
- 8. 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
- 9. 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)
- 10. Indicate gas requirements (if applicable)
- 11. Stair detail (if applicable)
- 12. Locations and types of smoke detectors
- 13. For residential projects, complete and submit a copy of the Residential State Res-Check form, <http://www.energycodes.gov/rescheck>, along with the accompanying inspection and certificate forms.

(Please note: The City of Denham Springs now requires submittal of final as-built 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 City of Denham Springs Certificate of Elevation (form 00-137) is submitted. 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 submitted 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 procedure is not followed, the construction may be considered in default and no further inspections will be made.**

### **IV. Project Release by Other City Departments and Parish/State Agencies**

1. Release of project required from City of Denham Springs **Utilities Department**, (225) 667-8303, for all new construction or increase in existing service(s).
2. Release of project and/or approved Fire Hydrant Approval Form required from City of Denham Springs **Fire Department** for all development except 1 & 2 family dwellings. Contact Denham Springs Fire Department, Chief Richard Stafford, for details: (225) 247-2515 or [firechief@cityofdenhamsprings.com](mailto:firechief@cityofdenhamsprings.com).
3. 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, (225) 925-4920.
4. Any construction or reconstruction/alteration of commercial or industrial facilities in which food handling/processing is anticipated will require a review from the **Livingston Parish Health Department** before a permit can be issued, (225) 686-1786.

5. Any commercial/public swimming pool or splash pad construction, or institutional construction (public/private schools, hospitals, etc.) requires a review from the **Louisiana Department of Health & Hospitals** (Region 9 – Southeast), (985) 871-1283.
6. Any new development located along a state highway may require a permit from **Louisiana Department of Transportation and Development** – District 62, (800) 545-9280 or (985) 375-0100
7. Release of project required from **Livingston Parish Gravity Drainage District 1** for all new construction (including residential). Submit civil drawings for non-residential development, or plat/site plan for single-family dwelling development, to LPGDD1. Call (225) 664-5827 for more information.
8. In open ditch subdivisions, contact the City of Denham Springs **Street Department**, (225) 667-8342, for Driveway Drainage Pipe Permit

**BE ADVISED:** ALL SUBMITTALS SHALL BE REVIEWED AND APPROVED PRIOR TO THE ISSUANCE OF A PERMIT. FOR ALL PROJECTS OTHER THAN ONE- AND TWO-FAMILY DWELLINGS, IT SHALL BE THE APPLICANT'S RESPONSIBILITY TO SELECT A REVIEWING ENGINEER FROM THE LIST OF APPROVED FIRMS, AND ENSURE DOCUMENTS FOR THE CIVIL REVIEW ARE SUBMITTED. THE REVIEWING ENGINEER SHALL NOTIFY THE OFFICE OF PLANNING & DEVELOPMENT WITH ITS RECOMMENDATION TO PERMIT ONCE THEIR REVIEW IS COMPLETE.

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](http://www.cityofdenhamsprings.com).

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APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE