



Inspection Department  
 110 N Huntington  
 Sulphur, LA 70663  
 337-527-2050  
 permits@sulphur.org



# Building Permit Application

Date of application: \_\_\_\_\_

811 number \_\_\_\_\_

**OWNER**

**CONTRACTOR**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address of Job: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Residential  Commercial

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SQ Feet: \_\_\_\_\_

Cost of Job: \_\_\_\_\_

The above work shall be performed by the undersigned permitted property owner or a licensed and bonded Contractor. All construction shall comply with the appropriate International Building code. Construction must commence within 180 days from the date the permit is issued.

**Notice/Disclaimer -The Permittee/Landowner and their transferee(s), heir(s) and assign(s) are responsible for compliance with any and all building restrictions. NO permit issued by the City of Sulphur authorizes violation of building restrictions. Furthermore, the City of Sulphur does not conduct any search of the records related to any restrictions, limitations of use or any other encumbrances. The signature of the Owner/Agent below acknowledges this Notice/Disclaimer.**

\_\_\_\_\_  
 Contractor

\_\_\_\_\_  
 Owner/Agent

\_\_\_\_\_  
 Inspector

**TERMINATION OF PERMIT BY OWNER**

In the event of termination or cancellation of a permit by an owner, the owner must notify the city in writing of said termination and notify the City of the name of the substitute or replacement contractor, if any. The permit shall be amended effective on the date of notice of the substitute or replacement contractor form from the owner. The owner shall pay the sum of \$60.00 for the substitution and/or replacement of a contractor.

**Office Use Only**

Flood Zone	Entered by	Date	Permit #



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## City of Sulphur Plan Review Check List

### Residential

#### Required information to obtain a Building Permit

1. Site Plan-Indicate street(s), lot lines, dimensions, parking, driveway(s), easements or other encumbrances, footprint and size of all existing and proposed improvements with building setbacks.
2. Storm Water Prevention Plan and Drainage Plan may be required.
3. Land Use Approval-This office will provide this information.
4. Water Department-check for water/sewer availability.
5. Gravity Drainage (A "No Objection Letter" is required by Gravity Drainage Dist. 5 Ward 4 for all new commercial construction, residential in excess of 20,000 square feet, modifications that impact District maintained drainage facilities, proposed improvements which will impact runoff to or from adjacent properties. (337-625-3851)
6. DOTD Access Connection (Attached to State Hwy or adjacent to) [www.sp.dotd.la.gov](http://www.sp.dotd.la.gov) or contact number 337-437-9130 or 337-437-9138
7. Complete set of prints for review of the development (\*Submit plans as a pdf. format – plans will not be returned)
8. FEMA Elevation Certificate (2 flood elevation certificate is required in AE zone-Pre-construction and finished construction)
9. Compliance with City of Sulphur License Department (License Contractors)



CITY OF SULPHUR
FREEBOARD ELEVATION FORM

SECTION A— (This section to be filled in by Office Personnel)

Date: \_\_\_\_\_ Office Official: \_\_\_\_\_

Name: \_\_\_\_\_ Signature \_\_\_\_\_

Property Address: \_\_\_\_\_ Title \_\_\_\_\_

Flood Zone: A AE X (circle one)

NFIP Community #: 220041

FIRM Panel #: 22019CF

FIRM Date: 2/18/2011

Is the property above located in a Floodway? YES NO (circle one)

(1) FIRM Zone (A, AE, X) Zone X only—GIS elevation \_\_\_\_\_

FIRM Base Flood Elevation = \_\_\_\_\_ ft + 1.00 ft = \_\_\_\_\_ ft

(2) Highest Recorded of Modeled 100 yr Inundation

Elevation = \_\_\_\_\_ ft + 1.00 ft = \_\_\_\_\_ ft

\*\*Manufactured Homes: Lowest Required Floor Elevation = "Bottom of I-Beam".

\*\*NOTE: This form is to be returned to the surveyor to establish a construction benchmark\*\*

SECTION B—(This section to be filled in by Professional Land Surveyor, Engineer, or Architect)

Benchmark Used: \_\_\_\_\_ Vertical Datum: \_\_\_\_\_

\*\*If one of the following criteria does not apply, please mark as not applicable (N/A) to the left.\*\*

(3) Sanitary Sewer Manhole (SSMH) (upstream or downstream of wye)

Top of Nearest SSMH = \_\_\_\_\_ ft + 1.00ft = \_\_\_\_\_ ft

(4) Street Centerline (Street Name: \_\_\_\_\_)

Elevation= \_\_\_\_\_ ft + 1.00ft = \_\_\_\_\_ ft

Lowest Adjacent Grade: \_\_\_\_\_

Benchmark: \_\_\_\_\_

Surveyor Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Required)



(Seal

Signature (Land Surveyor, Engineer, or Architect)

Date



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# Plan Review Application

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Owner of Job: \_\_\_\_\_ Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

Address of Job: \_\_\_\_\_

Description of Job: \_\_\_\_\_

Hours of Operation for Business \_\_\_\_\_ Type of Business \_\_\_\_\_

**DEVELOPERS**

Architect/Engineer/Designer of Plans: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Building Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Cell Number \_\_\_\_\_

Email: \_\_\_\_\_

Square footage of job: \_\_\_\_\_ Land Area: \_\_\_\_\_

Number of stories: \_\_\_\_\_ Height of Structure: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_ Contact Number \_\_\_\_\_

Mechanical Contractor: \_\_\_\_\_ Contact Number \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_ Contact Number \_\_\_\_\_

**COST OF JOB: \$ \_\_\_\_\_ Residential Plan Review \$55.00 Commercial Plan Review \$70.00**

As owner of the above mentioned property, or his duly authorized agent, I certify that the above information contained in this application is true and correct to the best of my knowledge and hereby state that if a permit is issued, all provisions of the City Ordinance and State laws will be complied with, I further agree to hold the City harmless of any and all claims, which may result as a consequence of the permitting and/or erection of the said structure.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Flood Zone	Entered by	Date	Permit #



# **STORM WATER EROSION & SEDIMENT CONTROL CHECKLIST**

**\*\*Please fill in checklist & return to Permit Office along with site plan when applying for permits\*\***

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1. \_\_\_\_\_ **Show all proposed erosion and sediment protection measures (BMPs)** (*silt fencing/hay bales for protecting drainages and/or neighboring properties, large rock/gravel to minimize tracking of sediments, dust, debris onto roadway*).
2. \_\_\_\_\_ Show North arrow
3. \_\_\_\_\_ Label property/lot dimensions
4. \_\_\_\_\_ Show proposed structures/development with distances from lot lines (*including driveways*).
5. \_\_\_\_\_ Show all natural and manmade drainages (*gravity drain ditches, bodies of water, swale ditches, etc...*) with distances from building/grading pad sites.
6. \_\_\_\_\_ Indicate drainage flow across property
7. \_\_\_\_\_ Show all storm drains, yard drains, culverts, catch basins, etc...
8. \_\_\_\_\_ Show all dirt stockpiles and impervious (concrete/asphalt) areas
9. \_\_\_\_\_ Define limitation of grading area and/or grassy buffers (*see questions below*)
  - a. Is entire lot to be graded and/or filled? (YES or NO)
  - b. Will any grassy buffer remain around perimeter of graded/filled area? (YES or NO). If yes, please indicate location and size on plan.

**\*\*NOTE: IN SOME CASES, ADDITIONAL INFORMATION MAY BE REQUIRED\*\***



Reference: CHAPTER 24 – ARTICLE IV. – STORMWATER DISCHARGES FROM CONSTRUCTION ACTIVITIES

To All Contractors, Homeowners, and Developers:

The City of Sulphur requires that erosion controls (Best Management Practices) be installed prior to Stormwater Grading Permit being issued. Any soil disturbance including, but not limited to, the following will require a Grading Permit: Sec. 24-52. – Permitting Procedures.

1. Excavating, cutting, filling, grading, draining, or paving of lots, parcels, or other areas,
2. Altering, rerouting, deepening, widening, obstructing, or changing in any way an existing drainage system or feature,
3. Development of residential lots or subdivisions, commercial, institutional, or industrial complexes, installation of utilities or other activities, or
4. Commencement of any other development or excavation which may: significantly increase or decrease the rate and/or quantity of surface water runoff; degrade the quality of water; adversely affect any sinkhole, water course, or water body.

The following described activities shall not require a grading permit in order to perform clearing, excavation, or related earthwork: Sec. 24-51. – Exemptions.

1. If Building permit is obtained,
2. Utility or public works improvements,
3. Excavation in connection with a building, swimming pool, retaining wall, or other structure authorized by a valid building permit,
4. Any emergency activity that is immediately necessary for the protection of life, property, or natural resources,
5. Septic repair and/or alteration,
6. Cemetery graves,
7. Temporary stockpiling or storing of materials, provided that such operations do not affect adjacent properties and all drainage and erosion control requirements,
8. Accepted agricultural practices such as plowing, cultivation, construction of agricultural structures, nursery operations, tree cutting, logging operations leaving the stump and root mat intact, and cultivated sod operation,
9. Minor landscaping and sprinkler installation.

If your project requires a Grading Permit, complete the attached Grading Permit Application, and submit to the City of Sulphur Permit Department for review. Once approved, the applicant will receive a Grading Permit or Building Permit to start site preparation.

If you have any questions specific to the erosion controls, contact the Permitting Department at, 337-527-2050 or Public Works Department at, 337-527-4511.

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Signature

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Date