



# Youngsville LOUISIANA

**MAYOR**  
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**CITY COUNCIL**  
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Kenneth Stansbury  
Dianne McClelland

## COMMERCIAL BUILDING CHECKLIST

\_\_\_\_ SITE PLAN (THREE  
COPIES/ONE ELECTRONIC)

THIS IS A LAYOUT OF THE SUBJECT PROPERTY ON WHICH  
CONSTRUCTION WILL TAKE PLACE

SHOWS PLACEMENT OF BUILDING ON LOT,  
DISTANCES FROM PROPERTY LINES, OTHER  
BUILDINGS, ETC.

\_\_\_\_ CONSTRUCTION  
DRAWINGS (THREE  
COPIES/ONE ELECTRONIC)

THIS IS THE ACTUAL SET OF CONSTRUCTION DRAWINGS  
(IF THE STRUCTURE IS AN ENGINEERED DESIGN, IT MUST  
USE EASILY DISCERNABLE ENGINEERING PRACTICES OR  
DOCUMENTS WILL BE RETURNED AND ENGINEERING WILL  
BE REQUIRED.) (DOCUMENTS MUST BE STAMPED BY AN  
ARCHITECT OR ENGINEER)

INCLUDES FLOOR PLAN, ELEVATIONS,  
BUILDING COMPONENTS INCLUDING SIZES  
AND MATERIAL, DIMENSIONS, ROOM  
IDENTIFICATION, HEIGHT, ETC

\_\_\_\_ FOUNDATION  
DRAWINGS (THREE  
COPIES/ONE ELECTRONIC)

THE BASE OF YOUR STRUCTURE AND HOW WILL THE  
BUILDING BE ATTACHED TO IT

INCLUDES WIDTH AND DEPTH OF FOOTINGS,  
REBAR, MEANS OF ATTACHMENT AND  
SPACING, FILL AND VAPOR BARRIER

\_\_\_\_ WINDOW AND DOOR  
SCHEDULES (THREE  
COPIES/ONE ELECTRONIC)

LOCATION OF WINDOWS AND DOORS

INCLUDE SIZES, FIXED OR OPENABLE, AND  
TEMPERED (IF APPLICABLE)

\_\_\_\_ EROSION AND SEDIMENT  
(THREE COPIES/ONE  
ELECTRONIC)

SITE PLAN WITH EROSION AND SEDIMENT CONTROL

INCLUDES EROSION/SEDIMENT MATERIAL  
AND LOCATION ON PROPERTY

\_\_\_\_ SEWER & WATER (THREE  
COPIES/ONE ELECTRONIC)

SEWER AND WATER LAY OUT

INCLUDES METER SIZE, PLACEMENT OF  
LINES ON PROPERTY AND TIE INS TO PUBLIC  
OR PRIVATE INFRASTRUCTURE AND DHH  
SUBMITTAL (IF APPLICABLE)

*The City of Youngsville is an Equal Opportunity Employer*

[info@youngsvillela.gov](mailto:info@youngsvillela.gov)  
[www.youngsville.us](http://www.youngsville.us)

____ DRIVEWAY/PARKING (THREE COPIES/ONE ELECTRONIC)	LOCATION AND SIZE OF DRIVEWAY.	INCLUDES CULVERT SPECS, PARKING LOT LAYOUT AND EROSION CONTROL
____ DRAINAGE ANALYSIS (THREE COPIES/ONE ELECTRONIC)	25 YEAR AND/OR 100 YEAR DRAINAGE STUDY	INCLUDES COMPREHENSIVE DRAINAGE STUDY FOR PROPERTY AND ELEVATION CERTIFICATE
____ BFE (THREE COPIES/ONE ELECTRONIC)	BASE FLOOD ELEVATION	INCLUDES A FLOOD DETERMINATION LETTER PROVIDED BY THE CITY FOR YOUR DEVELOPMENT

**ADDITIONAL INFORMATION (THREE COPIES EACH):**

- \_\_\_\_ I WILL HAVE ELECTRICAL COMPONENTS IN THIS STRUCTURE (**ELECTRICAL LAYOUT REQUIRED**)
- \_\_\_\_ I WILL HAVE PLUMBING COMPONENTS IN THIS STRUCTURE (**PLUMBING LAYOUT REQUIRED**)
- \_\_\_\_ I WILL HAVE FIXED IN PLACE HEATING OR AIR CONDITIONING IN THIS STRUCTURE (**MECHANICAL LAYOUT REQUIRED**)
- \_\_\_\_ THIS STRUCTURE IS LOCATED IN A SPECIAL FLOOD HAZARD AREA. (**CURRENT ELEVATION CERTIFICATE REQUIRED**)
- \_\_\_\_ I HAVE SUBMITTED FOR FIRE MARSHALL REVIEW. (**FIRE MARSHALL REVIEW LETTER REQUIRED**)

**NOTE: AFTER SUBMITTAL OF THIS DOCUMENT YOU WILL BE CONTACTED BY A CITY HALL EMPLOYEE TO SCHEDULE A MEETING AND GO OVER YOUR PLANS AND PROCESS.**

I HAVE NO PLANS ON ALTERING THE STRUCTURE AS DESCRIBED ABOVE AND UNDERSTAND I MUST NOTIFY THE PERMIT OFFICE, IN WRITING, PRIOR TO ANY CHANGES TAKING PLACE. I UNDERSTAND I, AS THE OWNER OR OWNER'S REPRESENTATIVE, I AM RESPONSIBLE FOR ANY FEES OR ADDITIONAL EXPENSES INCURRED FOR ANY REASON BASED ON THE INFORMATION I HAVE OR HAVE NEGLECTED TO PROVIDE.

CONSTRUCTION ADDRESS: \_\_\_\_\_ LOT #: \_\_\_\_\_

OWNER/CONTRACTOR/ARCHITECT: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_