



SAINT CHARLES PARISH DEPARTMENT OF PLANNING AND ZONING

V. J. ST. PIERRE
PARISH PRESIDENT

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PERMIT APPLICATION CHANGE OF USE/CHANGE OF OCCUPANCY PERMIT

CU

PERMIT #: _____ DATE REQUESTED: _____

RECEIPT #: _____ ZONING DISTRICT: _____

APPLICANT: _____ PHONE #: _____

MAILING ADDRESS: _____

PROPERTY OWNER (S): _____

ADDRESS: _____

PHONE #: _____

NAME OF BUSINESS: _____

BUSINESS ADDRESS: _____

SIGN PERMIT REQUESTED: YES NO EXISTING SIGN

MOST RECENT OCCUPANT: _____

BUILDING VACANCY PERIOD (MONTHS): _____

BUILDING SQUARE FOOTAGE: _____ PARKING SPACES PROVIDED: _____

NON- CONFORMING AGREEMENT?: YES NO EXPIRATION DATE: _____

CHECKLIST FOR OBTAINING PERMIT:

- _____ 1. Verification of State Fire Marshall Certificate; obtained by calling 504-219-4600 for a “tenant inspection”. (Life Safety Review)
- _____ 2. Verification of Sewer Permit 985-783-5100
- _____ 3. Verification of Health Unit Certificate (if applicable). 985-785-1029
- _____ 4. Provision of site plan for business (if requested for planner approval, including structure location, parking, fencing, and/or sign size and placement).
- _____ 5. Copy of your lease and/or act of sale to property.
- _____ 6. Completed application, with fee (\$25.00) paid in advance.
- _____ 7. Renovations permit for change of uses that involve renovations.

APPLICANT SIGNATURE: _____

PROPERTY OWNER SIGNATURE: _____

PLANNER APPROVAL (SIGNATURE): _____

FEE PAID (PERMIT SECTION SIGNATURE): _____

***** Applicant must obtain a sales tax number from St. Charles Parish School Board Office, Luling (785-6289).
Following receipt of Certificate of Zoning Compliance and sales tax number, obtain an occupational license from the sheriff/Tax Collector (783-6835).**