



# CITY OF RUSTON

**ONE STOP CENTER** • 701 East Tennessee Avenue • Ruston, Louisiana 71270  
Phone: 318.251.8640 • Fax: 318.251.8650 • www.ruston.org

Application #:

Date Submitted:

## BUILDING PERMIT APPLICATION

**Circle the appropriate requested action:**

Building Permit | Certificate of Occupancy

### PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ EmailAddress: \_\_\_\_\_

### APPLICANT - CONTRACTOR INFORMATION (IF DIFFERENT FROM OWNER)

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

Drivers License #: \_\_\_\_\_ Contractors License #: \_\_\_\_\_ SS #: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

### PROPERTY INFORMATION

**Structure Use:**  Commercial |  Residential |  Mobile Home

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

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Use of structure (describe fully): \_\_\_\_\_

### BUILDING PERMIT

**Class of work** (circle one):

New | Addition | Alteration | Demolition | Street | Sign | Repair | Moving | Swimming Pool | Fence | Other

Estimated cost of construction: \$ \_\_\_\_\_

Describe work to be done: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total heated square feet: \_\_\_\_\_ Total square feet: \_\_\_\_\_

**Subcontractors Name:** \_\_\_\_\_

Electrical: \_\_\_\_\_ Mechanical: \_\_\_\_\_ Plumbing: \_\_\_\_\_

# BUILDING PERMIT CHECKLIST

Multi-family | Commercial | Industrial

Three sets of preliminary plans signed and sealed by an architect and/or civil engineer licensed in Louisiana [where applicable] shall be submitted to the inspections department –

		STAFF USE ONLY		
SCALED & DIMENSIONAL SITE PLAN OF PROJECT INCLUDING:		REQUIRED	N/A	ADDITIONAL COMMENTS
	Property line shown			
	Total square footage of site area and building[s]			
	Trash receptacle location [hold harmless waiver may be required]			
	Driveways			
	Building footprints			
	Easement proposed or required including utility, drainage, access, etc...			
	Flood zone location, if applicable, [Certificate of Elevation if required]			
	Parking			
<b>LANDSCAPE PLAN</b>				
	With total area square footage			
	Percentage of coverage			
	Types of plants and percentage of total landscape area			
	Grass percentage of total area			
<b>DRAINAGE PLAN</b>				
	Location and detailed description of all drainage structures including pipes			
	Total amount of impervious area [pre-development and post-development]			
	Sheet flow direction			
	Outflow location and flow calculations [pre-development and post-development]			
<b>EXTERIOR ELECTRICAL PLAN</b>				
	20 foot easement with legal description and filing [required prior to issuants C/O]			
	Electric service location			
	Overhead or underground and single or three phase service			
	Secondary voltage and total amperage requirements			
<b>WATER &amp; SEWER UTILITIES</b>				
	Anticipated water use requirements [residential, commercial, industrial, etc.]			
	Anticipated sewer discharge provision or treatment alternatives			
	Water/Sewer line design including plan, profile, and connections to existing mains			
	Required easements with legal description and filing			
	Fire sprinkler system			
	Lawn Sprinkler			
<b>EROSION ABATEMENT PLANS</b>				
	Plan required if one acre or greater site area			
	All construction must provide erosion abatement per ordinance #1309			
<b>ENVIRONMENTAL</b>				
	Grease traps			
	Chemicals			
	Asbestos			
	Other			
<b>REVIEW LETTERS</b>				
	Louisiana State Fire Marshal			
	Corps of Engineers			
	IBC Review			
	Louisiana Department of Health and Hospitals [for multi-family, subdivision, septic, education and restaurants, etc.]			

## APPLICATION FORM

Once a complete application is received and reviewed by city departments, a predevelopment meeting will be held with the applicant and the city departments. Items checked above must be submitted for this meeting unless waived by the applicable department. A building permit will be issued when the departments have signed off on the plan review.

## REVIEWING DEPARTMENTS:

Planning and Zoning 318-251-8644 | Inspections and Flood Plain 318-251-8640 | Electric Utilities 318-251-8673 | Water and Sewer Utilities 318-251-8611  
 Public Works 318-242-7700 | Environmental 318-251-8641 | Police 318-251-8670 | Fire 318-251-8690

# RESIDENTIAL PLAN REVIEW

Single Family | Duplex

**REQUIRED ITEMS:** (ALL PLANS MUST BE SHOWN TO SCALE AND DIMENSIONED)

- Building permit application with a copy of 911 address
- Letter from Lincoln Parish GIS
- A list of subcontractors: Electrical, plumbing, mechanical, etc...
- A plat plan/Site plan showing, min. lot size, max build height, min. frontage, setbacks all four sides, driveway, etc...
- Orientation North arrow and dimensions relative to lot
- Foundation plan with dimensions and details
- Floor plan with dimensions
- Maximum building height
- Structural Roof plan showing dimensions, rafter size and spacing
- Provide structural ceiling joist size, spacing, and spans.
- Interior electrical plan
- Window and door schedule showing tempered glass, SHGC and U factor or Rezcheck, and any fire rating for doors and attic access stairways.
- Any engineered truss or beam must be designed by a license engineer
- Must have a receipt for water tap fees
- Interior mechanical and plumbing plan

To ensure efficient processing of your application, please make sure this form and all supplemental information requested is completed in its entirety. All required materials must be submitted by deadlines per attachment. This will insure compliance with zoning ordinance requirements and state planning and zoning statute notice procedures. All fees must be made payable to the City of Ruston and accompany this application.

This permit becomes null and void unless actual work begins within six months from the date of issuance. The granting of a permit does not presume to give authority to violate or cancel the provisions of any law or ordinance regulating construction. No inspection will be performed unless the permit is displayed on the jobsite and approved plans are available to the inspector on the jobsite at the time of inspection. Applicant is responsible for all work done under permit, and must follow all codes.

A review of your prints will be performed, as quickly as possible and at the time a permit will be issued.

Print Name of Applicant/Contractor: \_\_\_\_\_

Signature of Applicant/Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Owner: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

STAFF USE ONLY						
FLOOD ZONE	TYPE CONST.	PERMIT FEE	FIRE DIST.	OCC	DATE	APPROVED BY
ZONING APPROVED	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
REMARKS:						

