

City of Hammond (985) 543-3220 & 543-3221
COMMERCIAL PLAN SUBMITTAL CHECKLIST
(72 hours - minimum 3 days approval period)

BUILDING DEPARTMENT

- STATE FIRE MARSHALL REVIEW LETTER.

 - TWO COMPLETE SETS OF STAMPED PLANS WHICH INCLUDE THE FOLLOWING:
 - SURVEY (With spot elevations or contours)*
 - SITE PLAN INCLUDING PARKING PLAN
 - LANDSCAPE PLAN – IRRIGATION IF INCLUDED
 - GRADING, DRAINAGE,
 - PAVING PLANS
 - FLOOR PLANS
 - ELECTRICAL PLANS
 - HVAC PLANS
 - ELEVATIONS (Buildings)
 - DETAIL DRAWINGS
 - PLUMBING PLANS

(Note: Restaurants, Food Services – Require State Health **ف** Dept. Approval)

 - DUMPSTER LOCATION
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- LOT CLEARING PERMIT (If necessary)
- COPY OF THE FLOOD ELEVATION CERTIFICATE (Before & after construction)
- EXTERIOR SIGNAGE LOCATIONS
- BUILDING PERMIT FEE
- BUILDING PERMIT

PLANNING DEPARTMENT REVIEW

- SITE PLAN

- LANDSCAPE PLAN

*Not needed for renovation jobs