

**DEPARTMENT OF SAFETY AND PERMITS
PLAN REVIEW DIVISION
FOR YOUR INFORMATION**

1. It takes normally 15 working days to complete the review of Commercial Building Permit Application.
2. All permit applications other than one and two family dwellings require the approval of the State Fire Marshal before permit can be issued. It is the responsibility of the applicant to secure this approval from the State Fire Marshal's Office in Baton Rouge, 5150 Florida Blvd., Baton Rouge, Louisiana 70806, Phone #(504) 925-4920).
3. It takes about five working days to complete the review of Residential Building Permit application. For information regarding residential requirements call Plan Review at 565-6115 between 11:30 am and 4:30 pm, Monday thru Friday.
4. It takes about seven working days to complete the review of Sign Permit Application. For information regarding sign requirements, call Clourth Wilson at 565-6115 between 11:30 am and 4:30 pm, Monday thru Friday.
5. For inquiries about the status of a Building Permit Application, call Elaine Payne at 565-6115 preferably between 1:00 pm and 4:30 pm, Monday thru Friday.