

**OC***Occupancy  
Commercial***PERMIT APPLICATION**

City of Denham Springs  
Office of Planning & Development  
116 N. Range Ave. (P. O. Box 1629)  
Denham Springs, LA 70726 (70727-1629)  
(225) 667-8326 - buildings@cityofdenhamsprings.co

**NOTICE TO APPLICANTS:** To obtain the permanent permit, the contractor may mail in the original copy of this form along with the permit fee (check or money order) made payable to the City of Denham Springs. The permanent permit can be mailed (at your specific request), or you may pick up the permit upon payment. All work shall be readily accessible for inspection(s) by the Building Official or his authorized representative. This form offers no deviation or exclusion from permitting procedures and policies, local ordinances, or the codes adopted by the City of Denham Springs, Livingston Parish, State of Louisiana, the Louisiana State Uniform Construction Code Council, Louisiana State Fire Marshal's office, or any other authority having jurisdiction. Work cannot start until the permit is in possession and is posted.

Date: \_\_\_\_\_ Permit #: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Suite/Unit# \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_ Zip \_\_\_\_\_

Utility Provider: \_\_\_\_\_ Utility Account Number: \_\_\_\_\_

Name on Utility Account: \_\_\_\_\_

**OCCUPATIONAL LICENSE OBTAINED (DATE):**

Name of Business \_\_\_\_\_ Zoning District \_\_\_\_\_

Owner/Agent of Building \_\_\_\_\_

Sq Ft of space \_\_\_\_\_ Do you own \_\_\_\_\_ or rent/lease \_\_\_\_\_ this space?

Nature of Business: \_\_\_\_\_

Previous use of this building or space: \_\_\_\_\_

What type of sign(s) will be installed? \_\_\_\_\_

**IMPORTANT: If a permanent or temporary sign is to be installed, a separate sign permit is required!****This includes banner-type signs. (Please note: Small, plastic roadside signs are prohibited.)**

Buildings or spaces within buildings are not allowed to be occupied without a current Certificate of Occupancy issued in the name of the tenant occupying that building or space. In some cases, temporary occupancy may be allowed for a fixed period of time to allow for minor repairs. All life safety requirements are required to be in compliance before a building or space may be occupied. **This is an application only, and not a permit to occupy the premises.**

APPLICANT'S SIGNATURE: \_\_\_\_\_

*This is to certify that I am the authorized agent for the owner of the subject property, and that all information provided above is accurate and true. I have read and understand the above stipulations, and I agree to comply with all standards as required by the codes and regulations as set forth in local and state law.*

**OFFICE USE**

Is this a change of occupancy or principal use of this building or space? \_\_\_\_\_

List any applicable restrictions for this particular zoning district? \_\_\_\_\_