

City of Hammond (985) 277-5640 Fax: (985) 277-5637
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
- 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