



City of Leesville

Commercial, Subdivisions, and Industrial Development Checklist



Department of Planning and Zoning
City of Leesville, Louisiana
401 Nolan Trace, Leesville, LA 71446
(337) 404-4102

1 Site Plan Review prior to permitting: Any construction of any condominiums, subdivisions, apartment complexes or commercial buildings in non-compliance with zoning. These must be presented to the planning commission for a planning commission review for zoning compliance, ordinance requirements, and approval for permitting. Needed: Proof of property ownership, legal description, site plan, FEMA elevation certificate if in flood zone.

Submit engineer or architect stamped building plans (2 sets) to Leesville Department of Planning for review; one copy will be submitted to Vernon Building Inspector for review.



2 Vernon Parish Building Inspector (MHI located at 300 S. 3rd St. Leesville, LA (337) 238-0324 or (337) 208-0195

Fire Marshal approval letter of planned development 1-800-256-5452;

Copy of Contractors license;

Health Unit approval letter (337) 238-6410 (Sewer) Get this permit from the Vernon Parish Health Unit located next to Byrd Hospital in Leesville. Office Hours are 8:30 a.m. – 4 p.m.. You will need an original legal description of the property with a seal on it from the Vernon Parish Clerk of Court. The property owner must get the permit OR sign Designated Agent Form or approval from Leesville Sewer Public Works (337) 239-2995;



3 911 PERMIT: (337) 238-9911

Get this permit number from the E911 office. Call first for information. As of October 1, 2014, there will be a fee for this permit. Cash and personal checks are not accepted. Money orders and debit/credit cards are accepted. An actual 911 address will not be assigned to you until your front door is in place.

4

Things to Remember: on your building plans have number of mechanical (HVAC) fixtures, gas piping fixtures, electrical circuits, will there be a temporary electric pole, square footage, estimated cost of development, and a FEMA elevation certificate if in a flood zone.

All building permitting and inspections will be conducted unless approval is required by the Leesville Planning Department or its Planning and Zoning Commission.



5

If your development has to be rezoned to be developed, a case file will be created at a cost of \$150 to be presented to the Leesville Planning and Zoning Commission for approved recommendation to the Leesville City Council for approval to rezone for Development. This approval process could take up to two months prior to any permits being issued.



Good plans shape good decisions. That's why good planning helps to make elusive dreams come true.- Lester Robert Bitte