

## **CONTACT LIST FOR COMMERCIAL DEVELOPMENT IN CITY OF WEST MONROE CORPORATE LIMITS**

- Determine if property is inside city limits.
- Obtain municipal address from Bruce Fleming, Director of Planning & Zoning at (318) 397-6735 or (318) 547-1498 or via email [bfleming@westmonroe.la.gov](mailto:bfleming@westmonroe.la.gov)
- Is property in 100 year flood zone or floodway per current FEMA F.I.R.M.? Check with Bruce Fleming, Director of Planning & Zoning, at (318) 397-6735 or (318) 547-1498 or via email [bfleming@westmonroe.la.gov](mailto:bfleming@westmonroe.la.gov)
- If business is serving or preparing food, contact Ouachita Parish Health Department (318) 361-7258.
- For Fire Department requirements contact Charlie Simmons, Charles Huggins, or Jake Stephens, Fire Prevention Officers, at (318) 397-0758.
- For State Fire Marshal requirements contact their office at (225) 925-4911 or (800) 256-5452 or via their website [www.sfm.dps.louisiana.gov](http://www.sfm.dps.louisiana.gov)
- For applicable Building Codes, reference the Louisiana State Uniform Construction Code or contact Jonathan Kaufman, Building Official, at (318) 397-6722 or via email @ [building@westmonroe.la.gov](mailto:building@westmonroe.la.gov)
- For West Monroe Code of Ordinances, go to [www.municode.com](http://www.municode.com) or [www.westmonroe.com](http://www.westmonroe.com)
- For availability of utilities, i.e. water, sewer and garbage, contact West Monroe Public Works at (318) 325-0496.
- For electrical contact Entergy at (800) 368-3749 or 1-800-ENTERGY.
- For gas contact Atmos Energy at (800) 547-4321.
- For phone service contact A T & T at 1-866-620-6000.
- For television cable service contact Comcast Cable at (318) 396-5400.

## **Commercial Construction Information**

NFPA 101 (Life Safety) review must be performed by the Louisiana State Fire Marshal *prior to permitting*. For State Fire Marshal requirements contact their office at (225) 925-4911 or (800) 256-5452 or via their website [www.sfm.dps.louisiana.gov](http://www.sfm.dps.louisiana.gov)

Building Code Review for compliance with the Louisiana State Uniform Construction code (LSUCC) *must be* performed by either the Louisiana State Fire Marshal or a Registered Third Party Provider *prior to permitting*.

To obtain a list of Registered Third Party Providers please visit [www.dps.louisiana.gov/lsucc](http://www.dps.louisiana.gov/lsucc)

One (1) full set of construction drawings should be submitted to the City of West Monroe Building Official's Office, 2305 North 7<sup>th</sup> Street, West Monroe, LA 71291, concurrently with the submittal to the Louisiana State Fire Marshal's Office to avoid any delay in permitting. If plans are submitted after receiving Louisiana State Fire Marshal approval, a review period of 3 to 5 days will be required by the Building Official prior to issuance of permit.

*Note: Plans may also be submitted electronically. Please contact the Building Official, Jonathan Kaufman, via email [building@westmonroe.la.gov](mailto:building@westmonroe.la.gov) for details.*

There is not a fee for the local departmental review.

### **Codes currently being enforced are: Louisiana State Uniform Construction Code**

Questions regarding Energy and Accessibility codes should be directed to the Louisiana State Fire Marshal's Office.