

**Metropolitan Planning Commission**  
Shreveport | Caddo Parish

# Unified Development Code Certificate of Occupancy

Application and Review Packet



**CITY OF SHREVEPORT**  
UNIFIED DEVELOPMENT CODE

## Zoning Enforcement Department

505 Travis Street, Suite 440  
Shreveport, LA 71101  
phone 318-673-6440

[www.shreveportcaddompc.com](http://www.shreveportcaddompc.com)



## CERTIFICATE OF OCCUPANCY APPLICATION

Please return form to:  
Permit Center (Zoning Desk)  
1st Floor, Government Plaza, Suite 130  
505 Travis Street  
Shreveport, LA 71101

### DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY

Date: \_\_\_\_\_ Application Number: \_\_\_\_\_ Property Zoned: \_\_\_\_\_

#### Fees:

- \$125 (Inside City Limits)
- \$75 (Temporary)
- \$75 (Group Home)
- \$75 (Home Occupation)

**Note: If this property has been occupied without a valid Certificate of Occupancy by the applicant, all fees will double.**

### CERTIFICATE OF OCCUPANCY REQUEST

- Home Occupation
- Alcohol
- Courtesy Inspection
- New Construction
- Outside City Limits (Parish Address)
- Ownership Change
- New Business
- Other (Please specify) \_\_\_\_\_

### PROPERTY INFORMATION

Name of Applicant: \_\_\_\_\_

Address or Description of Property: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Square Footage of Building or Suite: \_\_\_\_\_

Owner of Business (if different than applicant): \_\_\_\_\_

Company Name / Name of Occupant: \_\_\_\_\_

Mailing Address (mailing address must be given if business location is in a mall, an itinerant vendor or temporary certificate of occupant i.e. firework sales):

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date Inspections are Requested (Inspections are done 8:00AM to 12:00 Noon, occupant must be at location or have building open during these hours):

\_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

### STATEMENT OF UNDERSTANDING

This is to certify that I have been advised that in order to occupy any building, that I/We are required to obtain a Certificate of Occupancy for the structure located at \_\_\_\_\_ . I / We further understand that in order to obtain this certificate, the structure in question must be in full compliance with City of Shreveport building and fire codes, zoning requirements and when necessary the Caddo Parish Health requirements. Failure to comply with these requirements will prevent the City of Shreveport from approving any utility connections and prevent the MPC from issuing the Certificate of Occupancy.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**NOTE: If you have not received your Certificate of Occupancy within a week of the inspection, please call (318) 673-6440 or (318) 673-6442**