

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



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 (Home Occupation) \$75 (Group Home) *Note: If this property has been occupied without a valid Certificate of Occupancy by the applicant, **ALL FEES WILL DOUBLE.***

CERTIFICATE OF OCCUPANCY REQUEST

New Construction Alcohol Courtesy Inspection
 New Business Outside City Limits (Parish Address) Ownership Change
 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