

OCCUPANCY PERMIT INFORMATION

The purpose of the following procedures that you are about to undertake is for the protection of public life, health and welfare in the building environment. This protection is provided you through the adoption and enforcement of the various codes and ordinances on state and local government levels. This information sheet should assist in the process of obtaining an occupancy permit or related permit within the City of Thibodaux. Please remember that this is a guide only. The applicant will still have to meet all applicable zoning ordinances and building codes.

Application Procedure for Occupancy Permit:

1. Applicants needing assistance in applying for an Occupancy Permit should contact our office at (985) 446-7208 Monday thru Friday, 7:00 A.M. - 4:00 P.M. All applicants will be assisted on a first come, first serve basis.
2. **Applicants need to contact State Fire Marshall's office at (800) 256-5452 (you will be given an option of pressing (1) for plan review or pressing (2) for inspections and then you will press (2) for greater Baton Rouge area) or dial (225) 925-4911 to schedule an occupancy inspection. We will need a copy of their inspection report for our files.**
3. The application procedure will take a few minutes to complete, depending on the type of information needed. The following is some basic information the applicant should know when making application: a) Name of owner b) Address of location c) Name/Type of business d) Name of tenant e) Name of last occupant.
4. If application is completed before 10:00 A.M. inspections can be performed, if requested by applicant, on that same day. If application is completed after 10:00 A.M., the inspections will be performed the following day. The following applies to inspections:-
 - a) **The building must be open for all inspections**
 - b) **The water must be on for inspections**
 - c) **Municipal number or suite number shall be posted**
 - d) **Hours of inspection are between 7:15 A.M. and 3:45 P.M.**

REJECTION MAY BE CAUSED BY ANY OF THE ABOVE OR A CODE VIOLATION. A \$20.00 REINSPECTION FEE MAY BE CHARGED IN SUCH CASES.

5. Applicant is required to contact the appropriate public utility company regarding information pertaining to application procedures, deposit fees, policies or date and time of installation. On the same day inspections are approved, providing all fees have been paid, the Inspection Office shall forward a copy of the electrical permit to Entergy for electric services to be connected.
6. Depending upon the type of occupancy, inspections may be needed and approved before a Certificate of Occupancy will be issued.

INSPECTIONS:

(a) Building (b) Electrical (c) Plumbing (d) Mechanical (e) Fire Marshall (f) Board of Health {if applicable}

7. **Types of typical occupancies:** Inspections that are required:
 - Clean and Show:** Fee \$23.00, inspections (b) & (c)
 - Telephone & Mail Use:** Fee \$23.00, no inspections
 - Home Occupation:** Fee \$23.00, inspections (a), (b), (c) & (d)
 - Business Occupancy:** Fee \$40.00, inspections (a), (b), (c),(d), & (e) if alcoholic beverages sold
 - Zoning Occupancy:** Fee \$23.00, inspections (a), (e)
 - Manufactured Mobile Homes:** Fee \$40.00, inspections (a) (b) & (c)

8. As required by Section 110 of the 2014 International Building Code, a building shall not be occupied until after the Building Official has issued a "Certificate of Occupancy". This will be issued to the applicant after all required inspections are approved and final. A "Certificate of Occupancy" will be issued and can then be brought to the Tax & License Dept. located at City Hall, 310 West 2nd Street, to release the required "Occupational License" and/or "Liquor License".

ORDINANCE NO. 2874
AN ORDINANCE TO AMEND AND RE-ENACT CHAPTER 9 OF THE THIBODAUX CITY CODE OF ORDINANCES SO AS TO CREATE ARTICLE VII - LOCK BOX SYSTEM REQUIRED

BE IT ORDAINED by the City Council of the City of Thibodaux in regular session assembled, that Chapter 9 of the Thibodaux City Code of Ordinances is hereby amended and re-enacted so as to create Article VII to read as follows:

*Chapter 9. Fire Prevention -- **Article VII. Lock Box System Required**, Section 9-58. Purpose*

The Thibodaux Volunteer Fire Department has determined that the health welfare and safety of the citizens of the City of Thibodaux are promoted by requiring certain structures to have a key lock box installed on the exterior of the structure to aid the Fire Department in gaining access to or within a structure when responding to calls for emergency service, and to aid access into or within a building that is secured or is unduly difficult to gain entry due to being either unoccupied or the occupants are unable to respond.

Section 9-59. Key Lockbox System

1. The following structures that have monitored alarm systems or sprinkler systems shall be equipped with a key lock box at or near the main entrance or such other location as determined by the Fire Chief.

- a) Commercial or Industrial Structures.
- b) Multi-family-residential structures that have restricted access through locked doors but have a common corridor for access to the living units.
- c) Schools, whether public or private.
- d) Government structures and nursing care facilities unless the building is staffed or open 24 hours.

2. All new construction and/or remodeling requiring the issuance of a building permit, that have monitored alarm systems or sprinkler systems, shall have a key lock box installed based on the discretion of the Fire Chief. The key lock box shall be operational prior to the issuance of an occupancy permit. All structures in existence on the effective date of this section, that meet the criteria established in Section 9-59 (1), shall install a key lock box system within six (6) months.

3. The type of key lock boxes to be implemented within the City of Thibodaux shall be a **Knox Box brand system**.

Section 9-60. Installation

1. All Knox Boxes shall be installed to the lock side of the main business door.
2. All Knox Boxes shall be flush or surface mounted approximately five feet from the ground to the center of the entry if possible.
3. In the event that the rapid entry box system cannot be installed at the aforesaid location and/or height the Fire Chief may designate in writing a different location and installation specifications.
4. All realty and/or property with an electronic security gate shall have the Knox Box installed OUTSIDE of the gate.
5. A window decal that is included when the Knox Box is shipped shall be placed on the exterior access door to alert the fire department that a key box is provided.
6. The Fire Chief must approve any changes in the installation.

Section 9-61. Maintenance

The operator of the building shall immediately notify the Fire Chief and provide the new keys when a lock is changed or rekeyed. The key to such lock shall be secured in the Knox Box. Operator shall mean the owner of record, tenant, lessee or other person having a possessory or proprietary interest in a commercial building.

Section 9-62. Exceptions to requirement to install a key lock box

The following structures are encouraged to, but are exempt from, the mandate to install a key lock box system:

1. Single family structures and multi-family structures that do not meet the definition set forth in Section 9-59 (1) (b).
2. Structures that have 24 hour, 365 day on-site security personnel, or have other personnel on site.
3. Businesses that are open and staffed 24 hours, 365 days per year (which may include but are not limited to, nursing homes, hospitals, police stations, etc.).
4. Rental storage facilities where there is a single lock on the separate storage pods that are renter supplied; provided, however, the entry security gates(s) will require a Knox Box if electronically controlled, or locked with a master key issued by the landlord to all tenants.

Section 9-63. Contents of lock box

Each lock box on each commercial building shall contain a properly labelled key or keys which will allow access by the fire department to the building, and all rooms or corridors within the building, in the event of an emergency call to that building.

Section 9-64. Penalties

Any business or person who violates, neglects, or refuses to comply with any provision of this chapter shall be issued a misdemeanor summons, and upon conviction thereof, be fined not less than \$100 or more than \$750 for each offense, and such person shall be deemed guilty of a separate offense if the key lock box system is not installed within sixty (60) days of conviction.

KNOX BOX

1-800-552-5669 (CUSTOMER SERVICE)

THIBODAUX VOLUNTEER FIRE DEPARTMENT

YOUR ADDRESS

**WANT TO PURCHASE A 3200 SERIES (SURFACE MOUNT) MODEL #3262 WITH
TAMPER SWITCH**

SPEC'S 4" HIGH 5" WIDE 3" DEEP

- 1. WHO INSTALLS – OWNER**
- 2. WHERE DO I INSTALL – 5 FT HIGH ON LOCK SIDE OF DOOR**
- 3. ONCE INSTALLED – CALL FIRE CHIEF TONY BOUDREAUX @985-258-6205
TO DETERMINE WHAT KEYS WILL BE PLACED INSIDE KNOX BOX**
- 4. ANY LOCATION CHANGE OF KNOX BOX, FIRE CHIEF WILL DETERMINE
NEW LOCATION**
- 5. PROVIDE FIRE CHIEF WITH KEYHOLDERS PHONE NUMBER**

NEED MORE INFORMATION: CONTACT FIRE INSPECTOR

MIKE DELAUNE @ 985-446-7289