

Lionel Johnson, Jr.  
Mayor



*City Council:*  
Deborah Alexander  
Freddie “Carl” Frazier, Sr.  
Ronald Grace  
Melvin Hasten, Sr.  
Kelvin York, Sr.  
  
*Police Chief:*  
Kevin Ambeau, Sr.

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## CITY OF ST. GABRIEL

*“A City of Pride, Progress & Possibilities”*

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### **NOTICE FOR ELECTRONIC SUBMISSION OF CONSTRUCTION DOCUMENTS**

*Notice is hereby given to all permit applicants and contractors that effective April 1, 2019, the city will require electronic submission of all permit application documents in PDF format (**Jump Drive**). This is in addition to the 3 sets of plans needed in a paper form. The electronic submission requirement is an effort for the city to make development process friendly, effective and responsive.*

#### ***ELECTRONIC DOCUMENT REQUIREMENTS***

- 1. All digital documents shall be submitted on a USB Jump Drive as PDF's compatible with Adobe Acrobat.*
- 2. Plan Sets: for ease of understanding the transmission(s), the city requests that the applicant separate plan sets by type/discipline (Civil, Architectural, Structural etc.).*
- 3. File Names: files shall be named using the following convention:*

*[Project Name] - [Project Address] – [Document Type].pdf*

*File Name Examples:*

*New Fire Station – 123 Main Street – Plumbing Plans.PDF.*



#### ***Examples of Documents Needed in Electronic Format***

- 1. Plans – Civil, Architectural, Structural, Mechanical, Electrical, Plumbing, Fire Alarm Etc.*
- 2. Specifications, calculations, soils reports/geotechnical analysis etc.*
- 3. Storm water prevention plans, drainage studies, traffic studies et.*
- 4. Agency approvals such as DHH, DEQ, Fire Marshall, Iberville Parish Utilities, Fire Chief etc.*

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