

WEST BATON ROUGE PARISH GOVERNMENT
OFFICE OF COMMUNITY PLANNING & DEVELOPMENT (OCPD)
INITIAL APPLICATION REQUIREMENTS FOR RESIDENTIAL BUILDING PERMITS
(New home, addition to existing home, renovations, accessory construction, etc.)

The following items (if applicable) must be submitted to the WBR OCPD before a building permit can be issued.

- PERMIT APPLICATION**
- ADDRESS OF PROPERTY** *E-911 OFFICE 225-346-1577*
- SEWER APPROVAL** *WBR PARISH HEALTH UNIT 225-342-2650*
OR WBR UTILITIES DEPARTMENT 225-336-2406
 Temporary Permit Final Permit
- HOMEOWNER / BUILDER AFFIDAVIT (IF SELF-CONTRACTING)**
- REGISTERED & LICENSED CONTRACTORS**
P / E / M PERMITS TO BE PULLED SEPARATE FROM BUILDING PERMIT
 - Plumbing Contractor: _____
 - Electrical Contractor: _____
 - Mechanical Contractor: _____
- COPY OF HOUSE PLANS**
- PLAN REVIEW ACKNOWLEDGEMENT SIGNED**
- APPROVED PLAT OF PROPERTY** *OBTAINED FROM WBR CLERK OF COURT 225-383-0378*
- PLOT PLAN**
ZONING DISTRICT IS: _____ MINIMUM SETBACKS ARE AS FOLLOWS
FRONT: _____ SIDES: _____ REAR: _____
(Note: Servitudes must be considered when determining setbacks.)
- FLOOD ZONE:** _____
ENGINEER'S ELEVATION CERTIFICATE IF PROPERTY IS IN FLOOD ZONE A & AE
THIS INCLUDES A REFERENCE LEVEL CERTIFICATE BASED ON "CONSTRUCTION DRAWINGS", VALID DURING COURSE OF CONSTRUCTION & A POST CONSTRUCTION CERTIFICATE WHEN CONSTRUCTION IS COMPLETE. (PLEASE NOTE: Final approval will be withheld until the Post Construction Certificate is submitted.)
 - Pre-Construction Post-Construction (MUST SUBMIT BOTH)
- CONTRACT or LETTER FROM THE LANDOWNER**
- MINOR SUBDIVISION AFFIDAVIT**
- UTILITIES (water, garbage, sewer) DEPOSIT RECEIPT**

INSPECTIONS

- 1st: **PRELIMINARY INSPECTION** FORM ELEVATION INSPECTION.
- 2nd: **ELECTRIC POLE INSPECTION.** (TEMP-POLE) – CALL WHEN READY.
- 3rd: **PLUMBING ROUGH-IN. ALL PROPERTY MARKERS (BOUNDARIES) MUST BE IDENTIFIED AND SET WITH NYLON STRING – INSPECTION WILL BE REJECTED WITHOUT THESE PROCEDURES IN PLACE.**
- 4th: **PRE-SLAB** FOOTINGS/FOUNDATION, PRE-SLAB INSPECTION. (NOTE: YOU **MUST HAVE THIS INSPECTION COMPLETE BEFORE POURING THE SLAB.** IF USING A **POST-TENSION SLAB**, WE MUST HAVE **90% COMPACTION TEST RESULT IN WRITING** IF THE FILL IS 18" OR GREATER AND A COPY OF THE POST-TENSION PLANS). AS REQUIRED BY THE IRC 2006, SECTION R403.1.4, **MINIMUM DEPTH: ALL EXTERIOR FOOTINGS SHALL BE PLACED AT LEAST 12 INCHES BELOW THE UNDISTURBED GROUND SURFACE**
- 5TH **FRAMING INSPECTION & P / E / M INSPECTION & DUCT BLAST TEST**
AFTER WIRING IS COMPLETE AND PRIOR TO COVERING INTERIOR STRUCTURAL MEMBERS WITH SHEETROCK, PANELING, INSULATION, ETC. PLUMBING / ELECTRICAL / MECHANICAL – (TOP-OUT).
DUCT TEST RESULTS MUST TURNED IN TO WBR PERMIT OFFICE
- 6th: **FINAL INSPECTION.** (APPLIANCES INSTALLED, FINAL SEWER INSPECTION RECEIVED AND READY FOR PERMANENT POWER (MOVE-IN READY).

CALL THE WBR OCPD TO SCHEDULE INSPECTIONS AT **225-336-2434**. (24 HR. NOTICE PLEASE!)

ELECTRICAL CONNECTIONS

- **TEMPORARY CONNECTION FOR CONSTRUCTION:** APPROVAL OF TEMPORARY ELECTRIC CONNECTION IS FAXED TO ENTERGY OR POINTE COUPEE ELECTRIC AFTER INSPECTION.
- **PERMANENT CONNECTION:** APPROVAL OF PERMANENT ELECTRIC CONNECTION IS ISSUED UPON RECEIPT OF: FINAL INSPECTION APPROVAL; FINAL SEWER APPROVAL; AND POST CONSTRUCTION ELEVATION CERTIFICATE (IF PROPERTY IS LOCATED IN FLOOD ZONE A).

MINIMUM FLOOR ELEVATIONS

SECTION 5½ - 18 (A): THE MINIMUM FLOOR ELEVATION ON BUILDING ADJACENT TO BUILT-UP HIGHWAYS/ROADS BE SET TWENTY-FOUR (24) INCHES ABOVE THE AVERAGE ELEVATION OF SURROUNDING LAND WITHIN THREE HUNDRED (300) FEET OF THE BUILDING ITSELF.

SECTION 5½ - 45 (1): NEW CONSTRUCTION OR SUBSTANTIAL IMPROVEMENTS OF ANY RESIDENTIAL STRUCTURE SHALL HAVE THE LOWEST FLOOR, INCLUDING BASEMENT, ELEVATED TO OR ABOVE THE BASE FLOOD ELEVATION OR ONE (1) FOOT ABOVE THE ADJACENT ROADWAY, WHICHEVER ELEVATION IS HIGHER.

LOT SIZE REQUIREMENTS

THE LOT SIZE MINIMUM REQUIREMENT IS DETERMINED BY THE ZONING DISTRICT THAT THE PROPERTY LIES IN. THE OCPD STAFF CAN ASSIST YOU IN DETERMINING THE REQUIREMENT FOR YOUR PROPERTY AND/OR REFER TO WWW.MUNICODE.COM.

BUILDING SETBACK REQUIREMENTS

LOCATION OF STRUCTURE(S) AND DISTANCES FROM PROPERTY LINES (PLACEMENT SETBACKS) SHALL ADHERE TO PARISH ORDINANCE. (Note: *Servitudes must be considered when determining setbacks.*)

"Gray boxes" are for Staff Use Only

RESIDENTIAL BUILDING PERMIT APPLICATION



I. Applicant, Owner and Project Information

Project Address:	CITY:	STATE:	ZIP:
APPLICANT Name:	Email:		
Primary Contact #:	Secondary Contact #:		
General Contractor:	Email:		
Primary Contact #:	Secondary Contact #:		
LAND OWNER Name:	Email:		
Primary Contact #:	Secondary Contact #:		

II. Description of Project and Permit

Type of Permit Being Applied For: <input type="checkbox"/> NSF Residential <input type="checkbox"/> NSF Accessory <input type="checkbox"/> Renovation <input type="checkbox"/> Addition		Type of Sewer: <input type="checkbox"/> Private <input type="checkbox"/> Parish <input type="checkbox"/> Communal	
Type of Structure: <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> Steel <input type="checkbox"/> Brick/Stucco		Type of Foundation: <input type="checkbox"/> Post-Tension Slab <input type="checkbox"/> Slab <input type="checkbox"/> Spread/Mat Footings <input type="checkbox"/> Piers	
List all existing structures on property:		Describe work to be performed:	
Approximate Cost of Proposed Work:		Architect, Engineer or Surveyors:	
Sq. Ft. (living):	Sq. Ft. (other):	Total Square Footage:	
General Contractor:		Parish Registration Up-to-Date?	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Plumbing Contractor:		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Electrical Contractor:		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Mechanical Contractor:		<input type="checkbox"/> YES <input type="checkbox"/> NO	

III. Applicant Certification

I certify that I have provided the information on this application (other than information in the "gray boxes") and that I have reviewed ALL of the information on this form (including the information in the "gray boxes"). I further certify that the information I have provided is true and correct to the best of my knowledge and that I have read and understand the laws of West Baton Rouge Parish as related to the development of my property (including, but not limited to Zoning and Site Development regulations). I am aware that any false or misleading information on this form, or any violation of Parish property development laws could result in legal action taken against me or others by West Baton Rouge Parish:

Signature **Print Name** **Date**

OFFICE USE ONLY				IV: Multi-Agency Coordination		
Estimated cost:		Total building permit fee:		Date paid:		
Permit ID:		Municipality:		Date Initiated:		
Is there a record of a "Parish-approved plat"?:		Subdivision:		Reviewer Notes (attach additional sheets if necessary):		
Tract:		Lot:				
Current Zoning:	Family or Minor Affidavits Rec'd?	Proposed Occupancy:		Does proposal comply with the Parish's zoning requirements?		Does property comply with the Parish's subdivision requirements?
Map & Parcel Number:		Flood Zone:		BFE:	Req'd Floor Elev:	Surveyor or Engineer:
Sewer Approval: DHH _____ PARISH _____		Water _____ Garbage _____ Gas _____				Approved by:

**Residential Building Plan Review
Acknowledgements of Residential Permit Holder**

Background: Currently, West Baton Rouge Parish is in a transitional management state with building permits, especially residential building permits.

In the past, residential construction plan reviews were not required prior to the Parish issuing residential building permits. Now, residential building plan reviews are required to all residential building permit applicants. Residential plan submittals should contain, at a minimum, the following:

- ❖ Plot plan
- ❖ Floor plan
- ❖ Elevations
- ❖ Foundation plans
- ❖ Roofing & framing plans
- ❖ Electrical plans
- ❖ Mechanical plans
- ❖ Miscellaneous details (e.g. wall sections, foundation details, stair details, chimney details, et cetera)

Furthermore, it is highly recommended - to protect the contractor and residential client – that all such plans be prepared by licensed engineers and/or architects. It is not a requirement at this time, but the Parish reserves the right to require this stipulation in the future. You are being asked to cooperate with this office by acknowledging the following points as a condition of receiving your building permit.

Acknowledgements (Applicant will initial all acknowledgements that are applicable).

___ I HAVE submitted residential building plans for review. I understand that such a review will only be a structural review and that this review is being done by a staff member who is not a certified plan reviewer. A building permit does not mean that the building plans completely comply with all building code requirements. On-site inspectors may find structural, electrical, plumbing, mechanical or other problems that were not caught during plan review. If field inspectors catch problems in the field, I will be required to remedy such problems to the satisfaction of the inspector, regardless of what was accepted on the building plans.

My clients building plans WERE prepared by a licensed engineer and/or architect.

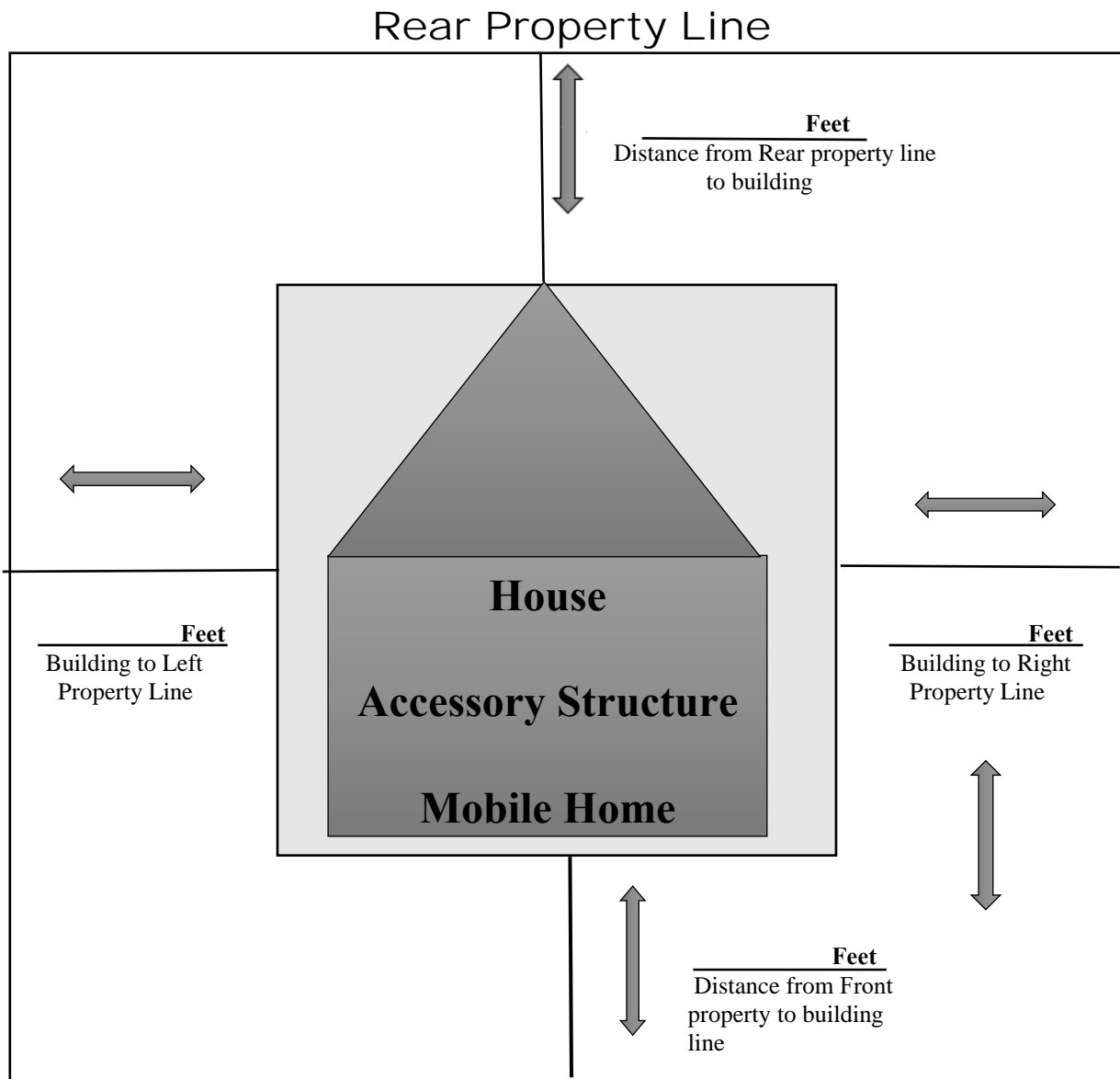
My clients building plans WERE NOT prepared by a licensed engineer and/or architect.

Signed (Permit Applicant)

Date

Plot Plan with Set Backs

“Setback” distance from the property line to propose structure



Front Property Line



Address