



OFFICE OF COMMUNITY PLANNING
AND DEVELOPMENT

E-mail: permits@wbr council.org

Phone: (225) 336-2434

Swimming Pool Permit Initial Requirements

WBR Permit Office is able to assist with the information in blue.

Properties within city/town of Port Allen, Brusly, Addis limits require **Initiation Forms** signed by their designee.

\$60

Swimming Pool Permit Application- Form OCPD #004ds (Page 4)

- **Contractors** listed on the application must be state licensed and registered with WBR Parish. Each contractor must sign their separate permit.

Electrical Contractor: _____ State License #: _____

Plumbing Contractor: _____ State License #: _____

If auto fill used, plumbing contractor is required to install backflow.

Approved Plat of Property

- Obtained from WBR Clerk of Court at (225) 383-0378 (*inside courthouse*)

Submit **Swimming Pool Plot Plan** (Page 5) of property drawn to scale showing the following:

- Pool and Equipment Location
- Servitudes and Setbacks Measurements from Property Lines
- Fence Location with Height and Type of Fence
- Points of access to pool from any structure(s) on the property
 - *Must meet 2021 ISPSC Section 305-Barrier Requirements*

Distance to Levee: _____

- **If within 1500 feet of the levee, you will need an approval letter from the Atchafalaya Basin Levee Board.**

Life Safety Requirements Responsibility & Required Inspections Acknowledgement (Page 3)

Contract Agreement between contractor and landowner.

By signing this form, you are stating that you understand the above requirements and have submitted the appropriate documentation.

Applicant's Signature

Print Name



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Required Inspections Checklist

Inspections will be failed if these procedures are not followed.

Each **failed inspection** will result in a **\$10.00 fee**.

Call (225) 336-2434 to schedule inspections.

A 24-hour notice is required.

Order	✓	Inspections*
1		Swimming Pool Rough-In <ul style="list-style-type: none"> - Setbacks - Piping & Pressure Test
2		Swimming Pool Surround <ul style="list-style-type: none"> - Foundation - Perimeter Bonding
3		Swimming Pool Contractor Final
4		Swimming Pool Final – Life Safety Precautions <ul style="list-style-type: none"> - 2021 International Swimming Pool and Spa Code Section 305- Barrier Requirements - Sec. 107-22 -Swimming Pools. <p>(a) No person, firm or corporation in possession of land within the unincorporated area of the parish, upon which is situated a swimming pool or other outside body of water designed for or used for swimming, dipping or immersion purposes by men, women or children, of a minimum depth of 18 inches, shall fail to maintain on the lot or premises upon which such pool or body of water is located and completely surrounding such body of water a five-foot chain link or wrought iron fence with no opening greater than four inches in a horizontal direction or a 100 percent solid fence or wall constructed not less than five feet in height; however, a dwelling house or accessory building may be used as part of such enclosure.</p> <p>(b) All gates or doors opening through such closing and self-latching device shall be designed to keep, and be capable of keeping, such door or gate securely closed at all times when not in actual use; however, the door of any dwelling occupied by human beings and forming any part of the enclosure hereinabove required need not be so equipped.</p> <p>(c) All plans hereafter submitted for swimming pools to be constructed shall show compliance with the requirements specified herein, and final inspection and approval of all pools hereafter constructed shall be withheld until all requirements specified herein shall have been complied with.</p> <p>(d) Modification may be made in individual cases upon a showing of good cause with respect to the height, nature or location of the fence, wall gates, or latches or the necessity therefor provided the degree of protection is not reduced thereby.</p> <p><i>(Code 1973, § 5½-22; Mo. of 7-25-1991)</i></p>

*Not all inclusive on this page. Please reference **2021 International Swimming Pool and Spa Code** for all requirements.



Acknowledgment of Life Safety Precautions per Swimming Pools Code Requirements

Must be signed by **BOTH** homeowner and contractor and indicating who is responsible for Code Compliance for Life Safety issue.

See Page 2, Inspection #4

- Sec. 107-22 -Swimming Pools. (a)
- ISPSC 2021 Section 305- Barrier Requirements

RESPONSIBLE PARTY FOR LIFE SAFETY PRECAUTIONS

Fence/Gates/Hardware

Contractor

Homeowner

Alarms (UL 2017) for Windows/Doors/Access Points

Contractor

Homeowner

.....
Contractor

.....
Homeowner

Signature

Signature

Print Name

Print Name

Date

Date

Acknowledgement of Required Inspections for Swimming Pool

In the past, our office has seen issues with Swimming Pool permitting and inspections. Our office will require the homeowner(s) and contractor(s) to have a notarized "Hold Harmless Affidavit" signed stating West Baton Rouge Parish is not responsible for any deficiencies with the pool if the required permit was not obtained prior to construction, or required inspections (listed below) were not completed during the project. Contractors will also receive a citation to appear in WBR's Administrative Adjudication Court for a misdemeanor violation and registration status will be "inactive" for 1 (one) year.

1. Swimming Pool Rough-In
2. Swimming Pool Surround
3. Swimming Pool Contractor Final
4. Swimming Pool Final – Life Safety Precautions

Please sign acknowledging that you understand the following:

- Required Information listed on the Swimming Pool Checklist
- Swimming Pool Permit Application Completion
- Inspections required for Swimming Pool Permits
- Consequences if the above is insufficient

Contractor Company Name

Signature of Contractor

Date

Print Name



WBR OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT

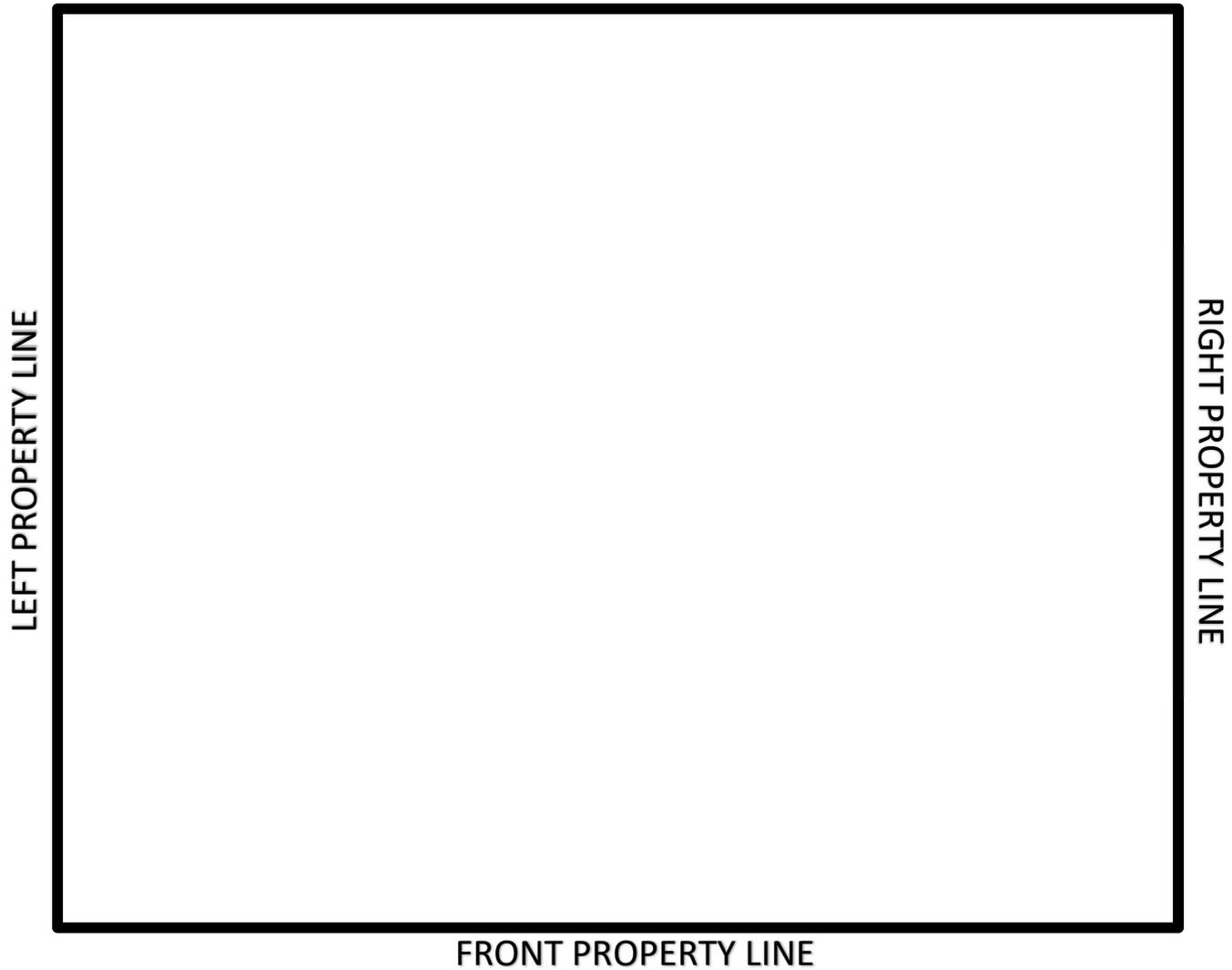
EMAIL: permits@wbr council.org • Phone: (225) 336-2434

RESIDENTIAL SWIMMING POOL PERMIT APPLICATION (Form OCPD #004ds)

Project Address: _____		City & Zip Code: _____	
Land Owner(s):		Phone #:	
E-mail:		Alternative Contact #:	
Applicant:		Phone #:	
E-mail:		Alternative Contact #:	
SWIMMING POOL DETAILS			
Dimensions of Swimming Pool:		Type of Foundation:	Approximate Cost of Proposed Work:
Auto Fill? <input type="checkbox"/> YES <input type="checkbox"/> NO	Type of Pool Filter: <input type="checkbox"/> Sand Filter* <input type="checkbox"/> Cartridge Filter		* If SAND FILTER is used, discharge must go to sanitary sewer.
Distance from Levee:	≤ 1500 feet → Letter from Atchafalaya Basin Levee Board required? <input type="checkbox"/> YES <input type="checkbox"/> NO		
CONTRACTOR'S NAME/BUSINESS NAME			For WBR Staff- Registration Status Active?
Swimming Pool Contractor:			<input type="checkbox"/> YES <input type="checkbox"/> NO
Phone #:		E-mail:	
Electrical:			<input type="checkbox"/> YES <input type="checkbox"/> NO
Plumbing:			<input type="checkbox"/> YES <input type="checkbox"/> NO
Application Certification: I certify that I have provided the information on this application and that I have reviewed ALL of the information on this form. 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	
FOR OCPD STAFF			
Date Initiated	Municipality	Is an Initiation Form Required?	
		Record of Parish Approved Plat?	
Lot # /Tract	Subdivision	Letter from Atchafalaya Basin Levee Board turned in? <i>(if needed)</i>	
		If AUTO FILL used, plumbing permit required.	
Map # & Parcel #	Lot size (sq.ft.)	Distance from Levee	Approved By
		Current Zoning	Date Approved
Notes:			
Permit ID	Payment Method	Swimming Pool Permit Fee \$60.00	Date Paid

Swimming Pool Plot Plan

REAR PROPERTY LINE



FRONT PROPERTY LINE

Draw home and swimming pool, include measurements to each structure located on the property and to each property line. Put "N/A" in the box below if not applicable.

From HOME	
From REAR property line	
From RIGHT property line	
From LEFT property line	
Indicate Equipment Location <i>(measurements not required)</i>	
Mark Access Points to Pool on surrounding barrier(s) & any structure(s)	
Show Fence Location <i>(measurements not required)</i>	
Fence Height	
Type of Fence	



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SWIMMING POOL ELECTRICAL PERMIT APPLICATION



Owner of Property:	Project Address:
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Phone #:	City/Zip:
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CONTRACTOR INFORMATION

Company Name:	Phone #:
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Approximate Cost of Proposed Work:	E-mail:
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Authorized Signature:	Date:	WBR Registration #:
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NOTE: All work shall be readily accessible for inspection(s) by the Building Official or his designee. This form offers no deviation or exclusion from permitting procedures and policies, local ordinances or code adoption by the Parish.

WORK CANNOT START until this permit is in possession and is posted on the job site as per local ordinance.

ITEMS TABLE CALCULATIONS OF PERMIT FEE

Code	Item	Qty	Fee	Total	Code	Item	Qty	Fee	Total
E01	Transformer		\$16.00		E20	Correct wiring (change out, upgrade or relocate service)		\$20.00	
E02	Line – underground (per foot)		\$0.13		E21	Circuit Branch		\$3.00	
E03	Service <= 60 amps		\$8.00		E22	Circuit – Feeder		\$6.00	
E04	Service <= 100 amps		\$12.00		E23	Motor < 1 HP (Fraction)		\$3.00	
E05	Service <= 200 amps		\$14.00		E24	Motor, 1-2 HP		\$6.00	
E06	Service <= 400 amps		\$16.00		E25	Motor, 3-5 HP		\$8.00	
E07	Service <= 600 amps		\$18.00		E26	Motor, 7.5-10 HP		\$10.00	
E08	Service <= 800 amps		\$20.00		E27	Motor, 15-25 HP		\$12.00	
E09	Service <= 1000 amps		\$22.00		E28	Motor, 30-100 HP		\$16.00	
E10	Service <= 1200 amps		\$24.00		E29	Motor, 150-200 HP		\$20.00	
E11	Service <= 1400 amps		\$26.00		E30	Motor, 250+ HP		\$24.00	
E12	Service <= 1600 amps		\$30.00		E31	Swimming Pool*	1	\$20.00	\$0
E13	Service <= 1800 amps		\$34.00		E32	Generator		\$40.00	
E14	Service <= 2000 amps		\$38.00		E33	Solar Panel Installation		\$75.00	
E15	Service <= 2400 amps		\$42.00		E34	Temporary Cut-In		\$20.00	
E16	Service <= 2500 amps		\$46.00		E35	Re-inspection Residential each		\$10.00	
E17	Commercial – Temp Building		\$20.00		E36	Re-inspection Commercial each		\$25.00	
E18	Mobile Home – Residential		\$10.00		E27	After-Hour Inspection		\$100.00	
E19	Temporary Meter		\$20.00		E38	Minimum Fee		\$20.00	

***SWIMMING POOL PERMIT FEE COVERS THE ELECTRICAL PERMIT COSTS.**

FOR OCPD STAFF

Associated Permit #



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SWIMMING POOL PLUMBING PERMIT APPLICATION



Owner of Property:	Project Address:
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Phone #:	City/State/Zip:
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CONTRACTOR INFORMATION

Company Name:	Phone #:
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Approximate Cost of Proposed Work:	E-mail:
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Authorized Signature:	Date:	WBR Registration #:
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NOTICE: Any person who performs plumbing work as defined by the Louisiana Plumbing Law, R.S. 1377, shall possess a licensed issued by the Louisiana State Plumbing Board. A master plumber shall properly designate his employing entity to the board. Any questions concerning compliance shall be addressed to the board.

NOTE: All work shall be readily accessible for inspection(s) by the Building Official or his designee. This form offers no deviation or exclusion from permitting procedures and policies, local ordinances or code adoption by the Parish.
WORK CANNOT START until permit is in possession site as per local ordinance.

ITEMS TABLE CALCULATIONS OF PERMIT FEE

Code	Item	Qty	Fee	Total
P01	Fixture <= 100**		\$6.00	
P02	Fixtures over the first 100**		\$5.00	
P03	Fire Extinguishing Systems		\$40.00	
P04	Lawn Sprinkler System		\$20.00	
P05	Swimming Pool*	1	\$40.00	\$0
P06	Commercial – Temp Building		\$20.00	
P07	Grease Trap		\$20.00	
P08	Generator		\$20.00	
P09	Solar Water Heater		\$20.00	
P10	Reinspection – Commercial – each		\$25.00	
P11	Reinspection – Residential – each		\$10.00	
P12	Minimum Fee		\$20.00	

****NOTE:** “Fixtures” include, but are not limited to, those items installed for: bathtubs, hot water heaters, lavatories, showers, sinks, water closets/toilets, hose bibs, washing machines, air conditioner drains, gas lines, sewer lines, urinals, floor drains, drinking fountains, service sinks, dishwashers, garbage disposals, roof drains and bidets.

***SWIMMING POOL PERMIT FEE COVERS THE PLUMBING PERMIT COSTS.**

FOR OCPD STAFF

Associated Permit #
