



Residential Building 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.*

- Address of Property:** {If address does not exist yet, call: **E-911 Office (225) 346-1577**}

Number	Street	City	State	Zip Code
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- Building Permit Application-Form OCPD #004dr (Page 3)**

List out CONTRACTORS on application: Contractors must be **REGISTERED & LICENSED** in WBR Parish.

Permits for each sub-contractor are to be pulled separately from the Building Permit.

Must list on the application:

- Plumbing Contractor
- Electrical Contractor
- Mechanical Contractor

- Copy of House Plans**

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

- Plot Plan with setbacks:** Form provided, if not part of house plans (*Page 4*)

Zoning District: _____ (*Servitudes must be considered when determining setbacks*)

Zoning District's Setbacks: Front: _____ Sides: _____ Rear: _____

- Letter/Contract signed by Landowner**

- Residential Building Plan Review Acknowledgement Signed by Applicant- Form OCPD #004x (Page 5)**

- Residential Owner Education Initiative Permit Application Acknowledgement- Form OCPD #004v (Page 6)**

- Sewer Set-up**

- If **PUBLIC**, provide receipts from:

- If Parish Sewer Tie-in: **WBR Utilities Department** at **(225) 336-2406** (*located across hall from permit office*)

- If **PRIVATE**, Contact **WBR Parish Health Unit (DHH)** at **(225) 342-2650**.

We will require both of the following:

- **Temporary Permit**
- **Final Permit** (or only "Clean-Out Final" for tanks already existing)

- Garbage Can Deposit Receipt**

- If Parish, **WBR Utilities Department** at **(225) 336-2406** (*located across hall from permit office*)
- If Port Allen, we will need receipts from their Utilities Departments.

- Flood Zone:** _____ (*If "Flood Zone X", no further information is required.*)

ENGINEER'S ELEVATION CERTIFICATE is required **IF** property is in **Flood Zone A or AE**, both Certificates are REQUIRED.

- **PRE-CONSTRUCTION:** this includes a reference level certificate based on "CONSTRUCTION DRAWINGS", valid during course of construction.
- **POST-CONSTRUCTION:** post construction certificate when construction is complete. Final approval will be withheld until Post-Construction Certificate is submitted.
- **I have received the mandatory purchase of flood insurance document.** _____ ← **Applicant's Initials**

- Homeowner / Builder Affidavit (If Self-Contracting)**

- **WBR Revenue Dept.** provides notary services at 883 7th Street, Port Allen, LA 70767)

- Minor Subdivision Affidavit (If Needed)**

- Sec. 34-59. Storage. (b) Containers.** *As it relates to the proper disposal of construction debris, materials or refuse, construction contractors shall provide the appropriate containers that comply with the proper parish codes relating to disposal and collection of construction waste. Compliance with all parish codes may require the use of privately owned, maintained and operated **dumpsters**. These provisions relate to any and all structural erection, remodeling, repair, or demolition.* _____ ← **Applicant's Initials**

Required Inspections Checklist

Please keep this list to track inspections.

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		PRELIMINARY INSPECTION <ul style="list-style-type: none"> • Form Elevation • Setbacks • <i>All property markers (boundaries) must be identified and set with nylon string.</i>
2		ELECTRIC POLE/TEMP POLE INSPECTION <ul style="list-style-type: none"> • <i>Temporary pole must be marked on electrical permit.</i>
3		PLUMBING ROUGH-IN <ul style="list-style-type: none"> • Hydrostatic Test • Clean out • Purple Primer • Venting
4		PRE-SLAB <ul style="list-style-type: none"> • Footings/Foundation • <i>Inspection must be done before pouring the slab. If using post-tension slab, it is required to provide post-tension plans stating a 90% compaction test results, if the fill is 18" or greater.</i> • R403.1.4 Minimum depth. - <i>Exterior footings shall be placed not less than 12 inches (305 mm) below the undisturbed ground surface. Where applicable, the depth of footings shall also conform to Section R403.1.4.1. Deck footings shall be in accordance with Section R507.3.</i>
5		FRAMING <ul style="list-style-type: none"> • <i>After wiring is complete and prior to covering interior structural members with sheetrock, paneling, insulation, etc...</i> P.E.M. (Plumbing, Electrical, Mechanical) <ul style="list-style-type: none"> • <i>Top Out</i>
		DUCT LEAKAGE TEST <ul style="list-style-type: none"> • <i>Must be turned in to WBR Permit Office from the mechanical contractor.</i>
6		FINAL <ul style="list-style-type: none"> • <i>Move in ready with exception of flooring and cosmetics.</i>

ELECTRICAL CONNECTIONS

- Temporary Connection: Approval of temporary electric connection is issued after (2) temp pole inspection approval.
- Permanent Connection: Approval of permanent electric connection is issued upon (6) final inspection approval.

MINIMUM FLOOR ELEVATIONS

Sec. 103-7. - Minimum floor elevation requirements; noncompliance.

- (a) The minimum floor elevation on buildings shall be 12 inches above the adjacent road unless the adjacent road/highway is "built-up" in which case the floor elevations will be 24 inches above the average elevation of surrounding land within 300 feet of the building itself. The base flood elevation for Poydras Country Estates is plus 18 feet MSL. In areas of record inundation, the minimum floor area shall be 12 inches above the record inundation or 12 inches above the adjacent road (whichever is higher) unless the adjacent road/highway is "built-up" in which case the floor elevations will be 12 inches above the record inundation or 24 inches above the average elevation of surrounding land within 300 feet of the building itself (whichever is higher).

LOT SIZE REQUIREMENTS

The lot size minimum requirement(s) is determined by the property's zoning district. The permit office staff will assist in determining the requirement(s) for your property. Requirement(s) can also be found on WBR's www.municode.com.

WBR OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT

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

RESIDENTIAL BUILDING PERMIT APPLICATION (Form OCPD #004dr)

Project Address: _____ City: _____ Zip Code: _____

Land Owner(s):	Phone #:
Email:	Alternative Phone#:
Applicant:	Phone #:
Email:	Alternative Phone#:

Permit Type	<input type="checkbox"/> New Single-Family Residence	<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Renovation	<input type="checkbox"/> Addition	<input type="checkbox"/> Modular Home (Multiple Parts)
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Structural Framing				Foundation			
<input type="checkbox"/> Metal	<input type="checkbox"/> Wood	<input type="checkbox"/> Steel	<input type="checkbox"/> Brick/Stucco	<input type="checkbox"/> Post-Tension Slab	<input type="checkbox"/> Slab	<input type="checkbox"/> Spread/Mat Footings	<input type="checkbox"/> Piers

Sewer Type			Square Footage		
<input type="checkbox"/> Private	<input type="checkbox"/> Public	<input type="checkbox"/> Communal	Total Sq.Ft.	Living Sq.Ft.	Accessory/ Other Sq.Ft.

List pre-existing Structures on property	Approximate Cost of Proposed Work:
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Contractor's Name/Business Name	For WBR Staff- Registration Status Active?
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General:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Phone #:	Email:
Plumbing:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Electrical:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Mechanical:	<input type="checkbox"/> YES <input type="checkbox"/> NO

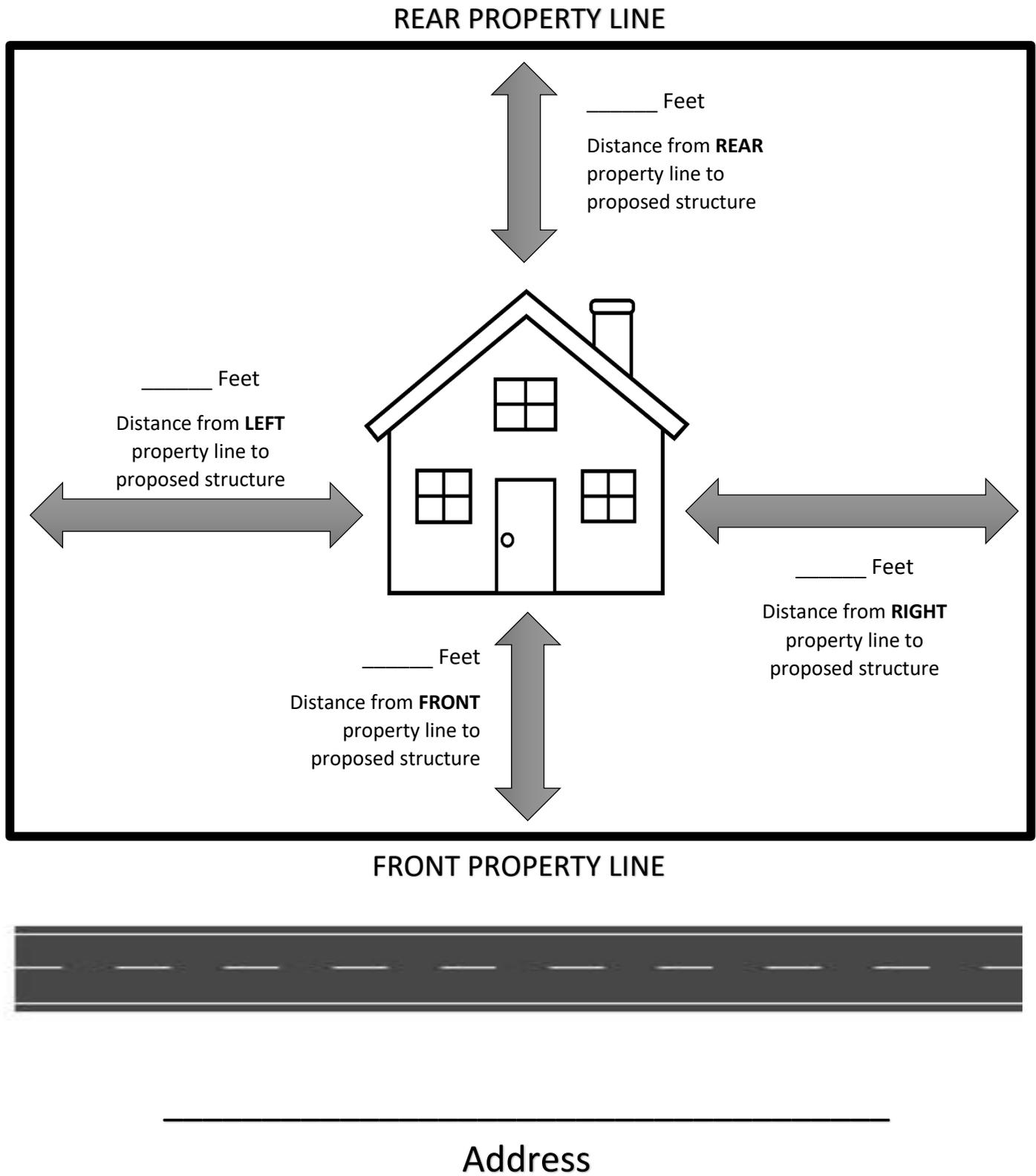
Application Certification: I certify that I have provided the information on this application and that I have reviewed ALL of the information on this form. I further certify that the information I have provided is true and correct to the best of my knowledge and that I have read and understand the laws 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
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FOR OCPD STAFF					
Date Initiated	Municipality		Is an Initiation Form Required?		
			Record of Parish Approved Plat?		
Lot # /Tract	Current Zoning		Family or Minor Affidavits Received?		
	Subdivision		Does proposal comply w/ Parish's zoning requirements?		
			Does the property comply w/ Parish's subdivision requirements?		
Map# & Parcel #	Flood Zone	BFE	Notes		
	Approved By				
Lot Size (sq.ft.)	Required Floor Elevation		Date Approved		
Permit ID	Estimated Valuation Cost		Total Building Permit Fee		Date Paid
<input type="checkbox"/> WATER <input type="checkbox"/> GARBAGE <input type="checkbox"/> GAS			Sewer Approval: <input type="checkbox"/> DHH <input type="checkbox"/> PARISH		

Plot Plan with Setbacks

A "setback" is the distance from the property line to the proposed structure.



Residential Building Plan Review

Acknowledgements of Residential Permit Holder

Form OCPD #004x

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

Residential Owner Education Initiative

Permit Application Acknowledgement

Form OCPD #004v

By signing this acknowledgement, I am affirming that I am the permit applicant for

Property Address: _____

and that I either have already been educated (if I am also the project owner) and/or that I will educate the buyer (if I am the contractor) with respect to the following known areas of concern:

1. **TERMITE TREATMENTS** – applied termite treatment manufacturers’ requirements for future treatment once the initial treatment has been applied.
2. **EXTERIOR MOUNTED TANKLESS WATER HEATERS** – proper winterization and power loss procedures for these units.

Signature of Permit Applicant

Date

Print Name

About the Mandatory Purchase of Flood Insurance Requirement

NFIP: This community participates in the National Flood Insurance Program (NFIP), which makes federally backed flood insurance available for all eligible buildings, whether they are in a floodplain or not. Flood insurance covers direct losses caused by surface flooding, including a river flowing over its banks, a lake or ocean storm, and local drainage problems.

The NFIP insures buildings, including mobile homes, with two types of coverage: building and contents. Building coverage is for the walls, floors, insulation, furnace, and other items permanently attached to the structure. Contents coverage may be purchased separately, if the contents are in an insurable building.

Mandatory Purchase Requirement: The Flood Disaster Protection Act of 1973 and the National Flood Insurance Reform Act of 1994 made the purchase of flood insurance mandatory for federally backed mortgages on buildings located in Special Flood Hazard Areas (SFHAs). It also affects all forms of Federal or Federally related financial assistance for buildings located in SFHAs. The SFHA is the base (100-year) floodplain mapped on a Flood Insurance Rate Map (FIRM). It is shown as one or more zones that begin with the letter "A" or "V."

The rule applies to secured mortgage loans from such financial institutions as commercial lenders, savings and loan associations, savings banks, and credit unions that are regulated, supervised, or insured by Federal agencies such as the Federal Deposit Insurance Corporation and the Office of Thrift Supervision. It also applies to all mortgage loans purchased by Fannie Mae or Freddie Mac in the secondary mortgage market.

Federal financial assistance programs affected by the laws include loans and grants from agencies such as the Department of Veterans Affairs, Farmers Home Administration, Federal Housing Administration, Small Business Administration, and the Department of Homeland Security's Federal Emergency Management Agency (FEMA).

How it Works: Lenders are required to complete a Standard Flood Hazard Determination (SFHD) form whenever they make, increase, extend or renew a mortgage, home equity, home improvement, commercial, or farm credit loan to determine if the building or manufactured (mobile) home is in an SFHA. Copies of the FIRM are available for review in most local government building or planning departments. Lenders may also have copies or they use a flood zone determination company to provide the SFHD form.

If the building is in a SFHA, the Federal agency or lender is required by law to require the recipient to purchase a flood insurance policy on the building. Federal regulations require building coverage to equal to the amount of the loan (excluding appraised value of the land) or the maximum amount of insurance available from the NFIP, whichever is less. The maximum amount available for a single-family residence is \$250,000. Government sponsored enterprises, such as Freddie Mac and Fannie Mae, have stricter requirements.

The mandatory purchase requirement does not affect loans or financial assistance for items that are not covered by a flood insurance policy, such as vehicles, business expenses, landscaping, and vacant lots. It does not affect loans for buildings that are not in an SFHA, even though a portion of the lot may be. While not mandated by law, a lender may require a flood insurance policy, as a condition of a loan, for a property in any zone on a FIRM.

If a person feels that a SFHD form incorrectly places the property in a SFHA, he or she may request a Letter of Determination Review from FEMA. This must be submitted within 45 days of the determination. More information can be found at http://www.fema.gov/fhm/fq_gen11.shtm.