

WEST BATON ROUGE PARISH GOVERNMENT
OFFICE OF COMMUNITY PLANNING & DEVELOPMENT (OCPD)
INITIAL APPLICATION REQUIREMENTS ON COMMERCIAL BUILDING PERMITS

Signed acknowledgements (**BEFORE PERMIT CAN BE ISSUED**):

- (1) I acknowledge I am aware that if my proposed project has access to a "State Highway" then I must obtain a "driveway permit" from the Louisiana Department of Transportation and Development.

Signed

Date

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

GREASE TRAP ACKNOWLEDGEMENT

ALL COMMERCIAL FOOD ESTABLISHMENTS & STRIP MALLS MUST SIGN A GREASE TRAP FORM ACKNOWLEDGING THAT THEY MET WITH THE PARISH CHIEF BUILDING OFFICIAL TO DISCUSS GREASE TRAP CONSTRUCTION / LOCATION

COPY OF BUILDING PLANS FOR REVIEW TO BE RETAINED BY THE WBR OCPD

- o Structural Calculations
- o Geotech Report and Soil Testing (If Required by Building Official or Chief Inspector)

SITE PLAN REVIEW Section 1 (Date) _____ Section 2 (Date) _____ Section 3 (Date) _____

- o **APPROVED PLAT OF PROPERTY.** OBTAINED FROM WBR CLERK OF COURT 225-383-0378
- o **PLOT PLAN**
- o **COMPLIANCE WITH FIRE HYDRANT REQUIREMENTS**

Flood Zone: A / AE / X

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)

REGISTERED & LICENSED CONTRACTORS

P/E/M PERMITS TO BE PULLED SEPARATELY FROM BUILDING PERMIT

- o General Contractor: _____
- o Plumbing Contractor: _____
- o Electrical Contractor: _____
- o Mechanical Contractor: _____

NOTE TO APPLICANT: Contractors
involved with ANY commercial, industrial or multi-family residential project MUST have the proper state license REGARDLESS of the dollar amount involved.

- APPROVAL OF STATE FIRE MARSHALL** 225-925-3650
- APPROVAL OF DHH** 225-342-2650
- DEQ-SWPPP Submittal of SWPPP for small construction sites (1 to 5 acres) PLUS Submittal of received Notice of Intent by LaDEQ for larger construction sites (5+ acres) Receipt of transmittal of Notice of Intent (NOI) to LaDEQ (email read receipt, certified mail receipt or some other type of receipt)”**
- UTILITIES (gas, garbage, water, sewer) DEPOSIT RECEIPT.** Issued by the WBR Utilities Department **225-336-2406**
- OCCUPATIONAL LICENSE & SALES TAX APPLICATION** WBR Revenue Department **225-336-2408**

CERTIFICATE OF OCCUPANCY

- Final Waste Water Approval (Parish / DHH / Municipality)
 - Final inspection from State Fire Marshall
 - Final inspection from DHH
 - WBR Revenue Department
 - DEQ- SWPPP
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- ADULT USE BUSINESSES** (Including, but not limited to bookstores, “strip clubs”, adult novelties, adult movies, etc.) **MUST FIRST OBTAIN AN “ADULT USE PERMIT” FROM THE OFFICE OF COMMUNITY PLANNING & DEVELOPMENT** (See Office Coordinator) **BEFORE APPLYING FOR A BUILDING PERMIT OR A CERTIFICATE OF OCCUPANCY**

INSPECTIONS

- 1st: **PRELIMINARY INSPECTION** (FORM ELEVATION AND SETBACK INSPECTION). **ALL PROPERTY MARKERS (BOUNDARIES) MUST BE IDENTIFIED AND SET WITH NYLON STRING – INSPECTION WILL BE REJECTED WITHOUT THESE PROCEDURES IN PLACE.**
- 2nd: **ELECTRIC POLE INSPECTION.** (TEMP-POLE) – CALL WHEN READY.
- 3rd: **PLUMBING ROUGH-IN.** (HYDOSTATIC TEST, CLEAN OUT, PURPLE PRIMER, AND VENTING)
- 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**
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: **COMMERCIAL AND SITE PLAN FINAL INSPECTION**

ELECTRICAL CONNECTIONS

- **TEMPORARY CONNECTION FOR CONSTRUCTION:** APPROVAL OF TEMPORARY ELECTRIC CONNECTION IS SENT 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; FINAL FIRE MARSHAL 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.**) ALL PROPERTY MARKERS MUST BE IDENTIFIED AND SET WITH NYLON STRING.

