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
   o Plumbing Contractor:                           
   o Electrical Contractor:                        
   o 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

X Sec. 34-59. - Storage. 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.
**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](http://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.)
# RESIDENTIAL BUILDING PERMIT APPLICATION

## I. Applicant, Owner and Project Information

<table>
<thead>
<tr>
<th>Project Address:</th>
<th>CITY:</th>
<th>STATE:</th>
<th>ZIP:</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICANT Name:</td>
<td>Email:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary Contact #:</td>
<td>Secondary Contact #:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Contractor:</td>
<td>Email:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary Contact #:</td>
<td>Secondary Contact #:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAND OWNER Name:</td>
<td>Email:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary Contact #:</td>
<td>Secondary Contact #:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## II. Description of Project and Permit

<table>
<thead>
<tr>
<th>Type of Permit Being Applied For:</th>
<th>Type of Sewer:</th>
<th>Type of Structure:</th>
<th>Type of Foundation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSF Residential</td>
<td>Private</td>
<td>Metal</td>
<td>Post-Tension Slab</td>
</tr>
<tr>
<td>NSF Accessory</td>
<td>Parish</td>
<td>Wood</td>
<td>Spread/Mat Footings</td>
</tr>
<tr>
<td>Renovation</td>
<td>Communal</td>
<td>Steel</td>
<td>Slab</td>
</tr>
<tr>
<td>Addition</td>
<td></td>
<td>Brick/Stucco</td>
<td>Piers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List all existing structures on property:</th>
<th>Describe work to be performed:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approximate Cost of Proposed Work:</th>
<th>Architect, Engineer or Surveyors:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sq. Ft. (living):</td>
<td>Sq. Ft. (other):</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Contractor:</th>
<th>Plumbing Contractor:</th>
<th>Electrical Contractor:</th>
<th>Mechanical Contractor:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 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: ________________

## IV: Multi-Agency Coordination

<table>
<thead>
<tr>
<th>OFFICE USE ONLY</th>
<th></th>
<th></th>
<th>IV: Multi-Agency Coordination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated cost:</td>
<td>Total building permit fee:</td>
<td>Date paid:</td>
<td>Permit ID:</td>
</tr>
<tr>
<td>Permit ID:</td>
<td></td>
<td></td>
<td>Is there a record of a &quot;Parish-approved plat&quot;?</td>
</tr>
<tr>
<td>Tract:</td>
<td></td>
<td></td>
<td>Current Zoning:</td>
</tr>
<tr>
<td>Lot:</td>
<td></td>
<td></td>
<td>Map &amp; Parcel Number:</td>
</tr>
<tr>
<td>Lot size (sq. ft.):</td>
<td></td>
<td></td>
<td>Sewer Approval:</td>
</tr>
</tbody>
</table>
**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

Rear Property Line

House
Accessory Structure
Mobile Home

Feet
Distance from Rear property line to building

Feet
Building to Left Property Line

Feet
Building to Right Property Line

Feet
Distance from Front property to building line

Front Property Line

Address