



OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
 EMAIL: permits@wbr council.org • Phone: (225) 336-2434

Commercial Building Permit Initial Requirements

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

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

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

Number	Street	City	State	Zip Code
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- Site Plan Review**
 - Site Plan Submission Form (*Page 5 – OCPD Form #004sps*)
 - Zoning Designation Form (*Page 6 – OCPD Form #004czd*) – Approval from WBR's Zoning Official
 - Parish Approved Plat of Property – Obtained from **WBR Clerk of Court at (225) 383-0378** (*inside courthouse*)
 - Site Plan – Civil and Architectural
 - Detention Pond Plans – **WBR's Municode Ref. Sec. 106- Article II**

FOR WBR'S OCPD STAFF: Site Plan Review Approved on: _____

- Copy of Building Plans for Review** (*to be retained by WBR's OCPD*)
 - **Structural Calculations**
 - **Geotech Report & Soil Testing** (*Only if required by WBR's Building Official or Chief Inspector*)
- Plan Review Application from State Fire Marshal (225) 925-4911**
- Commercial Building Permit Application** (*Page 4 – Form OCPD #004com*)
 - **Contractors:** 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.*

	CONTRACTOR'S NAME/BUSINESS NAME	State License #
General Contractor		
Plumbing Contractor		
Electrical Contractor		
Mechanical Contractor		

- 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). You will need this before any building permits will be issued. **Validation of Transmittal of Notice of Intent (NOI)** to LaDEQ (*email read receipt, certified mail receipt or some other type of receipt*)
- Sewer**
 - If **PUBLIC**, provide receipts from:
 - If **Parish** Sewer Tie-in: **WBR Utilities Department (225) 336-2406** (*located across hall from WBR permit office*)
 - If **Port Allen** Sewer Tie-in: from their Utilities Department
 - If **Addis**, receipts required for Sewer Impact Fees. **Addis Town Hall (225) 687-4844**
 - If **PRIVATE**, Contact **WBR Parish Health Unit (DHH)** at **(225) 342-2650**. We will require both of the following:
 - **Temporary Permit** – to install
 - **Final Permit** – once installed & approved or only **"Clean-Out Final"** for tanks already existing
- Utility Deposit Receipts** (Water, Garbage, Gas)
 - If **Parish**, **WBR Utilities Department (225) 336-2406** (*located across hall from WBR permit office*)
 - If **Port Allen**, receipts required from their Utilities Department. **Port Allen City Hall (225) 346-5670**

- 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**
- Food Permits-** Dept. of Health & Hospitals (DHH) (225) 342-2650
 - Food Certification Temporary Permit
 - Final Food Certification 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
- Documents from **WBR Revenue Department (225) 336-2408**
 - Occupational License
 - Sales Tax Application Completion
 - Zoning Designation Form (Page 6 – OCPD Form #004czd)

➤ I acknowledge that 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.

Applicant’s Signature

Date

➤ **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**

Requirements for Certificate of Occupancy

- Final Waste Water Approval (Parish/DHH/Municipality)
 - Final Inspection and Report from State Fire Marshal
 - Final Inspection & Permit from DHH – Sewer
 - Final Inspection & Permit from DHH – Food (*if applicable*)
 - WBR Revenue Department – Confirmation of Sales Tax Registration & Occupational License
 - DEQ-SWPPP (*if applicable*)
 - Detention Pond Inspection
 - Site Plan Final Inspection
- **Adult Use Businesses** (*including but not limited to bookstores, “strip clubs” adult novelties, adult movies, etc.*)
- Must first obtain an “**Adult Use**” Permit, from OCPD before applying for a Building Permit or a Certificate of Occupancy





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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>
6		COMMERCIAL & SITE PLAN 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:
 - FINAL INSPECTION APPROVAL
 - FINAL SEWER APPROVAL
 - FINAL FIRE MARSHAL APPROVAL
 - *IF IN FLOOD ZONE "A", POST CONSTRUCTION ELEVATION CERTIFICATE*

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.