



# Plan Review Application

## DPW PERMIT AND INSPECTION DIVISION

CITY OF BATON ROUGE AND PARISH OF EAST BATON ROUGE  
 300 N. 10TH STREET BATON ROUGE, LA. 70802 • FAX: (225) 389-7861 • RESIDENTIAL (225) 389-3226 • COMMERCIAL: (225) 389-3105  
 WEB ADDRESS: [HTTP://BRGOV.COM/DEPT/DPW/INSPECTIONS/DEFAULT.ASP](http://brgov.com/dept/dpw/inspections/default.asp)

DATE: \_\_\_\_\_

<input type="checkbox"/> <b>RESIDENTIAL</b>	REVIEW FEE \$60.	ENVIRONMENTAL APPROVAL DATE: _____ Required: Yes _____ No _____ RES-CHECK APPROVAL _____ Required: Yes _____ No _____ BUILDING THERMAL ENVELOPE: VISUAL _____ BLOWER DOOR _____
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<input type="checkbox"/> <b>COMMERCIAL</b>	REVIEW FEE \$0.04 PER SF; \$70 MINIMUM	Submittal of plans in hard copy & in digital format (PDF format) is required for permit review. <b>Every page of plans needs to be sealed, signed, and dated by the Architect/Engineer</b>
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Review Fee: \$ _____	JOB #: _____	PROJECT #: _____
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COMPLETE ALL APPLICABLE ITEMS, MISSING ITEMS MAY DELAY THE REVIEW PROCESS

<b>BUSINESS NAME (Commercial) / Owner Name (Residential)</b>				CHECK APPLICABLE BOX(ES)	
PHYSICAL LOCATION OF PROJECT (STREET/HIGHWAY & SUITE OR SPACE #)				<input type="checkbox"/> <b>New Building</b>	
<input type="checkbox"/> INSIDE CITY LIMITS      LOT #      TRACT #      SUBDIVISION <input type="checkbox"/> OUTSIDE CITY LIMITS				<input type="checkbox"/> <b>Land Clearing(\$50 app)</b>	
PROJECT COST				<input type="checkbox"/> <b>Addition</b>	
\$ _____				<input type="checkbox"/> <b>Remodel</b>	
NEW: _____		EXISTING: _____		<input type="checkbox"/> <b>Change in Occupancy</b>	
SQUARE FOOTAGE				<input type="checkbox"/> <b>Shell Only</b>	
CPPC Site Plan No.(if applicable)				<input type="checkbox"/> <b>Complete Interior</b>	
DESCRIPTION OF BUILDING USE(S)				<input type="checkbox"/> <b>Parking Lot/Tanks Only</b>	
				<input type="checkbox"/> <b>Foundation Only</b>	
				<b>Number of Stories</b>	

IBC CONSTRUCTION TYPE		
<input type="checkbox"/>	IA	<input type="checkbox"/> IB
<input type="checkbox"/>	IIA	<input type="checkbox"/> IIB
<input type="checkbox"/>	IIIA	<input type="checkbox"/> IIIB
<input type="checkbox"/>	IVHT	<input type="checkbox"/> VA
<input type="checkbox"/>	VB (Wood Frame)	
Y	N	Sprinkler System
<input type="checkbox"/> LAND USE ONLY		
IBC OCCUPANCY CLASSIFICATION		
<u>GREEN LIGHT PLAN – ROADWAY EXPANSION</u> Visit <a href="http://www.greenlight.csrsonline.com">www.greenlight.csrsonline.com</a> for a map of streets. Email site plan to <a href="mailto:rabalais@csrsonline.com">rabalais@csrsonline.com</a>		

Traffic Impact fee
Permits for new buildings, and additions starting August 27, 2007 will be assessed a traffic impact fee based on the building size and use.  The traffic impact fee payment may be deferred when the permit is issued, but must be paid in full prior to the issuance of a temporary cut-in, temporary occupancy, or Permanent occupancy.
SEWER IMPACT FEE & SEWER AVAILABILITY
Water meter size (in inches) _____  <input type="checkbox"/> No, I choose not to pay the sewer impact fee at the time the permit is issued and understand that fees must be paid in full prior to the issuance of a temporary cut-in, temporary occupancy, or permanent occupancy
<b>Sanitary sewer system:</b> <input type="checkbox"/> City-Parish Collection <input type="checkbox"/> Private Treatment Plant <b>If sewer availability is unknown, contact the Subdivision Office @ (225) 389-3198.</b>

OWNER OF BUILDING, SHOPPING CENTER, ETC.	TELEPHONE #:
MAILING ADDRESS	FAX #:
COMMERCIAL TENANT OF BUILDING, SHOPPING CENTER, ETC.	TELEPHONE #:      Email address
MAILING ADDRESS	FAX #:
ARCHITECT/ENGINEER	LICENSE #:      TELEPHONE #      Email address
ADDRESS	FAX #
CONTRACTOR	LICENSE #:      TELEPHONE #:      Email address
ADDRESS	FAX #:
APPLICANT	TELEPHONE #:      Email address
PRINT NAME OF PERSON TO CONTACT WHEN PERMIT IS READY	TELEPHONE #:
SIGNATURE	DATE

**Residential Requirements**

1. Submit **Application Form**, **One** set of residential plans and a digital copy PDF format to Plan Review along with the \$60 plan review fee.
2. **The schedule for RESIDENTIAL permit fees is as follows:**
  - a) For valuations less than or equal to \$100,000.00, the fee shall be \$3.00 per thousand dollars.
  - b) For valuations greater than \$100,000.00 through \$500,000.00, the fee shall be \$300.00 plus \$2.00 per thousand above \$100,000.00.
  - c) For valuations greater than \$500,000.00, the fee shall be \$1,100.00 dollars plus \$1.50 per thousand above \$500,000.00.

**MINIMUM RESIDENTIAL PERMIT FEE IS \$60.00.**

**New houses or additions also need the following:**

3. **Submit plot plan** showing lot number & dimensions, servitudes, sewer wye location, and location of all buildings.
4. **Flood Zone Determination Form** (\$15 fee) is required with Part "A" of the form completed by owner or his agent. DPW Drainage Engineering will forward this form to your surveyor for the completion of the Proposed Certificate of Elevation.
5. **Proposed Certificate of Elevation** provided by your surveyor determining the lowest elevation of the floor of the structure. **An official certificate of elevation** is required for close-out. Snowball stands or other similar temporary use buildings on skids do not require a Proposed Certificate of Elevation.

In accordance with the Flood Damage Prevention Ordinance, the fill for sites designated as "Fill Restricted" must be mitigated. The approval is obtained from the Drainage Engineer, 300 North Blvd at 389-3196.

**The following items may also be required**

- a. If SewerTreatment plant..... Board of Health review required, (225) 242-4870
- b. If paving over a servitude..... Encroachment approval required, (225) 389-3105
- c. If developing a lot > 1 acre or within a development > 1 acre ... Environmental approval required. (225) 389-5456

**Commercial Requirements**

1. Submit **Application Form** to Plan Review along with plan review fee. (See front of application for fee calculation) Include: **One set of hard copy commercial plans, drawn to scale** bearing the seal of a Louisiana Architect and/or Civil Engineer on each page **and one set of digital plans, PDF format.** **Mechanical Engineer's** seal is required when heating and air conditioning unit(s) are 10 tons or more. **Electrical Engineer's** seal is required when electrical service size is 600 amps and greater or a 480- volt system.

**Exception**

An Architect or Civil Engineer's seal may not be required for additions or new buildings constructed of wood frame where the area is less than 1,500 sf with structural spans less than 18 feet. If a seal is not required, a Certificate of Responsibility Form, signed by the contractor and the owner is required. (Form furnished by Commercial Plan Review Section). All Assembly, Educational, & Institutional occupancies require sealed plans.

2. **Plot plan**, on **LEGAL OR LETTER SIZE PAPER**, must show property lines with lot dimensions, the legal description of the property, paved parking and driveways, servitudes, right-of-ways and alleys, street names, sewer wye location, storm drainage, drainage ditches and canals, zoning districts and the location of all existing and/or proposed buildings or structures as located on subject property, Sealed by an Architect, Civil Engineer, or Land Surveyor.
3. **Design Supervision Statement and Structural Design Statement** form with the seal of a Louisiana Architect and/or Civil Engineer (form furnished by City-Parish Commercial Plan Review Section). If different parties responsible for foundation and building (to be approved by Building Official). A **Certificate of Completion Form** from the design professional of record

defining floor and roof live loads must be submitted at the end of construction. (Form furnished by City-Parish Record Room)

4. **Local Fire Department** plan approval required. A **\$25** fire Department inspection fee is required for projects within the city limits.
5. **One set of plans** must be submitted to the Office of the **State Fire Marshal** for approval, 8181 Independence Blvd, B.R., La. 70806 (225) 925-4920
6. **Plans** shall comply with the following:
  1. 2012 International Building Code
  2. 2012 International Residential Code
  3. 2012International Existing Building Code
  4. 2012 International Mechanical Code
  5. 2013 State Plumbing Code, as amended
  6. 2011 National Electrical Code
  7. EBRP Code of Ordinances
  8. EBRP Unified Development Code
  9. EBRP Subdivision Regulations
  10. EBRP Flood Damage Prevention Ordinance

**7. The schedule for COMMERCIAL permit fees is as follows:**

- a) For valuations less than or equal to \$100,000.00, the fee shall be \$3.00 per thousand dollars.
- b) For valuations greater than \$100,000.00 through \$500,000.00, the fee shall be \$300.00 plus \$2.00 per thousand above \$100,000.00.
- c) For valuations greater than \$500,000.00, the fee shall be \$1,100.00 dollars plus \$1.50 per thousand above \$500,000.00.

**Minimum permit fee will be \$70.00.**

**New buildings or additions also need the following:**

8. **Flood Zone Determination Form** (\$15 fee) is required with Part "A" of the form completed by owner or his agent. DPW Drainage Engineering will forward this form to your surveyor for the completion of the Proposed Certificate of Elevation.
9. **Proposed Certificate of Elevation** provided by your surveyor determining the lowest elevation of the floor of the structure. **An official certificate of elevation** is required for close-out. Snowball stands or other similar temporary use buildings on skids do not require a Proposed Certificate of Elevation.

In accordance with the Flood Damage Prevention Ordinance, the fill for sites designated as "Fill Restricted" must be mitigated (>5,000sf exempt). The approval is obtained from the Subdivision Engineer, 1100 Laurel St (225) 389-3198.

11. **Landscape approval** required for all new construction & some additions; 300 N 10<sup>th</sup> st. B.R., LA 70802 (225) 389-3221

**The following items may also be required**

- a. If over 30,000 sf.....Planning Commission approval, (225) 389-3144
- b. If alcohol sold/served..... Alcohol Beverage Control (225) 389-3364
- e. If food sold/served..... Contact Health Dept (225) 242-4870
- If SewerTreatment plant. ....Board of Health review required, (225) 242-4870
- Treatment Plants over 3000 gal.... Dept. of Health & Hospitals (225) 925-7200
- f. If constructing driveway on State or Federal highway.....DOTD approval required, (225) 231-4129
- g. If paving over a servitude ..... Encroachment approval required, (225) 389-3105
- h. If developing new building or addition on lot > 1 acre... Environmental approval required. (225) 389-5456
- i. If excavation in R/W contact Traffic Engineering @ (225) 389-3246 for location of Traffic signal FIBER OPTIC lines or <http://brgov.com/dept/dpw/traffic/default.asp>