



Welcome to Abita Springs!

BEFORE YOU BEGIN: Find out your property zoning.

CONFIRM THAT YOUR PROPOSED USE CONFORMS TO ALLOWABLE ZONING USE.

Property zoned Historic requires approval from the Historic Commission. Call (985) 892-0711 Ext. 3959

REQUIRED DOCUMENTS FOR A BUILDING PERMIT

- Completed Permit Application (Contractor registration must be complete for all contractors & subcontractors - *State or parish licensed and registered with the Town of Abita Springs. Contractors as well as all subs must show proof of insurance*)
- Certificate of Appropriateness from the Historic Commission (*For Property Zoned Historic Only*)
- Property Deed / Proof of Ownership
- Signed Building Agreement
- Form from 911 with Assigned Address (911 Addressing: 985-898-4911)
- Variance or Re-Sub Approval Form (*If Applicable*)
- Louisiana State Highway Department Approval (State Roads Only)
- Heat Load will be required prior to rough-in mechanical for all new systems.
- Duct blast report required before the final mechanical for all new cooling and heating systems.

BLUEPRINTS AND SITE PLANS

- Survey of Property (shall indicate flood zone, submitted as 11 x 17 or smaller)
- Form Spot
- All property in floodplain zone AE will require a **No Rise Certificate** filled out by a licensed engineer. A Post Construction Elevation Certificate is also required.
- Plot Plan (drawn to scale including proposed and existing structures and set back lines. Must include fence height and placement and parking)
- Two Sets of plans & specs (Site Specific) All Plans must be stamped by a Registered Design Professional (Live Stamp) No Exceptions (1- Full Set and 1- 11" x 17")
- All Plans Must Clearly Indicate the Design Criteria for: Wind Speed, Flood Zone, Hurricane Clips, Strapping, and Shingle and Vinyl Siding Application
- All Foundation Plans Must Be Stamped by A Design Professional or Civil Engineer
- An electronic copy of plans sent to Ktortorich@abitaspringsla.gov

LAND CLEARING AND DIRT WORK

- Land Clearing Application (Fees required, see page 4)
- Tree Removal Plot Plan

STORMWATER AND DRAINAGE PLAN

- Signed Stormwater Agreement and Stormwater Site Plan
- Drainage Site Plan (showing any necessary culvert locations, swales, green space, trees)
- Sediment Control Plan (show silt fence or 10' grass buffer, drain protection & vehicle tracking prevention)



RESIDENTIAL FEE SCHEDULE

(For multifamily residential, all fees are per unit)

LAND CLEARING PERMIT	\$40 per acre, per parcel \$45 each for Initial and final Inspection \$45 each for reinspection if required	1 acre – \$130.00 2 acres– \$170.00 3–5 acres– \$210.00
BUILDING PERMIT	New Construction: \$50.00 & .19¢ per square foot for footprint Addition: \$25.00 and .19¢ per square foot for footprint Remodel: \$25.00 and .19¢ per square foot for footprint	
DRAINAGE & STORMWATER PLANS	\$60.00 Plan Review \$85.00 Inspection (silt fencing, culvert installed properly, etc.) \$85.00 Final Inspection: Culvert working, land graded	\$230.00
IMPACT FEE	\$500.00	\$500.00
INFRASTRUCTURE CAPACITY	\$2,500.00 (Sewer, water, gas)	\$2,500.00
PLAN PROCESSING FEE <small>APPLIES TO EACH STRUCTURE</small>	Foundation/Framing \$175 Electric \$25 Plumbing \$25 Mechanical \$25 TOTAL: \$250	Plan review under 400 sq ft is \$100. Stamped Foundation Plans are required for all buildings over 400 sq ft
INSPECTION FEES	Plumbing Underground \$60 Pre-Pour/ Foundation/ Piers \$95 Temp Pole & Toilet \$60 Rough-In Plumbing, Electrical, Mechanical, Framing \$190 Certified Test Meter \$60 (Usually Only New Construction) Final Plumbing, Electrical, Mechanical, & Building \$190 Total \$655.00 <i>Individual Inspections are \$60.00. Any re-inspections will cost an additional \$60.00 per inspection</i>	\$655.00
CULVERTS	Culverts must be installed to Town Specs and approved before Certificate of Occupancy will be issued. Metal or PVC allowed.	
LINE EXTENSIONS	Line Extensions are calculated by job. The Town assess the property and calculate costs.	
CONNECTION FEES	Gas \$475.00 Water \$500.00 Sewer \$150.00 Total \$1,125.00	\$1,125.00

Please contact the P&Z Dept. at (985) 892-0711, option 4, for more information.



RESIDENTIAL SITE WORK BEFORE YOU BUILD

Part 1: Residential Tree Clearing Permit and Site Preparation

1. **Call 811 to locate lines BEFORE digging.** (Expires after 2 weeks or if lines are no longer visible.)
2. Clearly mark trees you want to remove.
3. Protected trees need fencing around critical root zones. (Live Oak, Cypress, Long Leaf Pine, & Magnolia)
4. Put sediment controls into place. (10' of green space or silt fencing, vehicle tracking, etc.)
5. Prepare to install temporary culvert- Place culvert near site. (See paperwork specifications)

----- **STOP** -----

You will get approval to move forward after your site is inspected.

After Approval is Received:

Part 2: Tree Removal, Culvert Installation and Dirt Work

1. Visit Town Hall to Pick Up Building Permit Sign
2. Install Building Permit Sign in a visible location. This must be visible throughout build process.
3. Install your temporary culvert if necessary.
4. Remove trees approved for removal.
5. Complete dirt work.
6. Continue to monitor sediment controls.
7. Maintain protective fencing around critical root zone for protected trees throughout process.
8. **Call for your Drainage Inspection** NEW 5/2022

----- **STOP** -----

Part 3: Confirm You are Ready to Build

1. Confirm all your contractors and subcontractors have completed the Contractor Registration.
2. Confirm your building plans have been approved.
3. Confirm the Planning and Zoning Office has all required paperwork.
4. Begin your building process.

Please pay attention to where you are in the process and call for the following inspections when appropriate.

- Temp Pole & Toilet Inspection
- If in Flood Zone, Email Form Spot to KTortorich@abitaspringsla.gov
- Plumbing Underground Inspection
- Foundation/ Pier Inspection
- Rough-In: Framing, Electrical, Mechanical & Plumbing
- Final: Building, Electrical, Mechanical & Plumbing
- **Final Drainage Inspection** NEW 5/2022
- Culvert Inspection



REQUIRED INSPECTIONS

INITIAL RESIDENTIAL LAND CLEARING & STORMWATER PROTECTION

Schedule When: All trees to be removed are marked (tree plat required). Protected trees have protective barriers around CRZs. Necessary steps have been taken to prevent stormwater pollution.

BUILDING PLAN INSPECTION

Drop Off: Send 1 PDF of plans to KTortorich@abitaspringsla.gov

ALL BUILDING PLANS MUST INCLUDE: Survey, Site Plan, 1 **COMPLETE** set of plans, including **FOUNDATION, ALL PAGES STAMPED** by an architect or professional engineer, Statement that all plans meet IRC 2021, Basic Wind Speed Statement 130 MPH + Statement (see IRC 2021*)

TEMPORARY POLE & PORTLET

Schedule When: Service pole is properly installed with braces and a portlet is on site.

UNDERGROUND PLUMBING

Schedule When: Copper installed & sleeved waste lines installed with hangers, when necessary.

FOUNDATION

Schedule When: Beams properly dug, termite treatment complete, visqueen/plastic sheeting is hung and reinforcement in place, all forms complete.

ROUGH-IN: FRAMING, ELECTRICAL, MECHANICAL & PLUMBING

Schedule Electrical When: All wires are run, and boxes are installed.

Schedule Plumbing When: Lines through the roof, waste & water lines installed, gas lines installed.

Schedule Mechanical When: air handling unit & duct work, drain pan & lines & refrigerant installed, & heat load is complete.

Schedule Framing When: All bracing & required blocking and no exterior cover installed.

FINAL: BUILDING, ELECTRICAL, MECHANICAL, & PLUMBING AND DRAINAGE

Schedule Electrical When: Electrical fixtures, switches, receptacles & app. connections are installed.

Schedule Plumbing When: Fixtures are installed & connected, gas valves installed. Will pressure test.

Schedule Mechanical When: Air handling unit, condensing unit, grills, and thermostat are installed and duct blaster testing complete.

Schedule Building When: Trim work, insulation, paint & flooring complete. Site cleaned & graded if required.

FINAL RESIDENTIAL LAND CLEARING

Schedule When: Lot is ready to be inspected to confirm only approved trees were removed, temporary culvert is not restricting the flow of water and stormwater pollution measures are in place.

CULVERT INSPECTION

Culvert & drainage will be checked after final inspection before Certificate of Occupancy is issued.