



Non-Residential Guidelines to Building in Abita Springs

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 Commercial Permit Application
- Certificate of Appropriateness from the Historic Commission (For Property Zoned Historic Only)
- Property Deed / Proof of Ownership / Proof of Lease
- Signed Building Agreement
- Form from 911 with Assigned Address (911 Addressing: 985-898-4911)
- Variance or Re-Sub Approval Form (If Applicable)
- State Lic. General Contractor (Contractor registration must be complete for contractors & subcontractors - State or Parish Lic. & registered with Abita Springs. Contractors as well as subs must show proof of insurance)
- Louisiana State Highway Department Approval (State Roads Only)
- Louisiana State Fire Marshal Review Letter (1-800-256-5452)
- Louisiana State Board of Health Review (985-893-6296)
- Signed Stormwater Agreement and Stormwater Site Plan

SITE PLANS

- Survey of Property (shall indicate flood zone)
- Form Spot
- Elevation Certificate for all property floodplain zoned AE
- Plot Plan (*drawn to scale including proposed and existing structures and set back lines. Must include fence, driveways, parking*)
- Landscape Plan by Architect
- Drainage Plan Certified by a Licensed Engineer
- Sediment Control Plan (show silt fence or 10' grass buffer, drain protection & vehicle tracking prevention)

BLUEPRINTS

- Two sets of plans & specs (site specific) All plans must be stamped by a Registered Design Professional (Live Stamp) No Exceptions
- An electronic copy of plans sent to Ktortorich@abitaspringsla.gov
- 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

LAND CLEARING AND DIRT WORK

- Land Development Application (Fees Required)
- Tree Removal Plot Plan



SCHEDULE

INITIAL LAND CLEARING & STORMWATER PROTECTION

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

BUILDING PLAN INSPECTION

Drop Off: 1 complete set of Full Size plans and 1 complete set of 11"x17" plans including foundation and specifications. Also send 1 PDF of plans to KTortorich@abitaspringsla.gov

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

FIRST, email FORM SPOT to Ktortorich@abitaspringsla.gov

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 lines and water lines installed, gas lines installed.

Schedule Mechanical When: air handling unit and duct work, drain pan & drain lines and refrigerant installed.

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

FINAL: BUILDING, ELECTRICAL, MECHANICAL & PLUMBING

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

Schedule Plumbing When: Plumbing fixtures are installed & connected, & gas valves installed. Pressure test on final.

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

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

FINAL 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 appropriate stormwater pollution measures are in place.

CULVERT INSPECTION

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



**BUILDING PERMIT APPLICATION
(NON-RESIDENTIAL)**

PERMIT # _____

PLANNING & ZONING OFFICE
PO Box 461, Abita Springs, LA 70420
(985) 892-0711
Townofabitasprings.com

NON-RESIDENTIAL BUILDING PERMIT APPLICATION

Application Completed By: _____ Date Submitted: _____

PROJECT INFORMATION

Address: _____ Subdivision: _____

Lot # _____ Square # _____ Flood Zone _____ Zoning: _____

Parish Assessment #: _____ Historic Approval Date: _____

PERMIT TYPE

- | | | | |
|---|--|--------------------------------------|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Fence | <input type="checkbox"/> Sign | <input type="checkbox"/> Solar Panels |
| <input type="checkbox"/> Accessory | <input type="checkbox"/> Foundation Only | <input type="checkbox"/> Site Work | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Garage | <input type="checkbox"/> Other _____ | |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Remodel | | |

SITE WORK:

- Grading Utilities Paving Fill Excavation

SCOPE OF WORK:

DESIGNED OCCUPANCY CLASSIFICATION PER IBC:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Assembly (A1-A5) | <input type="checkbox"/> Institutional (I1-I4) | <input type="checkbox"/> Residential (R1-R4) | <input type="checkbox"/> Storage |
| <input type="checkbox"/> Business (B) | <input type="checkbox"/> Factory / Industry (F1, F2) | <input type="checkbox"/> High Hazard (H1-H5) | <input type="checkbox"/> Utility & Misc. (U) |
| <input type="checkbox"/> Education (E) | <input type="checkbox"/> Mercantile (M) | <input type="checkbox"/> Other: _____ | |

PERMIT INFORMATION:

- | | |
|---|---|
| <input type="checkbox"/> Total Square Footage (Building): _____ | <input type="checkbox"/> Construction Cost: _____ |
| <input type="checkbox"/> Total Square Footage (Footprint) _____ | <input type="checkbox"/> Elevator: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Number of Stories: _____ | |

SERVICES/ UTILITIES

- Electric Company: Cleco WSTE Mechanical Hood: Yes No Refrigeration: Yes No
- List ALL appliances/services that will be connected to Gas: *(This will determine size of meter.)*
- Gas Service: Yes No _____



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PERMIT # _____

PROPERTY OWNER APPLICANT INFORMATION:

(If there is more than one (1) owner, all must provide the required information)

Name: _____ Phone: _____

Address: _____

Email: _____ Alternative Number: _____

CO-PROPERTY OWNER APPLICANT INFORMATION:

Name: _____ Phone: _____

Address: _____

Email: _____ Alternative Number: _____

CONTRACTOR INFORMATION:

Company/Name: _____

Address: _____

Email: _____ Phone Number: _____

DESIGN PROFESSIONAL INFORMATION:

Company/Name: _____

Address: _____

Email: _____ Phone Number: _____

ARCHITECT/ENGINEER:

Company/Name: _____

Address: _____

Email: _____ Phone Number: _____

SUBCONTRACTOR LIST: PLEASE INCLUDE NAME / COMPANY / PHONE

Electrical: _____

Plumbing: _____

Heating A/C: _____

Roofing: _____

Concrete: _____

Painting: _____

Brick: _____

Other: _____



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PERMIT # _____

FEE SCHEDULE

(Commercial/Industrial/Institutional/Recreational)

LAND DEVELOPMENT, DRAINAGE & TREE INSPECTIONS	Applicant will pay cost of professional review services.	
BUILDING PERMIT	New Construction: \$300.00 and .29¢ per square foot (entire footprint) Additions: \$100.00 and .29¢ per square foot (entire footprint) Remodel: \$100.00 and .29¢ per square foot (entire footprint) Site Work: \$200.00	
PLAN REVIEW	\$1,000 and less: Minimum fee of \$50 \$1,001 to \$50,000: \$50 for the first \$1,001 \$50,001 to \$100,000: \$500 for the first \$50,001 \$100,001 to \$500,000: \$700 for the first \$100,001 \$500,001 to \$750,000: \$1,200 for the first \$500,001 \$750,001 to \$1 million: \$1,700 for the first \$750,001 \$1 million to \$2 million: \$2,500.00 for the first million \$2 million and up: Call for quote	plus \$5 for each additional thousand.
IMPACT FEE	\$500.00 Commercial buildings and industrial buildings, there shall be a \$500.00 plus \$200.00 per water closet and/or \$200.00 for every two urinals impact fee.	
INFRASTRUCTURE CAPACITY	\$2,500.00 \$833.33 / service (sewer, water, gas)	
CONNECTION FEES	Gas \$450.00 Water \$500.00 Sewer \$600.00 Total \$1,550.00	
INSPECTION FEES	Individual Inspections are \$100.00. Any re-inspections will cost an additional \$100.00 per inspection.	
CULVERTS	Culverts must be installed to Town Specifications. Culverts must be approved before a Certificate of Occupancy is issued. Metal or PVC culverts are allowed.	
LINE EXTENSIONS	Line Extensions are calculated by job. The Town will look at the property and what will be needed to tie into town services and calculate costs.	

For more details or clarification please contact The Town of Abita Springs at (985) 892-0711 Ext. 3959

Permit Amount Due: _____

Date: _____

Check #: _____

Collected By: _____