



Town of Abita Springs  
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 Permit Application (Contractor registration must be complete for all contractors and 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*)

### 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](mailto: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)



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## RESIDENTIAL FEE SCHEDULE

(For multifamily residential, all fees are per unit)

<b>LAND CLEARING PERMIT</b> <small>NEW 5/2022</small>	\$40 per acre, per parcel \$45 each for Initial and final Inspection \$45 each for reinspection if required	<b>1 acre – \$130.00</b> <b>2 acres- \$170.00</b> <b>3-5 acres- \$210.00</b>
<b>BUILDING PERMIT</b>	<b>New Construction:</b> \$50.00 and .19¢ per square foot for footprint <b>Addition:</b> \$25.00 and .19¢ per square foot for footprint <b>Remodel:</b> \$25.00 and .19¢ per square foot for footprint	
<b>DRAINAGE &amp; STORMWATER PLANS</b> <small>NEW 5/2022</small>	<b>\$60.00 Plan Review</b> <b>\$85.00 Drainage Inspection</b> ( <i>silt fencing, culvert installed properly, etc.</i> ) <b>\$85.00 Final Drainage Inspection:</b> <i>Culvert working, land graded to approved plan specs.</i>	<b>\$230.00</b>
<b>IMPACT FEE</b>	\$500.00	<b>\$500.00</b>
<b>INFRASTRUCTURE CAPACITY</b>	\$2,500.00 (Sewer, water, gas)	<b>\$2,500.00</b>
<b>PLAN PROCESSING FEE</b> <small>NEW 3/2023</small> <small>APPLIES TO EACH STRUCTURE</small>	Foundation/Framing \$175 Electric \$25 Plumbing \$25 Mechanical \$25 <b>TOTAL: \$250</b>	Plan review under 400 sq ft is \$100  Stamped Foundation Plans are required for all buildings over 400 sq ft
<b>INSPECTION FEES</b>	<b>Plumbing Underground \$60</b> <b>Pre-Pour/ Foundation/ Piers \$95</b> <b>Temp Pole &amp; Toilet \$60</b> <b>Rough-In Plumbing, Rough-In Electrical, Rough-In Mechanical, Framing \$190</b> <b>Certified Test Meter \$60</b> (Usually Only New Construction) <b>Final Plumbing, Electrical, Mechanical, &amp; Building \$190</b> <b>Total \$655.00</b> <b>Individual Inspections are \$60.00. Any re-inspections will cost an additional \$60.00 per inspection</b>	<b>\$655.00</b>
<b>CULVERTS</b>	Culverts must be installed to Town Specifications. Culverts must be approved before Certificate of Occupancy will be issued. Metal or PVC culverts are allowed.	
<b>LINE EXTENSIONS</b>	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.	
<b>CONNECTION FEES</b>	Gas \$475.00 Water \$500.00 Sewer \$600.00 <b>Total \$1,575.00</b>	<b>\$1,575.00</b>

Please contact the Planning & Zoning Department 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** any digging. (Expires after 2 weeks or sooner 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 the 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 <sup>NEW 5/2022</sup>

-----STOP-----

## Part 3: Confirm You are Ready to Build

1. Confirm all your contractors and subcontractors have completed 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](mailto:KTortorich@abitaspringsla.gov)
- Plumbing Underground Inspection
- Foundation/ Pier Inspection
- Rough-In: Framing, Electrical, Mechanical & Plumbing
- Final: Building, Electrical, Mechanical & Plumbing
- **Final Drainage Inspection** <sup>NEW 5/2022</sup>
- Culvert Inspection



## REQUIRED INSPECTIONS

### INITIAL RESIDENTIAL 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:** Send 1 PDF of plans to [KTortorich@abitaspringsla.gov](mailto: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 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 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 appropriate stormwater pollution measures are in place.

### CULVERT INSPECTION

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