



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



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NON-RESIDENTIAL PROJECTS MUST USE 3RD PARTY INSPECTORS

All completed inspection reports must be emailed to ktortorich@abitaspringsla.gov for review and sign sticker to proceed.

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.



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FEE SCHEDULE

(Commercial/Industrial/Institutional/Recreational)

LAND DEVELOPMENT PERMIT	Applicant will pay actual 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	\$1,000.00 and less: Minimum fee of \$50.00 \$1,001.00 to \$50,000.00: \$50.00 for the first \$1,001.00 plus \$5.00 for each additional thousand or fraction thereof. \$50,001.00 to \$100,000.00: \$500.00 for the first \$50,001.00 plus \$5.00 for each additional thousand or fraction thereof. \$100,001.00 to \$500,000.00: \$700.00 for the first \$100,001.00 plus \$5.00 for each additional thousand or fraction thereof. \$500,001.00 and up: \$2,500.00 for the first \$500,001.00 plus \$5.00 for each additional thousand or fraction thereof.	
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	\$500.00 +
INFRASTRUCTURE CAPACITY	\$2,500.00 \$833.33 / service (sewer, water, gas)	\$2,500.00
CONNECTION FEES	Gas \$450.00 Water \$500.00 Sewer \$600.00 Total \$1,550.00	\$1,550.00
INSPECTION FEES	Plumbing Underground \$100 Pre-Pour/ Foundation/ Piers \$100 Temp Pole & Toilet \$100 Rough-In Plumbing, Rough-In Electrical, Rough-In Mechanical, Framing \$100/each Certified Test Meter \$100 (Usually Only New Construction) Final Plumbing, Electrical, Mechanical, & Building \$100/each 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 Certificate of Occupancy will be 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.	
	**30-day test meter-available with additional \$100.00 inspection fee.	

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