



P.O. Box 400 * St. Francisville, LA 70775

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BUILDING PERMIT APPLICATION - RESIDENTIAL

PROJECT NAME: _____

PROJECT ADDRESS: _____

APPLICANT(S): _____

APPLICANT MAILING ADDRESS: _____

APPLICANT PHONE #: _____ APPLICANT EMAIL: _____

IS PROJECT THE OWNERS PRIMARY RESIDENT: _____ YES _____ NO

****** PERMITS SHALL BE ISSUED IN THE NAME OF THE PROPERTY OWNER ONLY – NO REFUNDS******

PROPERTY OWNER(S): _____

OWNER MAILING ADDRESS: _____

OWNER PHONE #: _____ OWNER EMAIL: _____

*DOCUMENTED PROOF OF OWNERSHIP REQUIRED.

CONTRACTOR: _____ LICENSE #: _____

CONTRACTOR ADDRESS: _____

CONTRACTOR PHONE #: _____ CONTRACTOR EMAIL: _____

PROJECT CONTACT PERSON: _____ CONTACT PHONE #: _____

TYPE OF CONSTRUCTION: (circle all that apply)

- Accessory Structure
- Mechanical
- New Construction
- Electrical
- Addition
- Relocation
- Renovations
- House Moving
- Backflow
- Pool / In Ground
- Pool / Above Ground
- Plumbing
- Generator
- Culvert
- Fence
- Deck
- Hot Tub
- Deck
- Other

*** Signed contract from Pool Company required.**

DESCRIPTION OF THE JOB: _____

PROJECT DETAILS:

NEW: _____ ADDITION: _____ REMODELING: _____

PROJECT CONTRACT VALUE: \$ _____ BUILDING AREA: _____

OF BUILDING STORIES: _____ BUILDING USE: _____

ZONING USE DISTRICT: _____ OVERLAY DISTRICT: _____

FLOOD ZONE: _____

FOUNDATION: _____

CONSTRUCTION TYPE: _____

OUTSIDE WALL: _____

ROOFING MATERIAL: _____

ROOF TYPE: _____

TOTAL SQUARE FOOTAGE: _____

TOTAL ACCESSORY FOOTAGE: _____

STRUCTURE HEIGHT: _____

CONTRACT VALUE: _____

FIRST FLOOR ELEVATION: _____

BASE FLOOD ELEVATION: _____

ELECTRICAL UTILITES PROVIDER: _____ DEMCO or _____ ENTERGY

THIS PERMIT IS VALID ONLY AS SUBMITTED. ADDITIONAL ITEMS MAY REQUIRE A NEW PERMIT. FAILURE TO INCLUDE THE REQUIRED INFORMATION AT THE TIME OF APPLICATION SHALL REQUIRE THAT A SEPARATE PERMIT BE ISSUED WITH APPROPRIATE FEES BEING CHARGED TO THE APPLICANT. CURRENT REGISTRATION REQUIRED AT TIME OF SUBMITTAL.

APPLICATION IS HEREBY MADE TO OBTAIN A PERMIT TO DO WORK AND INSTALLATIONS AS INDICATED. I CERTIFY THAT NO WORK OR INSTALLATION HAS COMMENCED PRIOR TO THE ISSUANCE OF A PERMIT AND THAT ALL WORK WILL BE PERFORMED TO MEET THE STANDARDS OF ALL LAWS REGULATING CONSTRUCTION IN THIS JURISDICTION.

I FURTHER ACKNOWLEDGE THE FOLLOWING: • **A PERMIT IS INVALID AFTER A PERIOD OF 6 MONTHS OF INACTIVITY.** • ISSUANCE OF A PERMIT IS NOT AUTHORIZATION TO VIOLATE PUBLIC OR PRIVATE RESTRICTIONS. • FAILURE TO COMPLY WITH APPLICABLE CONSTRUCTION REGULATIONS MAY RESULT IN THE WITHHOLDING OF FUTURE PERMITS.

APPLICANT: I CERTIFY, TOGETHER WITH PLANS AND SPECIFICATIONS, THIS APPLICATION SHOWS A TRUE REPRESENTATION OF CONSTRUCTION TO BE ACCOMPLISHED UNDER THIS PERMIT, AND THAT NO WORK HAS COMMENCED PRIOR TO THE ISSUANCE OF THIS PERMIT. IT IS UNDERSTOOD THAT ANY FALSE INFORMATION OR DEVIATION FROM THE ORIGINAL DOCUMENTS WILL RENDER THE PERMIT ISSUED UNDER THIS APPLICATION NULL AND VOID, UNLESS APPROVED BY THE BUILDING OFFICIAL. THE PERMIT ISSUED UNDER THIS APPLICATION IS INVALID AFTER 6 MONTHS OF INACTIVITY, FEES ARE NON-REFUNDABLE. I AGREE TO COMPLY WITH ALL BUILDING AND ZONING REGULATIONS AND ORDINANCES.

Signature _____ Date _____

RESIDENTIAL PLAN REVIEW CHECKLIST

PLAN REVIEW FOR CODE COMPLIANCE PRIOR TO PERMIT AND CONSTRUCTION

This is a summary of the plan review requirements based on the 2012 International Residential Code for One and Two Family Dwellings, Zoning Ordinance and Code of Ordinances. **THESE REQUIREMENTS WILL BE A SIGNIFICANT PORTIONS OF ITEMS BEING REVIEWED. FAILURE TO DOCUMENT COMPLIANCE WITH BELOW MAY DELAY OR STOP REVIEW PROCESS UNTIL INFORMATION IS PROVIDED.**

PROJECT CONTRACTOR:

- State law requires a Louisiana Licensed Contractor (Home Improvement, Residential, or Commercial) for a project with a construction value of between \$7,500.00 and \$75,000.00
 - Rental property
 - “Flips”
 - Other non-permanent resident property
 - Continuous work performed within a 12-month period shall be considered as a single construction value.
- State law requires a Louisiana Licensed Residential Contractor for a project with a construction value of over \$75,000.00.
 - Rental property
 - “Flips”
 - Other non-permanent resident property
 - Continuous work performed within a 12 month period shall be considered as a single construction value.
- A homeowner (permanent resident) can build one personal residence in a 12 month period (12 months from Certificate of Occupancy). Homeowner contractors shall file a notarized Affidavit of Exemption for Licensure. Forms available at the Permit and Inspection Office.

CHAPTER 1 – ADMINISTRATION

R101.3 Intent: To provide minimum standards of public safety, health and welfare.

R106 Construction Documents required:

Information Required for Plan Review

CHAPTER 3 - BUILDING PLANNING

R302 **Submit a plot plan drawn to scale showing:**

- a. **Setbacks**-distance from structure to all property lines and other structures on lot.
- b. **Driveway**-draw in location from street to parking area.
- c. **Servitudes**-show all known servitudes; no building or structure is allowed on servitude.
- d. **Dimensions**-label structure size.
- e. **Streets**-show street on plot plan and the name of street.
- f. **Fire rated walls**-Exterior walls less than 5 feet from property lines shall have not less than a one-hour fire-resistance rated (from both sides) wall; openings are allowed when 3 feet from property line. Eaves cannot be closer than 2 feet from property line.

R303 Light, Ventilation and Heating:

- a. Habitable rooms shall have aggregate glazing of not less than 8% of floor area. One half of the required glazing shall be operable.
- b. Alcove rooms: 1/2 of the common wall open between rooms.
- c. Bathrooms: area of glazing not less than 3 sq. feet, 1/2 open able or mechanical ventilation
- d. Stairway illumination: stairways need to be illuminated.
- e. Required heating: every dwelling shall be provided with heating.

R304 Minimum Room Sizes:

- a. Habitable rooms 70 sq ft min with a min 7 ft width (except Kitchens), one room not less than 120 sq ft

R305 Ceiling Height:

- a. Habitable rooms, hallways, corridors, bathrooms, toilet rooms, laundry rooms and basements shall have a ceiling height of not less than 7 feet measured from the finished floor to the lowest projection from the ceiling. Beams, girders, and other rooms, not less than 6 feet 8 inches
- b. Portions of a room with a sloping ceiling measuring less than 5 feet or furred ceiling measuring less than 7 feet from the finished floor to the finished ceiling shall not be considered as contributing to the minimum required habitable area for that room.

R306 Sanitation:

- a. Every dwelling shall have a toilet, lavatory, bathtub or shower, a kitchen with a sink
- b. All plumbing shall be connected to an approved sewage system.
- c. All sinks, lavatories, bathtubs, showers, bidets, laundry tubs, and washing machine outlets shall be provided with hot and cold water.

R308: Glazing:

- a. Label & Identification required.
- b. Hazardous locations:
 - 1. In ingress and egress doors except jalousies.
 - 2. In fixed and sliding panels.
 - 3. In storm doors.
 - 4. In all unframed swinging doors.
 - 5. In shower, bathtub doors, enclosures, and windows less than 60 inches above tub.
 - 6. In a panel within a 24" arc of closed door.
 - 7. In panels 9 sq. ft. or more, less than 18" above walking surface.

R302.5: Dwelling/garage opening/penetration protection

- a. No openings into rooms for sleeping.
- b. Opening protection: 1 3/8 solid wood door or 20 min. rated door.
- c. Separation required: 1/2" gypsum between garage and residence/attic.
- d. Floor surface: Shall be of approved non-combustible material. Shall be sloped to facilitate the movement of liquids to a drain or toward the main vehicle entry doorway.
- e. If a habitable room is located above garage, 5/8 inch type-X gypsum is required on the ceiling.

R310: Exits: Emergency escape and rescue openings shall open directly into a public way.

- a. Not less than one 36" wide and 6 feet 8 inches high door/exit required from dwelling unit.
- b. Each sleeping room needs one operable window/door for egress/rescue.
- c. Sill height not more than 44 inches above floor.

- d. 5 Sq. feet of net open area for grade level, 5.7 sq. feet for above grade level.
- e. Minimum net open width is 20" and height is 24".
- f. Bars shall be releasable from the inside without use of a key or tool.
- g. Egress door shall be openable from the inside without use of a key or special knowledge.

R311: Means of Egress: Doors, Ramps, Hallways, and Stairs:

- a. The minimum width of a hallway is 3 feet.
- b. A landing is required on each side of a required egress door. Landing shall not be more than 1.5 inches below the top of the threshold. Its width shall not be less than the door served and not less than 36 inches travel distance.

Ramps:

- a. Maximum slope is 1" vertical for 12" horizontal. 1" in 8" if site constraints exist.
- b. Handrails are required on one side of ramps that exceed 1" in 12".
- c. A minimum 3'x3' landing required; top, bottom, and direction change of ramps.

Stairways:

- a. Minimum width 3 feet.
- b. Max. riser height is 7 3/4" & minimum tread depth is 10".
- c. Riser height and tread depth shall not exceed smallest by 3/8".
- d. Min. headroom height in all parts of stairway 6'-8".
- e. Winder min. tread width is 10", at 12" from the narrow end of tread.
- f. Winder min. tread width is 6" at any point.
- g. Spiral stair minimums: width 26", tread rise 9 1/2", depth 7 1/2" at 12" from narrow end of tread
- h. Spiral treads shall be identical, minimum headroom 6'6"
- i. All stairs shall be illuminated.

Handrails and Guardrails:

- a. Handrail 30-38" measured vertically from the tread nosing
- b. Handrail grip size.
- c. Guardrails, 36", required for raised floor surfaces above 30" (open sides of stairs 34")
- d. Guardrail openings shall not allow passage of a 4" sphere.

R314 & 315: Smoke and Carbon Monoxide Detectors: NFPA72

- a. Smoke detectors shall be installed in each sleeping room & outside each sleeping area.
- b. All smoke detectors shall be interconnected and powered by 110v with battery backup.
- c. Carbon Monoxide alarms installed outside sleeping areas of buildings with fuel-fired equip or garage

R317-2012 IRC per amendment: Dwelling Unit Separation:

- a. Each unit of a Duplex shall be separated from each other by 1 hour fire rated wall/floor assemblies
- b. When floor assembly rating is required, the supporting construction shall have an equal fire rating.
- c. A common 2-hour separation wall is permitted for townhouses if such walls do not contain plumbing or mechanical equipment, ducts or vents and each side is structurally independent.
- d. 30 inch parapets minimum shall be provided for townhouses as an extension of the 2hr fire wall.
- e. Penetrations of separation wall shall be sealed, lined, and treated to maintain the rating.

R317: Protection against Decay:

- a. Depending on location to exposed ground or masonry, wood may be required to be pressure preservative treated, or decay resistance.

R318: Protection against Termites:

- a. Chemical soil treatment, pressure-treated or naturally resistant wood.
- b. Field cuts shall be retreated in the field according to AWPA M4.

R319: Site Address:

- a. Approved numbers or addresses shall be provided for all new buildings in such a position as to be plainly visible and legible from the street or road fronting the property.

R321: Elevators and Platform Lifts:

- a. Where provided, residence elevators shall comply with ASME A17.1.
- b. Where provided, platform lifts shall comply with ASME 18.1

R322: Flood-Resistant Construction:

Comply with the flood ordinance of City of Baton Rouge, i.e. must be elevated/protected from flooding

CHAPTER 4 – FOUNDATIONS; General Information

- a. Footing width in accordance with table 403.1 with 3 #4 rebar.
- b. Minimum exterior footing depth is 12" below grade, must have a vapor barrier under slab
- c. Bearing interior wall footing with 2 #4 rebar.
- d. Other designs to be reviewed by plan analyst and approved by the field inspector.
- e. Columns shall be anchored to prevent movement.
- f. An 18"x24" access shall be provided for crawl space.
- g. The under floor grade shall be cleaned of all vegetation and organic material.
- h. All engineered or post tension foundation plans shall be stamped by a professional with a LA seal.
- i. Compressive strength of concrete shall comply with table R402.2
- j. Crawl spaces must be ventilated or sealed and insulated

CHAPTER 5 - FLOORS

- a. All joists, girders, and floor sheathing shall comply with span tables.
- b. Log structural members shall comply with ASTM D3957.
- c. Cantilever spans supporting exterior balcony comply with table R502.3.3(2); not less than 2 to 1 ratio

CHAPTER 6 - WALL CONSTRUCTION

- a. Studs shall be a minimum #3, standard or stud grade lumber.
- b. Exterior wall or bearing stub can be notched or cut not exceeding 25% of its width.
- c. Fire stopping shall be provided to cut off all concealed draft openings.
- d. Beams, girders or other concentrated loads supported by a wall or column shall have a bearing of at least 3". e. Joists shall have a bearing of not less than 1 1/2".

CHAPTER 7 - WALL COVERING

Shall be installed in accordance with this chapter and tables

CHAPTER 8 - ROOF-CEILING CONSTRUCTION

- a. Rafters, trusses and ceiling joists shall be identified by a grade mark.
- b. All roof-ceiling wood construction shall conform to span tables.
- c. Cutting and notching of joist shall be to code.
- d. Wood trusses shall be designed in accordance with approved engineering.
- e. A readily accessible attic access not less than 22"x30" shall be provided.

- f. R802.3.1: Ceiling joist and rafter connections shall be nailed to each other in accordance with Table R802.5.1(9). Collar ties or ridge straps to resist wind uplift shall be connected in the upper third of the attic space in accordance with Table R602.3(1).
- g. R802.11 requires that a roof be tied to the walls with tie downs that will support uplift according to table 802.11 h. Attics must be ventilated according to R806

CHAPTER 9 - ROOF COVERINGS

Shall provide a barrier against the weather to protect its supporting elements and the structure beneath.

CHAPTER 10 - CHIMNEYS AND FIREPLACES

- a. Masonry; shall be supported by foundation at least 12" thick and at least 6" beyond each side the exterior dimensions of the chimney/fireplace.
- b. Factory built fireplaces may be installed as per manufacturer's installation instructions if tested as an assembly by an approved agency.
- c. Hearth extensions shall extend at least 16 inches in front and 8 inches on side from fireplace opening. Fireplace openings of 6 sq. ft. or larger; hearth shall extend at least 20 inches in front and 12 inches to each side of the firebox opening.

CHAPTER 11-2009 IECC per amendment - ENERGY EFFICIENCY:

Complete and submit a copy of the Residential Res-Check form showing pass.

<http://www.energycodes.gov/rescheck/download.stm> .

The Res- Check program takes the insulation R-values, equipment efficiency ratings, etc and verifies new homes meet a minimum energy efficiency rating.

Posting of Permit Card: The builder shall post the job permit card at the job site until the building is completed. If additional information needed call Town of St. Francisville Town Hall; 225-635-3688.

RESIDENTIAL INSPECTION GUIDELINES

You must call for an inspection during each phase of construction

- _____ 1. **Temporary power pole - Call**
- _____ 2. **In-ground plumbing/site de-grassing - Call**
- _____ 3. **Foundation (pre-pour) - Call**
- _____ 4. **“Building Under Construction” Elevation Certificate, signed and stamped by a licensed land surveyor, if in an AE or VE flood Zone.**

ALL OF THE ABOVE REQUIREMENTS MUST BE MET AND APPROVED BY BUILDING OFFICIAL PRIOR TO POURING THE FOUNDATION.

- _____ 5. **Electrical rough-in - Call**
 - Electric Rough-in: #12 wire @ kitchen, dining, pantry and laundry. Check wire size for A/C, range, cook top, oven, water heater, etc. GFCI in ALL kitchen and counter tops, bath, outside (e.g. garage, workshop, accessory bldg., etc). AFCI protection where required. Verify service size.
- _____ 6. **Plumbing top out - Call**
 - Plumbing top-out/gas: Check sizing of pipe; pressure test. **Sewer**: Check material used; proper slope, proper cleanouts; proper connection with 6” clean out at property line. **Purple** primer required on **ALL** pvc joints.
- _____ 7. **Mechanical rough-in - Call**
 - Mechanical Rough-in: Check duct work, unit location, return air, insulation on ducts, refrigerant lines that are to be covered. Check drain line(s). Required exhaust fans to vent to exterior (not at soffit).
- _____ 8. **Framing - Call**
 - Framing: Includes bearing wall and partition wall, ceiling joist, rafter, wall board, wall ties, brick ties, windows and exterior doors, roof bracing, fresh air vents for bathrooms. Toe plates to be anchored properly and corner bracing.
- _____ 9. **Insulation - Call**
- _____ 10. **Final electrical - Call**
 - Final Electrical: All switches, receptacles (including ALL tamper-resistant receptacles required in dwelling units), light fixtures, appliances, breakers properly installed. Working space for equipment maintained (includes A/C equipment disconnects: interior and exterior). Disconnects on A/C, heater, over fused wires, panels marked, smoke detectors & ground rods in.
- _____ 11. **Final mechanical - Call**
 - Final Mechanical: Check access to units in attic. Check vent clearances, drain hook-up, combustion air gas line hook-up, float switch, condenser, location, disconnect, and flood grade.

_____ **12. Final plumbing - Call**

- Final Plumbing: Check all fixtures for proper installation and leaks. Check water heater for clearance, drain, and cat walk. Hose bibs to have vacuum breakers. Backflow prevent tested (if required).

_____ **13. Attic Insulation - Call**

_____ **14. Final building (Certificate of Compliance) - Call**

- Final Building: Walls, floors stairs, railings, doors and windows complete. Smoke detectors operating. Glass (hazard) labeled. Lot cleaned and graded. Landscape installed and final inspection complete (if applicable). Sidewalks clean. Street address must be posted and visible on all structures.

_____ **15. First sewer inspection: inspection of uncovered lines after connection to the public sewer system.
(see attached sewer install & specifications document) - Call**

_____ **16. Second sewer inspection including check valve - Call**