

Information for Individual Sewage Permits

State of Louisiana / West Baton Rouge (WBR) Parish Office

WBR Offices – Contact Information:

- **Office of Public Health & Environmental Services** Phone: (225) 342-2650
685 Louisiana Avenue, Port Allen, LA 7076

- **Assessor's Office** Phone: (225) 344-6777
850 8th Street, Room 11 (Courthouse), Port Allen, LA 70767

- **Clerk of Court's Office** Phone: (225) 383-0378
850 8th Street, Room 17 (Courthouse), Port Allen, LA 70767

- **Office of Homeland Security/E-911** Phone: (225) 346-1577
2413 Ernest Wilson Drive, Port Allen, LA 70767

- **Office of Community Planning & Development** Phone: (225) 336-2434
880 N. Alexander Avenue, Port Allen, LA 70767

Steps to Obtain Individual Sewage Permit:

1. Upon application, you will need the following documents:
 - A **911 address** (if you do not have one, contact the E-911 Office to obtain one)
 - A **Cash Bill of Sale** (this may be obtained at the Clerk of Court's Office – if you do not own the property, you must obtain a "Designated Agent" form at the Office of Public Health & Environmental Services)
 - A **Property Plat** (signed and approved by WBR Parish, showing a legal description of the property and architectural seal - this may be obtained from the Assessor's Office)
 - A detailed **Site Plan** (this will show the proposed location of the system on your property and must include any features on the property that may influence the location of the system, along with showing where the system drains to – consult with a state-licensed installer (a list of installers may be obtained at the Office of Public Health & Environmental Services, upon request))
2. After obtaining the documents above, a Sanitarian with the Office of Public Health & Environmental Services will discuss your individual sewage treatment options.
3. After an approved Site Plan is received, the Sanitarian will perform a site evaluation and make a final approval of the plans for the proposed system. To ensure a site evaluation can be done, make sure the property lines are clearly marked and the 911 address is clearly posted.
4. At this time, a **Temporary** sewage permit to install an individual sewage system will be issued (note: the Office of Community Planning & Development will not release a building permit without proof of a temporary sewage permit)
5. After installation of the sewage system, the installer must provide a completed Form SF-16 (certification of Installation by Installer/Aerobic Treatment Unit) and completed Form SF-07 (Effluent Reduction) at which time a Final sewage permit will be issued (note: permanent utilities will not be released by the Office of Community Planning & Development until a final sewage permit is submitted)