

PARISH OF ASCENSION
OFFICE OF PLANNING AND DEVELOPMENT
BUILDING DEPARTMENT



CULVERT INSTALLATION POLICY

The Building Department **DOES NOT** install culverts for builders, contractors, developers or property owners adding to existing driveways, covering frontages or adding a second driveway. This department will install a single driveway culvert(s), furnished by the owner, with a maximum footage of thirty (30) feet, for a private property owner for the "first access" to the property.

All applicants installing culverts must follow the Parish permitting procedures. The Building Department will provide the builder, contractor, developer or property owner with the required sizing of culverts and elevations. Inspections will be required upon installations of culverts, catch basins and upon forming of driveway when concrete driveway is to be installed. An inspection and acceptance of culvert installation must be completed by this department before the Building Department issues a Certificate of Occupancy.

Catch Basins will be required at the discretion of the Department of Public Works and must be completed including grading within a 180 day period. The Building Department reserves the right to remove any unpermitted culverts from the Parish right-of-way. The Building Department also reserves the right to remove any unpermitted culverts and/or catch basins from the Parish road right-of-way, which are not in compliance with Parish specifications.

FAILURE TO COMPLY WITH THESE POLICIES WILL RESULT IN THE INABILITY FOR BUILDER, CONTRACTOR, DEVELOPER OR PROPERTY OWNER TO OBTAIN PERMANENT ELECTRICAL POWER THROUGH THE ASCENSION PARISH BUILDING DEPARTMENT.

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CULVERT INSTALLATION PROCEDURES

Permit # _____ Work Order # _____
(225) 621-5700 Building Department

Procedures for installation and inspections required by Parish Ordinances are listed below:

1. Complete the permit application. **STAKE OUT THE SITE**. An inspector will then shoot an elevation of the ditch and determine the required size of the culvert. You will be called with the required size of your culvert.
2. **Purchase the culvert and have it delivered to the site**. If you choose to use a plastic culvert, please refer to the required specification for the correct installation procedures. **All metal culverts must be coated, except Schedule 40 pipe**. Homeowners installing thirty feet or less of culvert and some elderly and handicapped exceptions may contact the Building Department for installation.
3. All culverts installed by the Parish may be covered after installation. If installing a concrete driveway, an expansion joint is required no closer than three feet and no further than eight feet from the backside of the culvert. After driveway is formed up, **BEFORE pouring concrete, please contact this department for final inspection. All culverts set by Contractors, Builders, Developers or Homeowners adding a second driveway or additional footage to an existing driveway must be inspected by the Parish prior to covering the culvert. The elevation stakes must remain in place until the final inspection is complete.**
4. When catch basins are required, they must be installed within 180 days after the culvert inspection including dirt work. Please call the Parish for an inspection. Catch basins must be 3' x 3' concrete or brick with standard 2' & 2' grate inlet.

NOTE: FAILURE TO COMPLY WITH THIS INSTALLATION POLICY MAY RESULT IN THE INABILITY OF THE BUILDER, CONTRACTOR, DEVELOPER OR THE PROPERTY OWNER TO OBTAIN ELECTRICAL POWER.

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CULVERT APPLICATION FORM

- 1) Name of person applying for permit: _____
- 2) Are you the property owner? Contractor? _____
- 3) What is the Municipal address where the culvert is to be placed? _____
- 4) If this is a corner lot, what is the name of the street where the culvert is to be placed? _____
- 5) Subdivision name (if applicable) _____
Filing: _____ Lot # _____
- 6) Size of property: Frontage _____ Depth _____
- 7) How many feet of culvert would you like to permit today? _____
- 8) Will you be pouring a concrete driveway? _____
- 9) Is this the first access to this address? _____
- 10) If this is an off road ditch, please give the location (side, rear or middle of the property) _____
- 11) Please give the phone number where the inspector can reach you _____