

BUILDING VARIANCE REQUEST

CONSTRUCTION BOARD OF APPEAL

CITY OF BATON ROUGE AND PARISH OF EAST BATON ROUGE

300 N. 10TH STREET • P.O. BOX 1471 • BATON ROUGE, LA. 70802 • VOICE: (225) 389-3205 • FAX: (225) 389-4985

1. **Name of Applicant :** _____

Current Mailing Address: _____
street city state zip

Phone Number: _____
day phone number

2. **Name of Owner :** _____

Current Mailing Address: _____
street city state zip

Phone Number: _____

3. **Name of Business** _____

Location of Property: _____
municipal address number

lot and/or tract number subdivision

Project/Permit Number _____

4. **Type of Construction:** Residential Remodel
 Commercial New
 Mobile Home
 Other

Describe Project: _____

Size of Proposed Project: _____ square feet

Size of Existing Structure: _____ square feet

5. **Building Code:** _____
(IBC or IRC)

Section Number: _____

6. **Signature of Applicant:** _____

_____ date

BUILDING CODE VARIANCE INSTRUCTIONS

The Board of Appeal will consider building code variances only for those projects that have been reviewed and disapproved by the City-Parish Building Official. The application may be made when the enforcement thereof would do manifest injustice and would be contrary to the spirit and purpose of this and other technical codes adopted by the City-Parish.

The following data is required to be submitted to request a variance of the building code:

1. A letter addressed to the Chairman of the Board of Appeal, and sent in care of the Building Official, P.O. Box 1471, Baton Rouge, LA 70821, requesting the variance, stating the section(s) of the Building Code involved, and giving detailed written reasons why a variance is requested. A \$20.00 fee is to accompany the letter and must be signed by either the Owner, Architect/Engineer or Contractor.
2. Variance Request Form (attached)

If the Board of Appeal approves the request for the variance, a Hold Harmless and Indemnity Agreement holding the City-Parish and the Board of Appeal free and harmless of liability due to the granting of the variance, is to be filed and recorded with the Clerk of Court. The Owner is required to sign the Hold Harmless and Indemnity Agreement. A certified copy with recording data is to be furnished to the Inspection Division before the permit will be issued. This form will be sent to you within the week following the meeting.

The Board meetings are held on the 2nd Tuesday of each month at 2:30 p.m. at the Inspection Division, 300 N. 10th Street. Either the Owner, Architect/Engineer or Contractor must attend the meeting to present their case. The above data must be submitted by the Friday prior to the meeting date.

Please call 389-3205 if you have any questions. (FAX 389-4985)