

## Servitude Encroachment:

**This procedure shall be followed by anyone requesting permission to encroach into a public servitude with paving, swimming pools, decks, fences, etc.**

1. Prior to the issuance of a permit, any applicant requesting approval to encroach into a public servitude shall obtain permission from the agency, or agencies, having control of the particular servitude.
2. All permit applications shall include a plot plan, drawn to scale, clearly defining the location by lot number, subdivision name and address (if assigned). Servitudes, rights-of-way, catch basins, manholes, and dimensions of property must also be shown on the plot plan, along with the proposed encroachment.
3. Upon review of the plans and encroachment request, Inspection Division plan review personnel will determine the type of servitude and advise you on the required agency/agencies to contact. You must then send an email or letter to each agency requesting approval to encroach into the servitude. The request must include a map of the proposed encroachment. See list below for complete contact information.
4. Once you have received ALL of the necessary approval letters from the various utility agencies and/or City-Parish maintenance divisions, you must then forward/deliver these letters to the appropriate Inspection Division plan reviewer, at which time you will be provided with a completed Hold Harmless agreement. This Hold Harmless must then be signed by the property owner, recorded with the Clerk of Court's Office, and returned to the Inspection Division. This agreement states that the City-Parish and utility companies will not be liable for any damage caused by maintenance or installation of utilities in the servitude. The property owner will be responsible for replacing any paving or other improvements in the servitude.
5. Issuance of a building permit may be delayed until the above process has been completed. For questions regarding residential encroachments, call (225) 389-3226 and commercial encroachments call (225) 389-3105.

### Utility Company/City-Parish Maintenance Division Contact List

For **utility servitude encroachment**, contact **ALL** of the following agencies:

Baton Rouge Water Works  
Mr. Ryan Scardina  
8755 Goodwood Blvd  
Baton Rouge, LA 70896  
Ph: 225-952-7619  
Fax: 225-231-0339  
[rscardina@brwater.com](mailto:rscardina@brwater.com)

DEMCO  
Mr. Phill Zito  
P.O. Box 15659  
Baton Rouge, LA 70895  
Ph: 225-262-3045  
Fax: 225-261-1383  
[PhillZ@demco.org](mailto:PhillZ@demco.org)

AT&T  
Mr. Michael Brown or Ms. Netta Free  
5550 S Sherwood Forest Blvd  
Baton Rouge, LA 70816  
Ph: 225-291-1877 or 225-291-1865  
Fax: 225-291-1851  
[mb4775@att.com](mailto:mb4775@att.com) or [yp5879@att.com](mailto:yp5879@att.com)

Cox Communications  
Ms. Patsy Merritt  
P O Box 66617  
Baton Rouge, LA 70896  
Ph: 225-237-5029  
Fax: 225-930-2496  
[Patsy.merritt@cox.com](mailto:Patsy.merritt@cox.com)

Entergy  
Ms. Gayenel Maggio  
5755 Choctaw Dr.  
Baton Rouge, LA 70805  
Ph: 225-354-3218  
Fax: 225-382-4800  
[gmaggio@entergy.com](mailto:gmaggio@entergy.com)

For **drainage servitude encroachment**, contact **ONLY** the applicable City-Parish maintenance division:

North Maintenance  
Mr. Greg Piper  
3207 Main St  
Baker, LA 70714  
Ph: 225-389-5187  
Fax: 225-389-5361  
[Gpiper@brgov.com](mailto:Gpiper@brgov.com)

South Maintenance  
Mr. William Millican  
2931 Valley St.  
Baton Rouge, LA 70808  
Ph: 225-389-3250  
Fax: 225-926-8817  
[Bmillican@brgov.com](mailto:Bmillican@brgov.com)

East Maintenance  
Mr. Garrett Shaffer  
15202 S Choctaw Dr  
Baton Rouge, LA 70819  
Ph: 225-389-4882 Fax:  
225-275-7363  
[Gshaffer@brgov.com](mailto:Gshaffer@brgov.com)

For **sewer servitude encroachment**, contact the following City-Parish division:

DES – Sewer Engineering  
Ms. Nicole Henderson, PE  
345 Chippewa St.  
Baton Rouge, LA 70802  
Ph: 225-389-4858  
Fax: 225-389-4838  
[Nhenderson@brla.gov](mailto:Nhenderson@brla.gov)