

(After the Site Plan Review Process is complete and approved by the Zachary City Council.)

CITY OF ZACHARY COMMERCIAL PLAN REVIEW AND PERMITTING
225-654-6873

THE CITY OF ZACHARY REQUIRES ONE SUBMITTAL FOR PLAN REVIEW WHICH INCLUDES ALL ITEMS REQUIRED. WE WILL NOT ACCEPT PARTIAL SUBMITTALS AS REVIEW DOES NOT BEGIN UNTIL WE HAVE RECEIVED ALL THE INFORMATION BELOW.

The following are required for plan review:

1. Plot plan-must be a **legal plat** on 8-1/2 X 14 paper with **engineer stamp**. **Site plan will not suffice.**
2. City of Zachary proposed elevation certificate. After the slab is poured but before any construction begins, a City of Zachary final elevation certificate is required. If the lot is located in a flood hazard area, a FEMA final certificate will be required before a final inspection is done.
3. If not on City of Zachary sewer, a permit from the Health Department is required.
4. State Fire Marshall Letter.
5. Plans need to be engineer or architect stamped. Plans need to include:
 - a. Foundation and framing plans, plumbing, electrical, mechanical drawings, and exterior elevations.
 - b. Fire Protection Plan that includes the following: type of connector for the sprinkler system (it should be National Standard Thread), all existing and proposed fire hydrants that will service building, proposed fire lanes and fire department access that will be provided to building.
 - c. Drainage schematics which show existing and proposed drainage, subsurface and otherwise. Contractor is responsible for contacting the State Highway Department for approval for drainage toward any State Road or Highway. Approval is also required from the State if a curb or driveway is to be cut into a State Road or Highway and is the responsibility of the Contractor to obtain such approvals before any such work is done.
 - d. Water, gas and sewer lines must be included along with **architect recommendation for meter sizes and placement of meters**. **If on City sewer an impact fee will be assessed at permitting to permittee based on the size of the water meter.**

***If the City of Zachary requires the contractor to make the gas tap, **proof of Operators Qualifying (OQ) Certification and DOTD Drug testing is required. No work involving gas is to be done until proof of certification and testing is provided.** For more information concerning certification and drug testing, contact Public Works at 225-654-0201.

6. As per DEQ requirements, a) Storm Water Pollution Prevention Plan and b) Erosion and Sediment Control Plan may be required. In addition to both of the above, we may also need a copy of your notice of intent with the Louisiana Department of Environmental Quality. To determine if you will be required to do so you may contact DEQ directly at 225-389-5456 or the City of Zachary Inspections Department at 225-654-6873.

7. A copy of the Energy Conservation Code (ComCheck). The website is (<http://www.energycodes.gov>)

8. A copy of the Mechanical Sizing Requirement for the project from program that has been approved by The International Code Congress.

Before permitting:

A copy of the Contractors State License and Certification of Resident Contractor Status will be required if the project is valued by the City of Zachary as being \$50,000 or more.

A copy of the contract will also be required. If a contract is not available, the cost of the project will be figured by \$75.00 a square foot for heated and cooled area, and \$10.00 a square foot all other area. The fees will then be assessed from the attached fee schedule.

Please see attached fee schedule for any fees that may pertain to this project.

Inspections:

1. **Temp. Pole** (Electrician Calls In)
2. **Plumbing Rough-In** (Plumber Calls In)
3. **Foundation** (Contractor Calls In)
Must turn in final elevation certificate before any construction begins on the slab. No more inspections will be done until the final elevation is received in our office.
4. **Framing/Rough In/Top Out Inspections:** All contractors must call the office to schedule the inspection: Building Contractor, Electrician, Plumber and Heating and Air Contractor. Roof must be complete including shingles, all exterior doors

and windows and brick ties must be on. (Brick tie inspection can be done separately if necessary).

5. **Gas & Sewer Tie Ins** are individual inspections.
6. **Final:** If in a special flood hazard area (Flood Zone) a FEMA final is required before a final inspection, also you will need a date that the State Fire Marshall's Office will be coming to do your final inspection. If you are a food service provider you will need the Health Department to call in their approval. All Sub-Contractor's must call in when they are ready. The lot must be graded, the parking lot must be poured and striped.

If a backflow preventer is required by the Department of Health and Hospitals, before a final inspection is performed on the project, the contractor must pay the City of Zachary any fees associated with final inspections of the backflow preventor by our office. The fee is determined by the number of backflow preventors installed.

INFORMATION FOR INDIVIDUAL SEWERAGE PERMITS

Offices/Departments:

- East Baton Rouge Parish Health Unit: 353 N. 12th St., Rm 59, Baton Rouge, LA 70802
Ph: (225) 242-4870 (Applications taken 8:15 AM to 3:30 PM)
- Department of Public Works (DPW): 300 N. 10th St., Baton Rouge, LA 70802
Ph: (225) 389-3221 (Maps)
- Clerk of Court Office: 222 St. Louis St. (Basement), Baton Rouge, LA 70801,
Ph: (225) 389-3970
- Clerk of Court Office: 10500 Coursey Blvd (2nd Floor), Baton Rouge, LA 70810
Ph: (225) 295-4760
- Baker City Hall: 3325 Groom Rd (Inspection Dept.), Baker, LA 70714
Ph: (225) 778-0850
- Zachary Inspections Office: 4650 Main St., Zachary, LA 70791 Ph: (225) 654-6873
- City of Central Municipal Services Center: 22801 Greenwell Springs Rd,
City of Central, LA 70739 Ph: (225) 262-5000

Steps:

- 1) Upon application you will need:
 - A **911 address** (If you do not have one, contact DPW.)
 - A **cash bill of sale** or some proof of property ownership. This can be obtained at the Clerk of Court Office. (If you do not own the property, you must obtain a "Designated Agent" form at the East Baton Rouge Parish Health Unit.)
 - A **property plat with a legal description** of the property and architectural seal. This can be obtained from the Clerk of Court Office.
 - Consult with a State-licensed installer and draw up a **detailed site plan**. This plan will show the proposed location of the system on your property. Be sure to include any features on the property that may influence the location of the system. (**Note: The site plan must be signed by both the installer and the property owner.**)
- 2) Contact the East Baton Rouge Parish Health unit to apply for a temporary sewerage permit. At this time, a sanitarian will go over your individual sewage treatment options. **Applications will be taken Monday through Friday between 8:15 AM and 3:30 PM.**
- 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 will be done, make sure the **property lines are clearly marked and the 911 address is clearly posted.**
- 4) At this time, a **temporary permit** to install an individual system will be issued. (Note: DPW will not release building permits without proof of a temporary sewerage permit.)
- 5) The installer must provide paperwork (certification of installation) to the East Baton Rouge Parish Health Unit (Note: Permanent utilities will not be released until paperwork is received from the licensed installer.)

EAST BATON ROUGE PARISH SEWER IMPACT FEES

Meter Size	Estimated Unit Wastewater Flow	Estimated Unit Wastewater Flow					
		1998	1999	2000	2001	2002	2003
Inches	gpd/cust.	\$	\$	\$	\$	\$	\$

Residential

5/8	582	864	1,037	1,244	1,493	1,792	2,150
3/4	1,162	1,728	2,074	2,488	2,986	3,583	4,300
1	1,237	2,348	2,818	3,382	4,058	4,870	5,844
1-1/2	3,688	5,480	6,576	7,891	9,469	11,363	13,636
2	15,378	22,854	27,425	32,910	39,492	47,390	56,868
3	16,441	24,434	29,321	35,185	42,222	50,666	60,800
4	39,869	59,251	71,101	85,321	102,385	122,862	147,434
6	84,849	138,197	165,836	199,003	238,803	286,563	343,876
8	243,000	361,145	433,374	520,049	624,059	748,871	898,645

Commercial

5/8	754	1,564	1,877	2,252	2,702	3,242	3,890
3/4	1,363	2,024	2,429	2,915	3,498	4,198	5,038
1	1,883	2,798	3,358	4,030	4,836	5,803	6,964
1-1/2	3,172	10,963	13,156	15,787	18,944	22,733	27,280
2	15,378	22,854	27,425	32,910	39,492	47,390	56,868
3	16,441	24,434	29,321	35,185	42,222	50,666	60,799
4	39,869	59,254	71,105	85,326	102,391	122,869	147,443
6	84,849	126,102	151,322	181,586	217,903	261,484	313,781
8	243,000	361,145	433,374	520,049	624,059	748,871	898,645

***USE THE 2003 FEES TO FIGURE THE AMOUNT YOU ARE TO PAY.
 ***THESE FEES ARE SUBJECT TO CHANGE PER THE E. B.R. METRO COUNCIL.



City of Zachary

P.O. Box 310
Zachary, LA 70791
(225) 654-0287

MAYOR
HENRY J. MARTINEZ

COUNCIL:
FRANCIS NEZIANYA - DISTRICT 1
JOHN COGHLAN - DISTRICT 2
RANDALL BOULEY - DISTRICT 3
DAN WALLIS - DISTRICT 4
MELVIN L. RILEY - DISTRICT 5

ATTENTION BUILDING CONTRACTORS

NEW REQUIREMENT AS OF JULY 1, 2008

CUSTOMERS WHO WILL REQUIRE A GAS TAP INSTALLATION

Beginning July 1, 2008, U.S. Department of Transportation Pipeline Safety is requiring that all new gas installations install an Excess Flow Valve. The Excess Flow Valve is a potential safety benefit.

Each residence is unique in its gas demand. You will be required to provide the Public Works Dept. with BTU demand along with footage from gas main to home.

Once this is established the Public Works Office will locate the proper Excess Flow Valve size and determine price for that item. This price will be included with your gas tap fee. Tap fees will not be allowed to be submitted until this information is provided.

Therefore, before permitting will be allowed, the general contractor will be required to submit the BTU demand and distance to Public Works and have received back the size excess flow valve required.

We will not require this information for plan review, however, the permit will not be issued until the information has been submitted to Public Works and the valve size has been determined by our gas vendor.

Please allow approximately at least 3 working days for Public Works to obtain the valve size required from our gas vendor.

This procedural change will take effect on all projects not permitted before July 1. In other words, if plans have been submitted but permitting has not taken place before July 1, 2008 the information will be required before a permit is issued.

If you have any questions or if we can be of any assistance, you may contact us at 225-654-6873.

Thank You
City of Zachary Inspections

CITY OF ZACHARY
 PARISH OF EAST BATON ROUGE
 STATE OF LOUISIANA

ORDINANCE PERTAINING TO THE DECLARATION OF INTENT BY THE CITY OF ZACHARY TO AMEND TO A PORTION OF CHAPTER 14 - BUILDINGS AND STRUCTURAL APPURTENANCES TO ESTABLISH IMPACT FEES FOR TRANSPORTATION WITHIN THE CITY OF ZACHARY BY AMENDING § 14-6 OF THE CODE OF ORDINANCES FOR THE CITY OF ZACHARY PROVIDING FOR THE COLLECTION AND ASSESSMENT OF THE SAME AND FOR OTHER MATTERS IN ACCORDANCE THEREWITH

WHEREAS, the City of Zachary (the "City") has determined that each additional construction within the City, whether residential or commercial, has a direct negative impact upon the transportation infrastructure and provision of public services within the City of its citizens,

AND WHEREAS, the City has determined that a transportation ("traffic") impact fee is a valid, essential and necessary method of funding the maintenance and improvement to the infrastructure for transportation and for other public services as the fees generated are proportional to their use and directly related to provision of public services, to wit:

BE IT ORDAINED, by the City Council for the City of Zachary pursuant to the authority reserved to it by the Home Rule Charter, does establish impact fees for transportation within the City Of Zachary and providing for the collection and assessment of the same by amending §14-6 of the City's Code of Ordinances to add §14-6 (14) which shall read as follows:

(14) *Transportation ("Traffic") Impact Fees:*

- a. Minimum flat rate fee: \$40.00.
- b. The following traffic impact fees shall apply:

LAND USE TYPE	UNIT	FEE PER UNIT
RESIDENTIAL	Regardless of size	\$150.00
MULTI- DWELLING		
Townhouse	Dwelling	\$400.00
Multi-Family	Dwelling	\$400.00
Mobile Home Park	Pad	\$200.00
Hotel	Room	\$250.00
Motel	Room	\$200.00
Nursing Home	Bed	\$100.00
Adult Cong Living Facility	Dwelling	\$100.00

OFFICE		
Office, Medical	1000 Sq. Ft.	\$2,000.00
Bank	1000 Sq. Ft.	\$1,600.00
Bank, Drive-In	1000 Sq. Ft.	\$1,300.00
Office, General	1000 Sq. Ft.	\$700.00
RETAIL/COMMERCIAL		
Discount Store	1000 Sq. Ft.	\$900.00
Specialty Reailer	1000 Sq. Ft.	\$1,000.00
Shopping Center	1000 Sq. Ft.	\$1,000.00
Wholesale Market	1000 Sq. Ft.	\$200.00
Discount Club	1000 Sq. Ft.	\$1,300.00
Apparel Store	1000 Sq. Ft.	\$1,600.00
Furniture Store	1000 Sq. Ft.	\$50.00
Gas Station	Pump	\$400.00
Pharmacy w/o Drive-Thru	1000 Sq. Ft.	\$1,400.00
Pharmacy w/ Drive-Thru	1000 Sq. Ft.	\$1,300.00
Home Improvement Superstore	1000 Sq. Ft.	\$300.00
Auto Sales	1000 Sq. Ft.	\$1,100.00
Restaurant, Traditional	1000 Sq. Ft.	\$1,300.00
Restaurant, Fast-food	1000 Sq. Ft.	\$2,900.00
Convenience Store 24 hour	1000 Sq. Ft.	\$3,400.00
Convenience Store 16 hour	1000 Sq. Ft.	\$1,500.00
RECREATION		
Golf Course	Acre	\$100.00
Racquet Club	Court	\$1,300.00
Tennis Court	Court	\$1,000.00
Fitness Center	1000 Sq. Ft.	\$1,000.00
MISCELLANEOUS		
Day Care Center	1000 Sq. Ft.	\$800.00
Hospital	1000 Sq. Ft.	\$1,000.00
Movie Theater	1000 Sq. Ft.	\$2,400.00
School, Elementary	Student	\$40.00
School, Middle	Student	\$50.00
School, High	Student	\$50.00
School, University	Student	\$50.00
INDUSTRIAL		
Manufacturing	1000 Sq. Ft.	\$200.00
Warehouse	1000 Sq. Ft.	\$300.00
Mini-Warehouse	1000 Sq. Ft.	\$100.00
Light Industrial	1000 Sq. Ft.	\$500.00
Heavy Industrial	1000 Sq. Ft.	\$100.00

c. For purposes of calculation of Unit size, square footage shall be rounded to the nearest thousand.

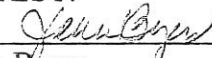
d. For Land Use Types not listed in the table listed in paragraph (b) above, the City Inspector shall determine the closest appropriate designation to a listed Land Use Type and apply that fee. In instances where the City Inspector is unable to make such a similar fee determination, he shall in his sole discretion establish a reasonable fee based upon his determination of the impact of the intended Land Use Type upon the transportation infrastructure, but such determination shall never be less than the minimum fee shown in paragraph (a) above, nor greater than the highest fee calculable in the table listed in paragraph (b) above.

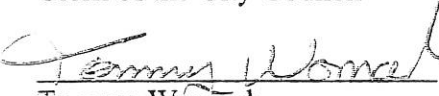
This Ordinance shall become effective at the expiration of ten (10) calendar days after publication by the City Council for the City of Zachary unless the referenced ordinance shall specify another effective date, all pursuant to § 2-10 (C) of the Home Rule Charter adopted by the electors for the City of Zachary.

INTRODUCED FOR ADOPTION by the City Council of the City of Zachary as a regular meeting of the said Council held on the 27th Day of May, 2014.


David Amrhein
David Amrhein, Mayor

ATTEST:


Jean Byers
Jean Byers
Clerk of the City Council

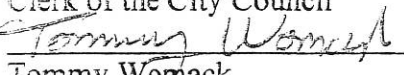

Tommy Womack
Tommy Womack
Mayor Pro Tempore

SUBMITTED FOR FINAL APPROVAL AND ADOPTED by the City Council of the City of Zachary as a regular meeting of the said Council after being duly noticed and publicized public hearing held on the 12 Day of ~~June~~, 2014.

August 20


David Amrhein
David Amrhein, Mayor

ATTEST:

Jean Byers
Jean Byers
Clerk of the City Council

Tommy Womack
Tommy Womack
Mayor Pro Tempore