



**City of Zachary**  
**Phone #654-6873 Fax # 658-9201**

## RESIDENTIAL PLAN REVIEW:

The City of Zachary has adopted the state mandated 2012 International Residential Codes effective January 1, 2011 for building construction and mechanical work. The electrical code required by the State of Louisiana is the NEC 2011. We continue to enforce the State Plumbing Code of 2000.

A plot plan derived from a legal plat or survey is required. The plot plan must show all servitudes, including but not exclusive to sidewalk, drainage, utility and private servitudes, the required building lines and the set back distances of the structure at it's closest point to each corresponding property line north, south, east and west. The size and placement of the driveway must also be shown. Existing sewer manholes and catch basins located on the property will need to be drawn on the plot plan as well. **At no time shall any manhole covers, catch basins or valves or sewer tie-ins be placed in a driveway.** If a plot plan is incomplete or inaccurate, it will be returned for correction or completion before permitting will be allowed. This is to ensure proper placement of the structure on the lot. The City of Zachary reserves the right, at its discretion, to require a slab survey if we deem necessary.

A standard set of plans for the house showing foundation layout, joist layout, plumbing, electric and HVAC layout, front, rear, right & left elevation of the house, and living and total area figures. At permitting you will need to provide us with a second set of plans, 8 ½ X 14 for the office or leave a set (standard or legal) at the job site for inspections until completion of the project. If you choose to leave a copy at the construction site we will have you sign a statement stating so at permitting and the plans must be placed at the job site immediately following permitting. They must be kept secure from the outside elements. If the inspector does not have an office set of 11x17 plans and there are no plans at the site, the inspection possibly may not be performed; these job site plans are critical to assure that portions of construction and inspection are performed accurately and according to IRC requirements.

A copy of the Energy Conservation Code (REScheck). To obtain a free download of the REScheck program go to: (<http://www.energycodes.gov/rescheck/download.stm>) The City of Zachary is located in zone 2.

An elevation certificate completed and stamped by a licensed surveyor, engineer or architect. The certificate must be accurate and completely filled out with the exception of the permit number, before a permit can be issued. Once a permit is issued and the slab has been poured, a City of Zachary final elevation certificate must be turned in to the City of Zachary inspections office for verification of elevation certification requirements being met BEFORE FRAMING BEGINS. The contractor/homeowner is responsible for making sure that the final elevation certificate has been received by the City of Zachary Inspections office and meets minimal elevation requirements for the lowest unfinished floor, as set forth by the City of Zachary Code of Ordinances, before framing after the slab has been poured. The lowest floor of the structure includes living and non-living area. Any part of the structure that has more than two walls is to be elevated to the minimum elevation requirement. The City of Zachary does not give elevation waivers under any circumstances.

If you will have gas you will need to have your plumber figure the **number** of BTU's your home will need as well as the distance from the meter to the house. This information will need to be given to our **Public Works** department **in writing when you submit your plans for plan review**. (654-0201)

A sewer permit is required from the State Health Department if the structure will not be connected to city sewer. That number is 225-242-4870. You will find additional information such as the address and what will needed in order to obtain a sewer permit from the State Health Department.

As per DEQ requirements, a Storm Water Pollution Prevention Plan and b) Erosion and Sediment Control Plan may be required. In addition to that, a notice of intent may also be required from DEQ. To determine if you will be required to do so you may contact DEQ Water Division (Adell Alan) directly at 225-219-9371 or the City of Zachary Inspections Department at 225-654-6873. *DEQ water Division Adell Alan 225-219-9371*

**To be presented at permitting:**

Copy of the Contractor's State License and Certification of Resident Contractors Status. If building as a homeowner, homeowner must live in home for 3 month minimum, per State Contractor's Board. Cannot build more than (1) one home per calendar year.

**To be paid at permitting:**

Plan review fee (35.00), Building permit (.15 cents for living area, .05 cents for non-living area), folder (\$2.50), sewer impact fee if applicable (see chart for fees), infrastructure fee if applicable (see chart for fees). Water tap (See Chart + deposit contact utility department for fee 654-6871), Gas Tap (See Chart + deposit contact utility department for fee) and culvert certificates upon request (\$50.00 if applicable).

Once the project has been permitted, the address and lot number along with the building card must be posted at the jobsite at all times. The address and lot number should be large and bold enough to see from the street.

Inspections:

1. Temp. Pole (Electrician calls in)
2. Plumbing Rough-In (Plumber calls in)
3. Foundation (Contractor/Homeowner calls in)  
**Must turn in final elevation before framing on slab begins. No more inspections will be done until final elevation is received and verified by our office.**
4. Framing - All Contractors/homeowner must call in: building contractor, electrician, plumber and heating and air contractor.  
Roof must be complete including shingles, all exterior doors and windows, and brick ties (brick ties can be inspected separately if necessary).
5. Gas & Sewer Tie In are individual inspections.
6. FINAL: If in a special flood hazard area (flood zone) an accurate and complete FEMA final along with photographs is required before a final inspection will be done.  
If not on city sewer, health department approval must also be received.  
All contractors must call in when ready. House must be completely finished, all painting, floors installed, lot clean and graded, driveways and sidewalks must be poured to a minimum of 4 inches, numbers must be posted on the house and visible from the street. House should be turn key.

If you would like to purchase a copy of the IRC 2006, you may contact them online: <http://www.iccsafe.org> or <http://www.capitalregion.com>.

If you have any questions, please feel free to contact us at 225-654-6873.

City of Zachary Inspections Department



EAST BATON ROUGE PARISH SEWER IMPACT FEES

Estimated Unit Wastewater Flow 2003-present  
 Meter Size Inches  
 Estimated Wastewater Flow  
 1998 1999 2000 2001 2002 2003-present  
 \$ \$ \$ \$ \$ \$  
 2009

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	420,049	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.

East Baton Rouge Parish  
3/2005

## INFORMATION FOR INDIVIDUAL SEWERAGE PERMITS

### Offices/Departments:

- East Baton Rouge Parish Health Unit: 353 N. 12<sup>th</sup> 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. 10<sup>th</sup> 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 (2<sup>nd</sup> 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.)

## PUBLIC NOTICE

# CITY OF ZACHARY

The purpose of this message is to inform the public that City of Zachary has buried gas pipelines throughout the gas service area that provide safe reliable energy to its customers. City of Zachary maintains these pipelines to a high standard and they are considered reliable. A Damage Control Program (line markers) and an Emergency Plan for responding to an emergency situation has been established and we work closely with Fire and Emergency Response Personnel. Prior to any excavation in and around any gas facilities contact either of the numbers below.

**One-Call System 1 (800) 272-3020**

**Help Us Keep You Safe**  
**How to Recognize a Natural Gas Leak**

Natural gas leaks may be detected by one of the following indications on or near our pipelines right-of-way:

1. A gaseous or hydrocarbon odor.
2. A blowing or hissing sound.
3. Dust blowing from a hole in the ground.
4. Continuous bubbling in one spot in wet or flooded area.
5. Dead vegetation (grass, shrubs or trees.)
6. Abnormally dry or hardened soil.
7. Fire apparently coming from the ground or burning above the ground.

**CAUTION:** Gas that has accumulated in a confined space is subject to **EXPLOSION.**  
Please stay away from immediate area of any suspected gas leak and contact the City of Zachary Gas Maintenance Department!

**NOTE:** City of Zachary does **not** maintain buried piping between the gas meter and the house or business. The customer is responsible for maintaining and repairing this section of gas piping from leakage. These buried gas lines should be checked periodically for leakage.

If you need additional information, suspect a natural gas leak or in case of an emergency concerning a City of Zachary gas main or service line, immediately call:

**OFFICE (225) 654-0201 (24 HOUR)**



**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 occupancy 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

# BTU INFORMATION FOR GAS METER

DATE TURNED IN: \_\_\_\_\_ DATE PAID: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS OF NEW HOME: \_\_\_\_\_

CONTACT #: \_\_\_\_\_

LIST ALL APPLIANCES WITH BTU DEMAND:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

6) \_\_\_\_\_

7) \_\_\_\_\_

8) \_\_\_\_\_

9) \_\_\_\_\_

TOTAL \_\_\_\_\_

FOOTAGE FROM ROAD TO METER \_\_\_\_\_

WILL YOU USE OUNCES OR POUNDS OVER METER \_\_\_\_\_





# State of Louisiana

## STATE LICENSING BOARD FOR CONTRACTORS

### REQUIREMENTS FOR CONTRACTORS LA R.S. Title 37:2150-2192

#### COMMERCIAL BUILDING LICENSE

- Commercial projects of \$50,000 or more
- Application must be completed
- Financial Statement with a minimum of \$10,000 net worth (current within 12 months of application)
- Must take Business & Law exam
- Must take Trade Exam
- Compliance with Contractors Licensing Law
- Hire properly licensed subcontractors

#### SUBCONTRACTOR/SPECIALTY TRADE LICENSE

- Commercial projects of \$50,000 or more
- Exception is Electrical/Mechanical/Plumbing licensed at \$10,000 or more
- Application must be completed
- Financial Statement with a minimum of \$10,000 net worth (current within 12 months of application)
- Must take Business & Law exam
- Must take Specialty Trade Exam
- Compliance with Contractors Licensing Law

#### RESIDENTIAL BUILDING CONTRACTOR LICENSING

- Residential Construction exceeding \$75,000
- Application must be completed
- Financial Statement with a minimum of \$10,000 net worth (current within 12 months of application)
- Applicant must take Business & Law exam
- Applicant must take Residential Building exam
- Provide proof of General Liability insurance in a minimum amount of \$100,000
- Provide proof of Workers' Compensation
- Compliance with Contractors Licensing Law

#### HOME IMPROVEMENT REGISTRATATION

- Home Improvement projects exceeding \$1,500 but not in excess of \$75,000
- Application must be completed
- Provide proof of General Liability insurance in a minimum amount of \$100,000
- Provide proof of Workers' Compensation
- Compliance with Contractors Licensing Law

#### MOLD REMEDIATION LICENSE

- Mold Remediation of \$1.00 or more
- Application must be completed
- Financial Statement with a minimum of \$10,000 net worth (current within 12 months of application)
- Must take Business & Law Exam
- Must have completed and provide evidence of 24 hours of mold remediation and mold assessment training certification
- Must have completed and provide evidence of 4 hours of instruction in Louisiana's Unfair Trade and Consumer Protection Law
- Provide proof of General Liability insurance in a minimum amount of \$50,000
- Provide proof of Workers' Compensation
- Compliance with Contractors Licensing Law

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

<b>OFFICE</b>		
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
<b>RETAIL/COMMERCIAL</b>		
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
<b>RECREATION</b>		
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
<b>MISCELLANEOUS</b>		
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
<b>INDUSTRIAL</b>		
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.

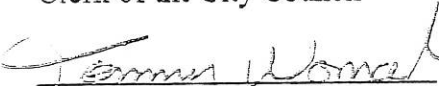
This Ordinance shall become effective at the expiration of ten (10) calendar days after publication by the City Council for the City of Zachary unless the referenced ordinance shall specify another effective date, all pursuant to § 2-10 (C) of the Home Rule Charter adopted by the electors for the City 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 27<sup>th</sup> Day of May, 2014.

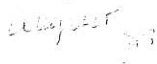
  
David Amrhein  
David Amrhein, Mayor


ATTEST:

  
Jean Byers  
Jean Byers  
Clerk of the City Council

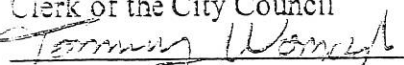
  
Tommy Womack  
Tommy Womack  
Mayor Pro Tempore

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.



  
David Amrhein  
David Amrhein, Mayor

ATTEST:

Jean Byers  
Jean Byers  
Clerk of the City Council  
  
Tommy Womack  
Tommy Womack  
Mayor Pro Tempore