

**(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. A **FEMA FINAL ELEVATION 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. **1-LARGE and 1 SMALLER SET OF 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.**

\*\*\*The City of Zachary requires the contractor to make the water and gas taps. **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 STORMWATER POLLUTION PREVENTION PLAN (SWPPP) AND AN 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. *The rule states: All construction activity that disturbs 1 or more acres of land, as well as activity that disturbs less than 1 acre but is part of a larger common plan of development, must obtain a SWPPP.*

7. A copy of the **Energy Conservation Code (CommCheck)**. 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:** A FEMA final is required before a final inspection, also you will need a State Fire Marshall's final letter of 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 PREVENTOR 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.**



## TRAFFIC IMPACT FEE CHART

LAND USE	UNIT	FEE PER UNIT
<b>RESIDENTIAL</b>	Regardless of size	\$150.00
<b>MULTI-DWELLING</b>		
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	1,000 Sq. Ft.	\$2,000.00
Bank	1,000 Sq. Ft.	\$1,600.00
Bank, Drive-In	1,000 Sq. Ft.	\$1,300.00
Office, General	1,000 Sq. Ft.	\$ 700.00
<b>RETAIL/COMMERCIAL</b>		
Discount Store	1,000 Sq. Ft.	\$ 900.00
Specialty Retailer	1,000 Sq. Ft.	\$1,000.00
Shopping Center	1,000 Sq. Ft.	\$1,000.00
Wholesale Market	1,000 Sq. Ft.	\$200.00

Discount Club	1,000 Sq. Ft.	\$1,300.00
Apparel Store	1,000 Sq. Ft.	\$1,600.00
Furniture Store	1,000 Sq. Ft.	\$ 50.00
Gas Station	Pump	\$ 400.00
Pharmacy w/o Drive-Thru	1,000 Sq. Ft.	\$1,400.00
Pharmacy w/ Drive-Thru	1,000 Sq. Ft.	\$1,300.00
Home Improvement Superstore	1,000 Sq. Ft.	\$ 300.00
Auto Sales	1,000 Sq. Ft.	\$1,100.00
Restaurant, Traditional	1,000 Sq. Ft.	\$1,300.00
Restaurant, Fast-food	1,000 Sq. Ft.	\$2,900.00
Convenience Store 24-hour	1,000 Sq. Ft.	\$3,400.00
Convenience Store 16-hour	1,000 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	1,000 Sq. Ft.	\$1,000.00
<b>MISCELLANEOUS</b>		
Day Care Center	1,000 Sq. Ft.	\$ 800.00
Hospital	1,000 Sq. Ft.	\$1,000.00
Movie Theater	1,000 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	1,000 Sq. Ft.	\$200.00
Warehouse	1,000 Sq. Ft.	\$300.00
Mini-Warehouse	1,000 Sq. Ft.	\$100.00
Light Industrial	1,000 Sq. Ft.	\$500.00
Heavy Industrial	1,000 Sq. Ft.	\$100.00

# **SEWER IMPACT FEES/PER EBR CITY PARISH BASED ON WATER METER SIZING**

## **RESIDENTIAL**

5/8	2,150
1	5,844
1-1/2	13,636
2	56,868
3	60,800
4	147,434

## **COMMERCIAL**

5/8	3,890
1	5,038
1-1/2	27,280
2	56,868
3	60,799
4	147,443



# **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 FT-e and Emergency Response Personnel. Prior to any excavation in and around and go 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, stabs 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)**

**CITY OF ZACHARY**  
**BTU INFORMATION FOR GAS METER**

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

CONTRACTOR/PLUMBER NAME: \_\_\_\_\_

CONTRACTOR/PLUMBER CONTACT #: \_\_\_\_\_

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

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

OWNER 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 \_\_\_\_\_

WHY? \_\_\_\_\_

**(ALL ITEMS ABOVE MUST BE COMPLETED)**

TAKEN BY: \_\_\_\_\_

I hereby acknowledge that I am familiar with and have discussed the installation and setup of this natural gas meter with (check one): \_\_\_\_\_ Chris Gibbs; \_\_\_\_\_ Jeff Johnson; and/or \_\_\_\_\_ Other natural gas service city official (by name) \_\_\_\_\_, in which the process of running pounds and/or ounces through this meter was part of the subject matter covered and I certify that I will take all necessary steps to comply with all installation and setup procedures to ensure public safety.

City of Zachary \_\_\_\_\_

Plumber \_\_\_\_\_

## 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, EA 70801  
Ph: (225) 389-3970
- Clerk of Court Office: 10500 Coursed Blvd (2<sup>nd</sup> Floor), Baton Range, 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.)