

**City of Zachary**  
**Phone # 654-6873 Fax # 654-0788**

**RESIDENTIAL PLAN REVIEW**

The City of Zachary has adopted the state mandated 2021 International Residential Codes, effective January 1, 2024, for building construction and mechanical work. The electrical code required by the State of Louisiana is the NEC 2020.

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 setback distances of the structure at its 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, 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 deemed 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, 11X17** 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. The plans must be placed at the job site immediately following permitting and 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.

A **City of Zachary proposed elevation certificate** completed and stamped by a licensed surveyor, engineer or architect. This can be accessed at: <http://www.cityofzachary.org/city-services/inspections/> under "Floodplain Management." The certificate must be accurate and completely filled, 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 into the City of Zachary Inspections office for verification of elevation certification requirements being met BEFORE FRAMING

BEGINS. The contractor/homeowner is responsible to make sure that the final elevation certificate has been received by the City of Zachary Inspections office and meets minimal elevation requirements for use of 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 areas. Any part of the structure that has more than two walls are to be elevated to the minimum elevation requirement. The City of Zachary does not give elevation waivers under any circumstances. BEFORE FINAL INSPECTION The contractor/homeowner is responsible to make sure that the FEMA FINAL has been received by the City of Zachary Inspections office. In all you will need THREE Elevation Certificate!! Zachary Proposed, Zachary Final and FEMA Final!!

If you have **gas**, you will need to complete a **BTU demand sheet** that is attached to this package.

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

As per DEQ requirements, both a **Storm Water Pollution Prevention Plan** and an **Erosion and Sediment Control Plan** may be required. In addition, 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 at 225-219-9371 or the City of Zachary Inspections Department at 225-654-6873. ***The rules 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.***

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 months minimum, per State Contractor's Board. Cannot build more than one (1) home per calendar year.

To be paid at permitting:

Plan review fee (**\$50.00**), Building permit (**.25 cents for living area, .10 cents for non- living area**), folder (**\$5.00**), sewer impact fee if applicable (see chart for fees), Water tap and water meter fees (depends on size—**standard 5/8 water meter is \$550.00**), Gas Tap and Gas meter fee (depends on meter size-**minimum gas meter fee is \$1240**), Include a Traffic Impact Fee, (**\$200.00** per residence), and an Infrastructure Fee (**\$150.00 per lot**). Culvert certificates upon request (**\$50.00**).

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 and roofing form must be turned in with pictures, all exterior doors and windows, and brick ties (brick ties can be inspected separately if necessary).

5. Insulation inspection will be needed if the house is not energy star.
6. Gas & Sewer Tie In are individual inspections.
7. FINAL: 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 turnkey.

If you would like to purchase a copy of the IRC 2021, 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

## **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	6,964
1-1/2	27,280
2	56,868
3	60,799
4	147,443

## TRAFFIC IMPACT FEE CHART

LAND USE	UNIT	FEE PER UNIT
<b>RESIDENTIAL</b>	Regardless of size	\$200.00
<b>MULTI-DWELLING</b>		
Townhouse	Dwelling	\$550.00
Multi-Family	Dwelling	\$550.00
Mobile Home Park	Pad	\$300.00
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



## **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.)