



ST. JOHN
PLANNING & ZONING

COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

TO SUBMIT APPLICATION ONLINE VISIT WWW.MGOCONNECT.ORG/CP/PORTAL

OFFICE USE ONLY

Permit No: _____	Date Requested: _____
Parcel #: _____	Council District / At Large: _____
Zoning District: _____	Historic District: Y / N Design Rev. Corridor: Y / N
Lot, Sq., Subdivision: _____	

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

PROPERTY OWNER INFORMATION (ALL owners must be listed and must sign)

Same as above? (circle one) **YES / NO** If **NO**, do you have a Letter of Authorization or signed Contract? **YES / NO**

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

CONTRACTOR INFORMATION

Business: _____ Name: _____

Mailing Address: _____ License #: _____

Phone: _____ Email: _____

PROPERTY INFORMATION

Address: _____

Subdivision: _____ Lot #: _____

Parcel # (required): _____ Property Size (square feet): _____

Zoning District: _____

Applicant's Signature

Date



ST. JOHN
PLANNING & ZONING

COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

OFFICE USE ONLY

Permit No: _____

PLEASE CHECK ALL THAT APPLY

Accessory Building Addition New Construction

PROJECT DETAILS

1. Are there any structures currently on the property? (circle) **YES / NO**
If **YES**, are they to be demolished prior to construction? _____
2. Potable line water meter size requested: _____
3. Irrigation line water meter size requested: _____
4. Contract Value: \$ _____ Square Footage of Structure: _____
5. Proposed Use: _____
5. Will construction require fill? (circle) **YES / NO**
If **YES**, what is the quantity (cubic yards)? _____
6. Structure Dimensions (Height, Length, Width): _____
7. Structure Setbacks (Front, Rear, Right/Left Side): _____
8. Are there any servitudes on the property? (circle) **YES / NO** If **YES**, is it shown on the plans? _____
9. Is the property a corner lot? (circle) **YES / NO** If **YES**, are required setbacks met? _____
10. Is a variance required? (circle) **YES / NO** If **YES**, what type of variance? _____
11. Is a buffer required? **YES / NO** If **YES**, is it shown on the plans? _____
11. Does the property abut a school, church, or residential district? **YES / NO** If **YES**, what side? _____
12. Is the property located in the Major Corridor Overlay District? **YES / NO** If **YES**, are all requirements met? _____

(see page 7 for more information)

Master permit: primary permit fees shall include the fees for sub-permits, provided that all applicable subcontractor qualijer signatures are on the application and plans include the details of all subcontractor work. Failure to include the required information at the time of application shall require that a separate permit be issued with the appropriate fees being charged to the applicant. Current registration / license, when applicable, is required at the time of submittal.

Applicant's Signature

Date



ST. JOHN

PLANNING & ZONING

COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

OFFICE USE ONLY

Permit No: _____

CONSTRUCTION SITE REQUIREMENTS

During construction the owner or contractor shall have the following on site:

- 1) A port-o-let for use by workers on the project.
- 2) A dumpster of suitable size to contain trash and waste material from the construction site in order to eliminate jobsite trash and materials from spilling or blowing over into surrounding properties. If the owner or contractor has two or more job sites adjacent to each other, one dumpster and port-o-let may be shared by said jobsites at the discretion of the parish building inspector.
- 3) The contractor or owner may, in lieu of a dumpster, erect a screened-in area or other trash retaining structure on-site so as to contain trash until proper disposal is possible.
- 4) The building permit placard shall be posted and shall remain visible from the roadway.
- 5) The approved set of plans must be on-site during the entirety of the construction project.

MUNICIPAL ADDRESS

St. John the Baptist Parish Code of Ordinances, Section 36-6. *Uniform Numbering System*

- a) The residents and commercial establishments must place their municipal numbers as close as possible to the front entrance of their house, apartment, or business.
- b) The numbers must be four inches or larger and a color that is easy to distinguish from the street.
- c) The placing of numbers on a U.S. mail receptacle located some distance from the house or business will not meet the purpose or intent of these requirements.

NOTE: St. John the Baptist Parish has not examined nor reviewed the title of any portion of land in this application, or any restrictive covenants or restrictions placed on said property. Any action of the Parish in this matter does not: (1) imply that the applicant's title or ownership is valid, (2) that there are or are not any restrictive covenants or other restrictions on said property, or (3) that any restrictive covenants or restrictions that may be on said property are enforceable or are not enforceable.

NOTE: Within sixty (60) days of submission of minimum application requirements, this application will become null and void. By signature of this application, the applicant agrees and understand that all permit fees are non-refundable.

FEES

PERMIT TYPE	BASE FEE	INSPECTION	TECH FEE	TOTAL
Accessory	\$0.50 per sq. ft. (\$500 min)	\$50	\$10	TBD
Addition	\$0.50 per sq. ft. (\$500 min)	\$50	\$10	TBD
New Construction	\$0.50 per sq. ft. (\$500 min)	\$50	\$10	TBD
Parking Lot	\$1 per 500 sq. ft.	\$50	\$10	TBD

NOTE: All fees will be doubled for all after-the-fact permits and when information provided on an application is falsified. All fees are non-refundable.

Applicant's Signature

Date



ST. JOHN
PLANNING & ZONING

COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

OFFICE USE ONLY

Permit No: _____

COMMERCIAL ADDITION/ ACCESSORY/ NEW CONSTRUCTION INFORMATION FOR
ASSESSOR'S OFFICE

By order of the Regular Session of the Louisiana Legislature, R.S. 47:1957(B) was amended by Act 829, St. John the Baptist Parish Assessor's Office is now required to have the following information on all commercial construction located in the parish:

Name of property owner: _____

Address: _____

Square footage: _____

of Rooms: _____ # of Bathrooms: _____ # of Stories: _____

Heating and Cooling (circle one) : Central Window Space Wall

Construction Type (circle one): Slab Pier Combination

Type of Building (circle one): Brick Brick/Siding Brick/Stucco Siding Wood Stucco Asbestos

Type of Roof (circle one): Composite Galvanize Painted Metal Aluminum Shingle Slate

Year Building was built: _____ Cost of Building: _____ Cost of Land: _____

NOTE: All New Construction projects will be reassessed by the Assessor's office and will result in an increase of taxes. For additional information please contact or visit the Assessor's Office.

Applicant's Signature

Date



ST. JOHN
PLANNING & ZONING

COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

OFFICE USE ONLY

Permit No: _____

SUBMITTAL REQUIREMENTS

- Completed and signed application.
- Recorded copy of Act of Sale, Judgment of Possession, or Deed to the property, and lease (if applicable).
- Signed contract.
- Land survey.
- Completed Information For Assessor’s Office Form.
- Detailed set of complete plans – one hard copy and digital copy, if available. Please contact South Central Planning for any building code review questions at 985-655-1070. Plans must include entire scope of work and detail including utility connections, site plan showing setbacks, landscaping, parking, etc. to verify compliance with Parish regulations.
- Office of State Fire Marshal approval for **life safety only** required. Contact (225) 925-4911 or submit online at sfm.dps.louisiana.gov.
- Signed and completed Wastewater User Application.
- Construction Drawing Elevation Certificate (prior to permitting).
- Under Const. EC (prior to pouring foundation).
- Final Elevation Certificate (after completion).
- Payment of Fees, payable by credit card, check or money order to: “St. John Parish Council”.

AS NEEDED SUBMITTAL REQUIREMENTS

- Letter of No Objection from the Pontchartrain Levee District and/or Lafourche Basin Levee District, U.S. Army Corps of Engineers (MVNLeveePermits@usace.army.mil), and Office of Coastal Protection and Restoration (CPRArequests@la.gov) if work is within 1500’ of the mainline Mississippi River levee, or if otherwise applicable.
Levee Districts: West bank – 225-265-7545/ East bank – 225-869-9721.
- Review and approval by the Floodplain Manager to determine compliance with the National Flood Insurance Program and SJBP Code of Ordinances.
- Drainage plan and Post Construction Survey if fill quantity exceeds four (4) cubic yards or if area of disturbance exceeds 5,000 sq. ft.
- Copy of Contractor’s License.
- Utilities Inspection/Estimation Form (water/sewer taps).
- Health Department approval, if applicable call (985)444-5639.
- DOTD approval, if project is located on a state highway. Please contact (985) 375-0100 to determine applicability and submit plans.

NOTE: Additional permits and/or approvals may be required, such as sign permit, sewer/water taps, road crossing permit, demolition permit, DEQ permit, etc.

NOTE: Additional Stormwater requirements may be required if the development results in an increase and pervial surface greater than 5000 sq. ft. (see page 10 for additional information.

Applicant’s Signature

Date



COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

FLOOD ELEVATION ACKNOWLEDGEMENT

I, the undersigned, do hereby acknowledge that I have been advised that the proposed structure is located in a Special Flood Hazard Area, as determined by the Federal Emergency Management Agency (FEMA). I have been advised of the minimum elevation of this/these structure (s) as determined on the Flood Insurance Rate Map (FIRM). I further understand that ALL structures MUST be constructed at or above the required Design Flood Elevation. This includes attached and detached structures, air conditioning units, water heaters, washing machines, and dryers.

In order to insure that all Floodplain Regulations are met I understand that I MUST submit to the Department of Planning & Zoning a Building Under Construction Elevation Certificate (Forms Elevation) **PRIOR** to pouring concrete foundation (slab on grade foundation) or **PRIOR** to vertical construction after placement of piers or columns (elevated pier foundation). FAILURE TO SUBMIT THE REQUIRED INFORMATION WILL RESULT IN A STOP WORK ORDER BEING PLACED AGAINST FURTHER CONSTRUCTION ACTIVITY UNTIL REQUIRED INFORMATION IS SUBMITTED TO THE DEPARTMENT OF PLANNING & ZONING AND APPROVED.

I also understand and acknowledge that a Finished Construction Elevation Certificate MUST be submitted to the Department of Planning & Zoning once the construction is complete, all machinery and/or equipment such as furnaces, hot water heaters, heat pumps, air conditioners, elevators and their associated equipment have been installed and the grading around the building is complete. A Certificate of Occupancy will not be issued until ALL required documentation is received and approved by the Department of Planning & Zoning.

Applicant's Signature

Date



COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

DIVISION 18 — MAJOR CORRIDOR OVERLAY DISTRICT

Sec. 113-441. - Purpose.

The purpose of the major corridor overlay district shall be to preserve and enhance the character of the urbanized areas of the parish in the major transportation corridors. The overlay district regulations are intended to supplement the regulations of the underlying base zoning districts, to provide for the harmony and compatibility of development in the overlay district, and to establish a positive design image along the corridors.

Sec. 113-442. - Regulations of the underlying base zoning district.

Unless otherwise noted in these overlay district regulations, the regulations of the underlying zoning district shall apply.

Sec. 113-443. - Permitted uses.

The permitted uses, prohibited uses and conditional uses in the major corridor overlay district shall be in accordance with the uses permitted in the base zoning districts as listed in the individual district regulations of this chapter, with the following exceptions or stipulations: In the overlay district, nightclubs, bars, lounges, taverns and any other use that generates more than 50 percent of its revenue through the sale of alcohol may not locate within 250 feet of any school, church, recreation area or playground, or any residentially zoned district, as measured from the front property line of the business along the highway corridor in any direction.

Sec. 113-444. - Boundaries.

(a) *Property within Major Corridor Overlay District.* Any lot, lot of record, or parcel of land made up of lots, lots of record or combination of lots and portions of lots in single ownership, which are considered to be a single parcel under the provisions of these regulations and which abut any of the designated corridors in section 113-444(b) shall be considered to be a parcel within the major corridor overlay district and shall be subject to the regulations of this overlay district, subject to the conditions below:

(1) If a development site or undesignated parcel in single ownership has a depth of over 600 feet as measured from the property line or boundary directly abutting one of the designated corridors in section 113-444(b), only the property that lies within 600 feet of the designated corridor shall be subject to the regulations of this overlay district.

Clarification: The 600 feet depth referenced in section 113-444(a)(1) above shall be measured from the property line abutting the corridor or, in the absence of a designated parcel, measured from the curb or edge of pavement.

(2) If a portion of a building lies within the overlay district, the entire building shall be required to comply with the applicable regulations of this overlay district.

(3) If a portion of property within this overlay district is resubdivided in a manner that creates a lot without frontage on a corridor designated in section 113-444(b), such lot shall not be subject to the regulations of this overlay district.

(b) *Designated corridors.* The corridors that make up the major corridor overlay district shall be as designated on the official parish zoning map and as listed below:

(1) U.S. Hwy. 61 between St. James Parish line and the St. Charles Parish line;

(2) U.S. Hwy. 51 from Interstate 10 to U.S. Highway 61;

(3) LA Hwy. 3188 (Belle Terre Boulevard); and



COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

DIVISION 18. - MAJOR CORRIDOR OVERLAY DISTRICT

(4) Woodland Drive.

(c) Residential dwellings containing two or fewer units are exempt from the requirements of the Major Corridor Overlay District.

Sec. 113-445. - Major corridor site development regulations.

(a) *Setbacks.* The following landscaping and setback regulations supersede and take precedence over any landscaping and setback regulations in the underlying zoning districts, unless otherwise stipulated:

(1) *Building setbacks.* Front yard, side yard and rear yard building setbacks shall be those set forth in the underlying zoning district regulations. (2) *Parking area setbacks.* Parking must be set back a minimum of ten feet from the property line abutting a street right-of-way. A minimum parking area setback of five feet must be maintained on any interior side or rear property line up to the front building setback. These parking area setbacks that abut a public right-of-way or street shall act as a landscape buffer area.

(b) *Landscaping.* A landscaping plan must be submitted to the parish department of planning and zoning for review at the time a building permit is applied for.

(1) *Landscape buffer requirements.* The landscape buffer area, identified as the required ten-foot vegetative green area within the property line abutting all public rights-of-way, shall contain trees, shrubs and other landscape elements.

a. Trees shall be planted at the rate of one per 25 feet of street frontage. These trees may be spaced evenly or planted in groups or clusters.

b. Due to their compatibility with conditions in the southeast area of the state, acceptable tree species are bald cypress, southern magnolia, swamp red maple, red oak, water oak, live oak, green ash, sweet gum, Bradford pear, Shumard oak, sycamore, slash pine, longleaf pine, river birch, sweet gum, cherry bark oak, pin oak, willow oak, wax myrtle, crepe myrtle and Chinese elm. Trees shall be a minimum of 12 feet in height with a minimum two-inch caliper trunk size at the time of planting. Multitrunk wax myrtles and crepe myrtles must be a minimum two-inch caliper trunk size and eight feet in height at the time of planting and cannot make up more than 50 percent of the total required trees.

c. Other species may be included, but may not be counted toward, fulfilling the requirements of this section.

d. Landscape areas with shrubs shall be installed in a mulched bed with a minimum of three square feet of bed per linear feet of street frontage. Shrubs shall be a minimum height of two feet when planted.

(2) *Interior landscaping.* When a vehicular use area is over 5,000 square feet, landscaped areas within the interior of the vehicular use area shall be provided. Vehicular use areas can be considered all required paved parking areas including the aisles and driveways.

a. The total of all interior landscaped areas shall occupy at least eight percent of the vehicular use area.

b. Each interior landscape area shall be at least 100 square feet in area with a minimum width of five feet.

c. The interior landscaped area shall be raised and curbed with permanent concrete curbing using a six-inch



COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

DIVISION 18. - MAJOR CORRIDOR OVERLAY DISTRICT

vertical section in order to protect the area from vehicular traffic.

d. Each interior landscaped area shall have at least one approved tree, as provided in subsection (c)(1)b of this section, and planted at a minimum ratio of one tree per 100 square feet of interior landscaped area.

e. Each interior landscaped area shall have shrubbery and be sodded.

f. The required five-foot interior side parking area setback will be counted as part of the minimum eight percent interior landscape area requirements. Plantings in these strips shall be one tree per 100 square feet of interior landscaped area.

(c) *Height of structures.* The following height regulations supersede and take precedence over any height regulations in the underlying zoning districts, unless otherwise stipulated:

(1) *Buildings.* The maximum height of any building in the overlay district is 65 feet. In the case of telecommunications towers the height must not exceed 150 feet.

(2) *Outdoor lighting.*

a. *Height.* Lighting height shall be in accordance with the underlying zoning district regulations.

b. *Illumination.* Outdoor illumination (including attached and detached lighting) of any building, seating area, plaza, courtyard, landscaping, or similar purpose shall not be aimed, directed, or reflected, focused, or mounted to cause direct light from the luminaire to be directed toward residential uses, or to create up light, spill light, or glare perceptible to persons operating motor vehicles on public ways. The maximum permitted illumination at any property line abutting a residential district or use is 0.5 foot-candles.

c. *Prohibited light sources.* The installation of any mercury-vapor fixture or lamp for use as outdoor lighting is prohibited.

d. *Enforcement.* If any luminaire is aimed, directed, reflected, focused, or mounted to cause direct light from the luminaire to be directed toward residential uses, or to create up light, spill light, or glare perceptible to persons operating motor vehicles on public ways, the luminaire shall be redirected or relocated, its height remounted, or its light output and illumination levels controlled as necessary and determined by the planning and zoning department to eliminate such conditions.

(d) *Signs.* Signage must be provided in accordance with article VI of this chapter.

(e) *Building materials.* The front elevation of all buildings in the overlay district must have an exterior surface of brick, stone, architectural block, stucco, glass, wood or vinyl siding. Architectural metal panel systems must be approved by the department of planning and zoning. Standard metal building panels are not acceptable. The architectural surface material must also be included on the front 20 feet or the front 20 percent of the side elevations, whichever is greater. In the case of telecommunications towers, only monopoles or specialized stealth facilities will be allowed.

(f) *Compliance with overlay district regulations.*



COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

DIVISION 18. - MAJOR CORRIDOR OVERLAY DISTRICT

(1) *Change of permitted use.* Whenever there is a change of use or tenant of an existing building or site in the overlay district, the new owner or tenant must comply with all applicable regulations of the parish. Any change of permitted use in the overlay district that would require an increase in the number of parking and loading spaces shall comply with the requirements of this chapter. No certificate of occupancy or occupational license will be issued pending a site plan review of the new use, for compliance to parking, signs, and other regulations, by the parish department of planning and zoning.

(2) *Additions.* Any additions to developments or structures, including the development of parking lots, that adds 50 percent or more to the size of the original development, shall comply with the overlay district requirements.

(3) *Renovations.* Developments and structures existing at the time of the overlay district designation shall comply with the overlay district regulations when renovation expenses in any 12-month period exceed 50 percent of the fair market value of the existing improvements in the development as shown in the most recent tax assessment. The applicant shall provide tax assessment information in affidavit form.

(4) *Abandonment or relocation.* When an existing site or building in the overlay district containing 25,000 square feet or more and the existing business abandons a site or relocates to a new site, such actions may affect the economic viability, appearance and vitality of the corridor district and the community. When such actions occur, the owner or tenant must make every effort to minimize the detrimental effect of such actions on the community. These efforts shall include searching for an appropriate replacement tenant and securing the vacant site in a way that will minimize any detrimental or negative aesthetic appearances. If a replacement cannot be found for the existing vacant structure within 180 days, the owner shall be required to demolish the building so that the available property can be marketed for future development.

Secs. 113-446—113-449. - Reserved.



COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

NEW COMMERCIAL CONSTRUCTION INSPECTION GUIDELINES

SERVICE	AGENCY	PHONE
Temporary Power Pole	South Central	985-655-1070
In-ground plumbing/site de-grassing	South Central	985-655-1070
Foundation (pre-pour)	South Central	985-655-1070
Submit Under Construction Elevation Certificate, signed & stamped by a licensed land surveyor, if in a flood zone	Planning & Zoning	Submit in person, online, or by email
Preliminary Zoning / 1st Inspection : setbacks met , port-o-let on-site, dumpster/trash retention on-site	Planning & Zoning	985-651-5565
ALL ABOVE REQUIREMENTS MUST BE MET AND APPROVED BY ST. JOHN THE BAPTIST PARISH PLANNING & ZONING DEPARTMENT <u>PRIOR</u> TO POURING THE FOUNDATION.		

SERVICE	AGENCY	PHONE
Electrical rough-in	South Central	985-655-1070
Plumbing top out	South Central	985-655-1070
Mechanical rough-in	South Central	985-655-1070
Framing	South Central	985-655-1070
Roof	South Central	985-655-1070
Insulation	South Central	985-655-1070
Final Electrical / Final Gas / Final Plumbing	South Central	985-655-1070
Attic Insulation	South Central	985-655-1070
Final Building (Certificate of Compliance)	South Central	985-655-1070
First sewer inspection: inspection of uncovered lines after connection to the public sewer system	South Central	985-655-1070
Second sewer inspection	South Central	985-655-1070
Finished Construction Elevation Certificate—signed & stamped by a licensed surveyor if in a flood zone	Planning & Zoning	Submit in person, online, or by email
Final Zoning / 2nd Inspection : port-o-let removed, debris removed, no damage to street/curb/ public area, driveway & sidewalk installed & approved	Planning & Zoning	985-651-5565

Applicant's Signature _____

Date _____



COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

COASTAL ZONE MANAGEMENT ACKNOWLEDGEMENT

In accordance with Louisiana Revised Statute 49:214.21 et seq., the State of Louisiana administers a Coastal Zone Management Program in order to protect, develop, and restore the resources of the state’s coastal zone. Because the entirety of St. John the Baptist Parish lies within the state-defined coastal zone, any work that involves the placement of fill/slab, site clearance, dredging, or other related activity must be approved by issuance of or exemption from a Coastal Use Permit. Other activities regulated through a Coastal Use Permit include subdivisions, drainage facilities, and energy infrastructure.

In order to streamline the Coastal Use Permit determination process, applicants may submit a Joint Permit Application to determine if a proposed project requires a Coastal Use Permit or a United States Army Corps of Engineers 404 Permit. If you need any assistance filling out your Joint Permit Application, please contact the Louisiana Department of Natural Resources Office of Coastal Management at 225-342-0884. You can find the Joint Permit Application online at the following websites:

http://workflow.dnr.state.la.us/sundown/cart_prod/pkg_dnr_wf.initiate

<http://dnr.louisiana.gov>

ACKNOWLEDGEMENT

I, the undersigned, acknowledge that I have been advised of the State of Louisiana’s Coastal Zone Management program and understand that a Coastal Use Permit and/or United States Army Corps of Engineers 404 Permit may be required for work within the state-defined Coastal Zone. Further, I understand and acknowledge that I am solely responsible for fines and penalties if my proposed project is found to be in violation of the State of Louisiana’s Coastal Zone Management Program and Section 404 of the Federal Clean Water Act.

Applicant’s Signature

Date



COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

SEWER INSPECTION PROCESS & SPECIFICATIONS

PROCESS

First Inspection is required once connected to the public sewer system, but *before* covering the sewer lines. After the sewer line is inspected and backfilled, contact South Central for the Second Inspection.

Second Inspection is to verify the installation of the sewer box is level to the ground at final grade over the 4-inch check valve (box optional), 4-inch cleanout (box optional), and 6-inch cleanout (box required). The property must be to final grade when installed.

PLEASE CALL SOUTH CENTRAL AT 985-655-1070 TO SCHEDULE SEWER INSPECTIONS.

SPECIFICATIONS

The following specifications shall govern the materials and methods to be employed in the installation of residential or commercial sewers and their tie-in to the sewer system.

1. Intent:

It is the intent of these specifications to insure tight workable sewers that will minimize infiltration and involve a minimum of maintenance on the part of both the property owner and the Utilities Department.

2. Excavations:

All excavations shall be carried to a depth and grade for bedding the bottom of the pipe barrel on undisturbed soil. If the trench is inadvertently cut too deep or to improper grade at any point the bottom shall be brought to proper grade for bedding the pipe with clam shells or a mixture of equal parts of river sand and clam shells. No excavated material or any material other than specified above shall be placed in the trench below the pipe. The width of the excavation should in no case exceed 18" at an elevation 6" above the top of the pipe.

3. Pipe and fittings:

Must be in accordance with the Louisiana State Plumbing Code, 2013 edition. No building sewer shall be less than 4 inches in size.

4. Installation of Pipe:

4.1 Bedding:

The pipe shall be bedded either on the undisturbed soil of the trench bottom or a bedding composed of river sand or a mixture of equal parts of river sand and clam shells. The trench bottom or bedding shall be relieved in way of each ball or coupling so that all weight is uniformly supported by the full length of the pipe barrel. As the laying of the pipe progresses select material from the excavation shall be worked around the pipe up to the centerline taking care to maintain the pipe alignment and grade.

4.2 Laying and Jointing:

4.2-1 All pipe shall be laid true to line and grade in accordance with the La State Plumbing Code, 2013 edition.

4.2-2 All water shall be excluded from the trench during laying and jointing.

4.2-3 All changes in direction shall be made with "wye" and bend fittings providing a cleanout at each change of direction.

4.2-4 The use of cement mortar joints or joints using any rigid material is expressly prohibited. All joints shall be carefully made in strict accordance with the pipe manufacturer's instructions, taking special care to exclude all foreign material from the sealing surfaces and to fully seat each joint. If it is necessary to cut a length of pipe, the cut end shall be joined by a special adapter furnished by the pipe manufacturer for this express purpose. In connecting to pipe or joint of a different manufacturer, the connection shall be made by using an adapter supplied by that pipe manufacturer or as supplied by Fernco Joint Sealer Company or an approved equal and in all cases expressly designed by the manufacturer for the two pipes and joints involved.



COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

SEWER INSPECTION PROCESS & SPECIFICATIONS

4.2-5 The actual connection to the sewer will be made through an increaser where required and a 6-inch “wye”. From the outlet of the “wye” a 6-inch cleanout will be extended to within 6” of the ground surface. The cleanout and extension will not be installed until after the line has passed the **FIRST INSPECTION** from South Central.

4.2-6 A 4 x 4 x 6 check valve must be installed within 3’ from the house.

4.2-7 A plastic or metal box must be placed over the 6-inch cleanout. The box must be plainly marked “sewer”.

5. Traps and Vents:

To eliminate a potential hazard, the property owner shall insure and certify as a condition to receiving permission to tie into the sewer that all fixtures and particularly those with concealed piping such as tubs, showers, and washing machines are properly trapped and vented prior to connection to the sewer system.

6. Roof and Area Drains:

The property owner shall insure and certify as a condition to receiving permission to tie into the sewer system that no roof drains, swimming pools or other non-sanitary features are or will be connected in the sewer system.

7. Septic Tanks:

To eliminate a potential hazard, the property owner will insure and certify as a condition to receiving permission to connect to the sewer system that all septic tanks within ninety days will be pumped out and filled with river sand.

8. Inspection and Test:

Prior to backfill, the property owner shall call South Central to schedule the **FIRST INSPECTION**. The inspector shall walk the pipe to ensure that each length is firmly bedded and undisturbed by his weight on any portion of the pipe. The inspector may, admit a 3” diameter wooden ball through the cleanout at the house to check for adequate slope and freedom from obstructions. Evidence of any significant infiltration, failure to freely pass the ball, cracked pipe or fitting, improper bedding, improper joints and/or any deviation from these specifications will be grounds for rejection and refusal of connection to the sewer system until all deficiencies are corrected.

9. Backfill:

After the FIRST INSPECTION has been approved, the property owner shall backfill with selected material from the excavation and install the boxes at final grade. Once this is complete, the property owner shall call South Central Utilities for the **SECOND INSPECTION**.

PLEASE NOTE THE FOLLOWING:

- Before backfilling, contact South Central to schedule the First Inspection.
- 6-inch clean out—45 degrees. (*must be able to open box and access cleanout*).
- No 90 degree from building connection to check valve—must be two 45 degrees.
- 6-inch clean out—plastic or metal box (box is required).
- 4-inch check valve—plastic or metal box (box is optional).
- Additional 4-inch clean outs—plastic or metal box (box is optional).
- Boxes must be plainly marker “sewer” or nothing marked on it.
- Boxes marked “water” will be rejected.
- Metal ring is required if in the driveway.
- Parish maintains 6-inch cleanout. Customer maintains 4-inch check valve and 4-inch cleanout.



STORMWATER PROCESS & SPECIFICATIONS

Any proposed development, except single-family residential, that will result in net increase of impervious surface greater than 5,000 square feet must submit the following documentation:

- **Stormwater Management Plan (SWMP), which shall include:**
 - Drainage study completed by a civil engineer licensed in the State of Louisiana containing analyses of both pre- and post-development runoff (including water surface profiles and peak flows for the 100-year, 25-year, and ten-year, 24-hour storm events).
 - Site Management Plan with proposed Best Management Practices (BMPs) limiting the post-developed peak flow rate to the pre-developed peak flow rate for the 25-year and ten-year, 24-hour storm events.
 - Unless otherwise not feasible, the SWMP shall work to mimic natural hydrologic runoff characteristics and minimize impacts of land development on water resources through *nonstructural means* that promote water quality and the retention and infiltration of stormwater runoff on-site.
- **Stormwater Pollution Prevention Plan (SWPPP), which shall include:**
 - BMPs to reduce pollution to the Parish Municipal Stormwater Sewer System (MS4) and State Waters to the maximum extent practical.
 - Erosion and Sediment Control (ESC) Plan detailing compliance with Sec. 115-8(d).
- **Copy of LPDES Construction Permit**, if applicable.
- **Pre-Developed Site/Stormwater Drainage Plan and Proposed Site/Stormwater Drainage Plan**, which shall include all elements listed in Sec. 115-21(2) and Sec. 115-21(3) of SJB Parish Code of Ordinances.
- **Calculations** for pre- and post-development runoff rates, required detention volume, and capacity of BMPs should utilize the Louisiana Department of Transportation and Development's (LADOTD's) Hydraulics Manual.
- **Landscape Plan** if trees, plants, or shrubs are utilized in BMP design.

The following submittals are required prior to issuing a Certificate of Occupancy for the development:

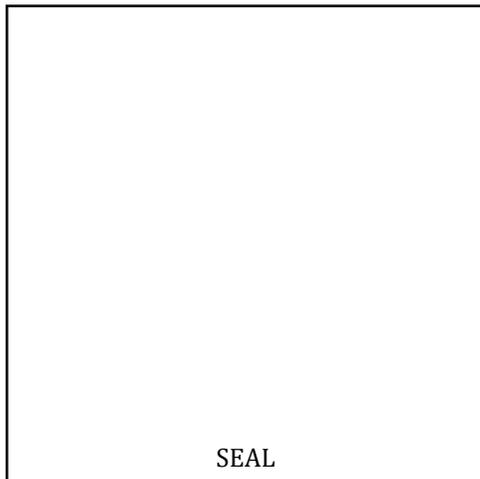
- **Digital As-Built Stormwater Plans** detailing final design specifications for all stormwater management facilities and practices.
- **Post-Construction Stormwater Certification Affidavit** (signed and stamped by a licensed professional engineer in the State of Louisiana – see template on p. 11).

Refer to St. John the Baptist Parish Code of Ordinances Chapter 115 for more information.



POST-CONSTRUCTION STORMWATER CERTIFICATION

I, _____, a registered Professional Engineer duly licensed in the State of Louisiana do hereby certify that the stormwater management measures approved under permit number _____ located at the municipal address _____ were installed in accordance with all approved plans and specifications on file with the St. John the Baptist Parish Planning and Zoning Department, and in compliance with all other applicable standards.



Signature

Date

Mailing Address

City, Zip

Email Address & Phone No.