

GUIDE TO BUILDING OR REMODELING RESIDENTIAL PROPERTIES AND APPLICATION



Mayor Jan-Scott Richard
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APPLICATION FOR NEW OR REMODEL RESIDENTIAL PERMIT

Please deliver this application and site plan and full set of plans to City Hall 125 Lions Club Rd or email this application and site plan (in PDF format) to Tammy Vincent at tvincent@cityofscott.org. Upon approval, the contractor/applicant will be notified.

Property Owner's Name: _____

Property Address: _____

Property Owner's Address: _____

City: _____ State: _____ ZIP: _____

Property Owner's Phone # _____ E-mail _____

Cost of Construction: _____ Name of Contractor: _____

Address of Contractor: _____

Contractor Phone Number: _____ License # _____

Type of Sewage Disposal Mark one: Public _____ Individual System _____

Utility Service Provider Mark one: Entergy _____ SLEMCO _____

City of Scott Utilities: Water _____ Sewer _____ Gas _____ Garbage _____

Office Use Only

Tammy Vincent: _____ Flood Zone/BFE: _____

Bonnie Anderson: _____ Zoning: _____

Jan-Scott Richard, Mayor: _____

Guide and Required Permits when building New or Remodeling Residential

Applicant is responsible for maintaining existing conditions of the Public Right-of-way (i.e. ditch grade, roadway shoulder and roadway) during construction activities as it relates to this Permit. Applicant is not allowed to damage and/or alter ditches, store construction material and equipment that may cause damage to and/or alter the Public Right-of-Way.

The City of Scott reserves the right to inspect Permitted sites at any given time and upon written notification the Applicant will have 10 calendar days to correct noted deficiencies. **Failure to correct noted deficiencies will result in the suspension of all construction related inspections until noted deficiencies are corrected and approved by the Department of Public works.**

My signature below certifies that I am aware of my responsibility and liability as the permit purchaser to comply with: all applicable building codes for the City, State and Federal regulation and requirements; insurance coverage for workers, building and contents, general public and occupants of the building, etc.

I further understand that violation of any of the above may result in revocation of this and contingent permits and disconnection of electrical power and/or other utilities to the building. The undersigned applicant hereby represents that he has performed the necessary research to ascertain the existence and location of all servitudes, easements, setbacks, restrictive covenants, building restrictions, deed restrictions and other matters which may have an impact or effect upon the site which construction is to be made pursuant to this permit.

Required Permits (fees may vary)				
*Plan Review	*Building Permit	*Mechanical Permit	*Electrical Permit	*Plumbing Permit

- STEP 1** - A set of construction plans and a site plan showing all setbacks which needs to be done by a registered engineer, architect, or land surveyor is required and turned into City Hall along with a list of contractors and license number(s). Refer to page 5 in the packet to view setback ordinance.
- STEP 2** - If property does not have City sewer available, The Board of Health at 337-262-3900, see page needs to issue an approval letter that must submit to City Hall before permits can be issued.
- STEP 3** - If in a flood zone, an elevation certificate by a registered engineer, architect, or land surveyor is required. The City has an ordinance requiring a 1' Freeboard. If building is in an "X" Zone the top floor has to be 1 ft. above the center of the roadway or 1 ft. above the nearest Base Flood Elevation. A Freeboard Elevation Form must be completed by a registered engineer, architect, or land surveyor. If any part of the property falls in the special flood hazard area, a Zero Net-Fill will need to be done.
- STEP 3A**- A land clearing permit, if applicable may be required (Sec 14-169, 14-170 of the Scott Municipal Code).
- STEP 3B**- Site plan approval, if applicable may be required (Sec 40-33 of the Scott Municipal Code).
- STEP 4**- A pre slab certificate (verifying setbacks and flood elevation) needs to be turned in BEFORE a slab inspection is completed by Building Inspection Services.
- STEP 5** - If you are remodeling and the cost is more than 50% of the existing value, you will be required to elevate to the existing Base Flood Elevation and an elevation certificate will be required.
- STEP 6** - Before a final inspection is given, a final certificate with pictures needs to be turned into City Hall Permit Department. ALL Inspections require a 24-48 hour notice and called into Building Code Inspection Services, LLC (337)-886-6069.

I have been given the information concerning Permits and Procedures.

Print

Signature

Date

Address

The Lafayette Parish Health Unit will need to following information before a permit for the installation of an individual sewage system is issued on an individual lot.

1. A copy of a certified plat of the property where the system is to be located.
2. A count recorded copy of the proof of ownership (i.e. cash sale, act of donation, etc.) of the lot on which the sewage system is to be installed.
3. "Acceptance of Plat" with municipal address of the lot where the sewage system is to be installed.
4. A site plan drawn at the bottom of the work authorization showing the following if applicable.
 - Distance of sewage system from: (property lines, water wells, house).
 - Location of sewage system discharge line termination.
 - Distance of water well from: (drainage ditches, sewage stub out from house, other water wells, or any other source of contamination).

Minimum Distance Requirements)

Sewage system from any water well.....	50 ft.
Sewage system from property line.....	10 ft.
Oxidation pond from any dwelling.....	50 ft.
Water well from plumbing stub out.....	30 ft.
Water well from any other well.....	25 ft.
Water well from drainage canal, ditch, or stream.....	50 ft.
Water well from any possible source of contamination.....	50 ft.

Minimum Lot Sizes

Applicable Sewage Systems

22,500 square feet
With 80 foot frontage

Septic tank & Field lines
(Pending percolation test approval)
Septic tank & oxidation pond Mechanical
treatment plant

16,000 sq. ft. – 22,449 sq. ft.
With 80 foot frontage

Mechanical treatment plant

12,000 sq. ft. – 15,999 sq. ft.
With 80 foot frontage

Mechanical treatment plant
with 50 ft. of modified absorption trench

NOTE: INADEQUATE DRAINAGE MAY REQUIRE EFFULENT REDUCTION AT THE DISCRETION OF THE STATE BOARD OF HEALTH.

If you have any questions contact the Lafayette Parish Health Unit 337-262-3900 ext. 166

City of Scott

Ordinance-Building Setbacks

ARTICLE IV. – BUILDING SETBACK

Sec. 8-82. - Minimum frontage.

Residential subdivision lots shall have a minimum frontage on a public road or street of 50 feet.
(Ord. No. 2005-6, § 1, 7-7-2006)

Sec. 8-83. - Restrictions.

The following building setback restrictions are required by the city among other things to prevent traffic and fire hazards:

(1) A front building setback from the road right-of-way of not less than 20 feet must be provided. If the location of the road right-of-way cannot be determined, then a front building setback from the edge of the roadway of not less than 30 feet must be provided.

(2) A side building setback from the road right-of-way of not less than ten feet must be provided. If the location of the road right-of-way cannot be determined, then a side building setback from the edge of the roadway of not less than 20 feet must be provided. When such property does not side on a street, a side building setback of not less than five feet from the property line must be provided.

(3) A rear building setback from the road right-of-way of not less than ten feet must be provided. If the location of the road right-of-way cannot be determined, then a rear building setback from the edge of the roadway of not less than 20 feet must be provided. When such property does not back on a street, a rear building setback of not less than five feet from the property line must be provided.

(Ord. No. 2005-6, § 2, 7-7-2006)