

A COMMERCIAL GUIDE FOR OPERATING IN THE CITY OF SCOTT



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www.cityofscott.org

Boudin Capital of the World

*“Committed to encouraging the growth of a diverse economy
that creates good paying jobs and a safe place to call home.”*



Occupational License Application

Note: Before completing this form, please read carefully the attached packet.
Annual renewal is due January 1st of each year, becomes delinquent after March 31st.

Check One: <input type="checkbox"/> New Application <input type="checkbox"/> Change of Owner/Address <input type="checkbox"/> Change of Business Name

Full Name:		Date of Application :	
Business Name:		EIN #:	
Physical Address:	<i>Street Address</i> _____	<i>City</i> _____	<i>Zip Code</i> _____ <i>Apartment/Unit #</i> _____
Mailing Address	<i>Street Address</i> _____	<i>City</i> _____	<i>Zip Code</i> _____ <i>Apartment/Unit #</i> _____
Phone Number:		Email:	
Business Phone:		Business Fax:	

Type of Business	<input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit <input type="checkbox"/> Governmental <input type="checkbox"/> Other (Specify) _____
Description of Business	
Hours of Operation	
Check services that apply to business	<input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Bldg. Contract <input type="checkbox"/> Professional <input type="checkbox"/> Manufacturer <input type="checkbox"/> Rental <input type="checkbox"/> Service <input type="checkbox"/> Peddler/Door to Door <input type="checkbox"/> (Specify) _____

Zoning-Map Compliance Verification

Property Location _____

Proposed Use: _____

Land Use District _____

Additional Comments: _____

Applicant _____

Signature _____

Date _____

Circle One:

Approved/Disapproved

Signature of Comprehensive Plan Facilitator

Website Information

The City of Scott has a website www.cityofscott.org and would like to list your business on our web page. This will encourage visitors to "Shop Scott." If you would like to be listed fill out the section below.

Business

Name: _____

website: _____

Phone: _____

Physical

Address: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. I understand that false or misleading information in my application may result in license being revoked.

Signature: _____

Date: _____



Police Department Information

Fill out section below to be sent to the Scott Police Department in case of emergency for quick contact.

Name of

Business _____

Address of

Business: _____

Key Holder #1 _____

Phone: _____

Key Holder #2 _____

Phone: : _____

Thank you for your interest in doing business in the City of Scott. New business means new jobs and greater opportunities to generate wealth for the citizens of City of Scott. We value your investment in this great city and are available to assist you in meeting your goal of starting and growing your business. We are excited about your venture and its support in the growth in our city.

If you are planning to start a new business in the City of Scott, and you need information on licenses, permitting, incorporating, and zoning then you have come to the right place. Please feel free to contact our office with any questions or concerns that are not answered in this guide.

If you are planning groundbreaking, ribbon cutting, or any public outreach; please feel free to contact us for your next business event.

Occupational License Process:

Once you have identified a business location, before committing to any agreement you should Contact the Comprehensive Plan Facilitator, Mrs. Bonnie Anderson at (337) 233-1130 on staff Monday-Thursday 8am-5pm and Friday 8am-12pm to seek approval on the zoning and any other applicable information, if approved proceed.

1. Register your trade name (form #309 or online) with the Louisiana Secretary of State (225) 925-4704/ www.sos.la.gov (optional).
2. Submit to the Lafayette Parish Sales Tax Office at (337) 521-7353 or visit www.laota.com to register.
3. Submit to the Fire Marshall by going online www.sfm.dps.louisiana.gov
4. Contact the Board of Health 337-262-3900 ext. 166.
5. To find out if your business needs to obtain any kind of state licensing other than the agencies list above contact: Secretary of State / Geaux Biz Post Office Box 94125 Baton Rouge, LA 70804-9125 (225) 925-4704 / www.GeauxBiz.com Monday – Friday / 8:00 a.m. – 4:30 p.m
6. Apply for an occupational license with the City of Scott. The application can be downloaded from our website (www.cityofscott.org) then brought to City Hall or apply in person. The commercial process can take approximately 2 to 3 business days and approximately 3 to 5 business days for home based business applications. Once you are notified of approval, a \$50 fee for the Occupational License and if required an Alcohol/Liquor License \$300 which needs to be paid by cash or check. All Licenses are valid for one year, it is your responsibility to renew license to avoid noncompliance and late fees. All permits, deposits, and inspections must be completed before the City will issue your business license along with any documentation from the entities listed above.
7. Now you are ready to conduct business and provide your goods and services.
8. Do not forget to apply for your federal tax ID number (apply online or file a SS-4 with the IRS / (800) 829-4933 / (504) 558-3344 / www.irs.gov) and your state tax ID with the Louisiana Department of Revenue (register at www.revenue.louisiana.gov/ or contact the LDR at (504) 568-5233/ (225) 219-7462

In efforts, to reposition the City of Scott as the next hub city for business investment, quality of life and economic opportunity information on all permits, licenses, and City Planning Commission actions have been brought into a single place. In order to simplify what has been a complicated process, we have broken down the barriers between departments. Here you will find information on all requirements regulated by the City in a citizen-focused format. Each application along with required material is described fully so that you can be prepared to apply. We have even included other approvals that could be required based on your unique situation. However, please note that applicants must take responsibility on completing each step accurately and in a timely manner. Listed below is each department with descriptions of their duties.

City Planning Commission

Is the governing body that writes and recommends adjustments to the City of Scott Comprehensive Zoning Ordinance. It also handles zoning and map changes, conditional use applications, interim zoning districts, and subdivisions along with makes recommendations on land use issues to the City Council. The Comprehensive Zoning Ordinance regulates the location of various types of land uses involving different types of businesses. A business may not operate at a certain location unless the type of business is permitted by the Zoning Ordinance. Classifications are used as either “Permitted,” “Accessory” or “Conditional” within each of the zoning districts. Uses classified as “Conditional” require public hearings in front of both the City Planning Commission and the City Council, with the final decision resting with the City Council. In rare instances, existing businesses may be located within residential areas or in a district that does not otherwise allow for the specific type of business, these businesses are called “non-conforming uses.” This most often happens where an existing business is located in an area that is rezoned from commercial to residential. Please be aware that there are very strict regulations that govern nonconforming uses, the most important being that if the building is vacant for 6-months or longer, the ability to use the building for a business will be lost and a new business would not be allowed to open. For more information, call Comprehensive Plan Facilitator Bonnie Anderson at (337)233-1130 or visit [www.cityofscott.org/homepage/ City of Scott Land Use Code](http://www.cityofscott.org/homepage/City%20of%20Scott%20Land%20Use%20Code).

Permitting Department

Requires permits for all new construction and renovations. First, a set of plans along with a site plan must be submitted for plan review. This process will take approximately 3-5 business days. The cost for a plan review is \$100 for the first ten pages and \$10 per page after ten pages, this fee must be paid upfront. Once completed the plan review will include the cost along with a list of required permits such as building, electrical, mechanical, sewer taps, water and gas connections. Also, they determine if commercial and residential structures meet all Zoning, Building codes through the plan review process and inspections. Before your Occupational and/or Alcohol License can be approved, all final inspections must be approved by Building Code Inspection Services. Home-based businesses must also receive zoning approval before you receive your Certificate of Occupancy. For more information Contact Tammy Vincent (337) 233-1130 to pick up an application packet or visit www.cityofscott.org

Utility Department

Requires all addresses to have a deposit for the following services: water, sewer, gas, and garbage. A new Customer Application can be downloaded from the website, [www.cityofscott.org/residents/ new customer setup](http://www.cityofscott.org/residents/new%20customer%20setup) or can be filled out in person at City Hall along with viewing the schedule of deposits by location and type of ownership. If renting, the rental agreement needs to be presented to the clerk. Also, only cash or checks are accepted as forms of payment for utility deposits. However, once an account is setup customers have several options for paying monthly bills by credit card, bank drafts, etc.



APPLICATION FOR NEW OR REMODEL COMMERCIAL BUILDING 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 tvincent@cityofscott.org. Upon approval, the contractor/applicant will be notified.

Property Owner's Name: _____

Property Address: _____

Property Owner's Mailing Address: _____

City: _____ State: _____ ZIP: _____

Property Owner's Phone: _____ E-mail: _____

Name of Business: _____ Cost of Construction: _____

Name of Architect: _____

Address of Architect: _____

City: _____ State: _____ ZIP: _____

Phone Number of Architect: _____ E-mail: _____

Name of Contractor: _____ License #: _____

Address of Contractor: _____

City : _____ State: _____ ZIP: _____

Contractor Phone Number: _____ E-mail: _____

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: _____

Required Permits (fees may vary)

1. Plan Review 2. Building Permit 3. Mechanical Permit 4. Electrical Permit 5. Plumbing Permit

Guide and Permits required when building new or remodeling Commercial

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.

Signature

Print Name

Date

Address

- STEP 1** - Meet with Planning & Zoning to verify if your business meets requirements for the listed address and verify Set back requirements are 10’ on sides and back; 20’ in the front from property line will be met.
- STEP 2** - A drainage analysis needs to be done if property is more than ¾ of an acre. Two sets of the report needs to be turned into City Hall for approval before permits can be issued. It may take 5-7 business days to be approved. If any part of the property falls in the special flood hazard area, a Zero Net-Fill will need to be done.
- STEP 2A**- A land clearing permit, if applicable may be required (Sec 14-169, 14-170 of the Scott Municipal Code).
- STEP 2B**- Site plan approval, if applicable may be required (Sec 40-33 of the Scott Municipal Code).
- STEP 3** - Must have a Storm Water Pollution Prevention Plan (SWPPP) if property is more than one acre, One full set of construction plans, and a site plan done by a registered engineer, architect, or land surveyor needs to be turned into City Hall for approval and to purchase permits.
- Step 4**- A copy of Notice of Intent (NOI) must be turned in before permits can be issued.
- STEP 5** - Plans need to be submitted to Fire Marshall at (www.sfm.dps.louisiana.gov) then an approval letter from Fire Marshall needs to be submitted to City Hall before permits may be purchased.
- STEP 6** - BEFORE demolition/remodeling begins; plans MUST be submitted and approved.
- STEP 7** - If the building is going to serve or sale any food, then the plans need to be submitted to the Board of Health 337-262-3900 for approval and turned into City Hall before the Certificate of Occupancy will be given.
- STEP 8** - If in a flood zone, an elevation certificate by a registered professional engineer, architect, or land surveyor is required. The City has an ordinance requiring a 1’ Freeboard.
- STEP 9**- If property is in an “X” Zone the top floor must be 1’ above the center of the roadway or 1’ above the nearest BFE a Freeboard Elevation Form needs to be filled out by a registered professional engineer, architect, or land surveyor
- STEP 10**-Before you get a final inspection, a final elevation certificate with pictures needs to be turned into City Hall. The City has an ordinance requiring a 1’ Freeboard.
- STEP 11**-If you are remodeling and the cost of construction is 50% or more of the existing value, you will be required to elevate to the Base Flood Elevation and an Elevation Certificates will be required.
- STEP 12**- ALL Inspections require a 24-hour notice and called into Building Code Inspection Services, LLC 337-886-6069.
- STEP 13**-A Certificate of Occupancy will be issued after all final inspections, finals from Board of Health, Fire Marshall and final elevation certificate are turned in.
- STEP 14**-An Occupational License IS REQUIRED on all Commercial Businesses along with a utility deposit.

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