

**5.2.5.4. Sewer and Water Impact Fees**

- Sewer Impact Fees.** Sewer impact fees shall be paid prior to the issuance of a building permit, in accordance with the following schedule:

Residential Impact Fee	\$900.00 per residential unit
Non-residential Impact Fee	\$.02 per square foot of lot or parcel of property affected including all areas for setbacks, green space, parking lots
All additions to existing properties will be reviewed for sewer impact and will be assessed fees according to the above schedule.	

- Water Impact Fee.** Water impact fees shall be paid prior to the issuance of a building permit, in accordance with the following schedule:

Residential Impact Fee	\$1,100.00 per residential unit
Non-residential Impact Fee	\$.02 per square foot of lot or parcel of property affected including all areas for setbacks, green space, parking lots
The City may waive the requirement for collection of sewer and water impact fees for all existing residences or residences permitted for construction as of August 11, 1988 connecting to the newly extended sewer lines constructed under Phase I of the Sewer Improvement Program begun in 1987	

**5.2.5.5. Water and Sewer Connections Fees**

The following fees for connection to City water and sewer services shall be paid at the time of application for a building permit associated with such connections. These fees shall be paid in accordance with the following schedule.

<b>1. Water Connections Fees</b>	
a. 3/4" tap	\$315.00
b. 1" tap	\$420.00
c. 1.5" tap	\$520.00
d. 2" tap	\$650.00
e. Contractors deposit	\$100.00 (Maximum \$90.00 refundable based on use)
f. Water connection inspection fee	\$25.00
<b>2. Sewer Connection Fees</b>	
a. 4" tap	\$300.00
b. 6" tap	\$400.00
c. Sewer connection inspection fee	\$25.00
3. The City may reduce the normal connection fee charged by the City from \$300 to \$125 for residences mentioned in section 17-79(a) of the City Code. Owner must bear the cost of extending the sewer line to connect to the City’s clean-out at the property line.	

**5.2.6. Storm Drainage Supplement**

No person, firm, corporation or other legal entity shall place or cause to be placed in any public subsurface drain, swale drainage ditch, or other drainageway, any material of any form, type or nature the placement of which would alter, impede, block or otherwise detrimentally affect the rate of flow of water through said drainage way except in conjunction with the issuance of a permit by the City in conjunction with the submission by the person or entity of a drainage plan, as defined in Article 3, which meets or exceeds the minimum requirements of all provisions of this Land Use Regulations Ordinance,

and all requirements of any state or federal agencies having jurisdiction over such drainageway. Whoever is found guilty of obstructing a drainageway or of placement of non-approved culverts as described herein shall be subject to the enforcement provisions of Article 1 section 1.9 of this Land Use Regulations Ordinance.

#### **5.2.6.1. *Installation of Culverts***

1. Any person who desires to install or have installed culverts in any public drainageways or servitudes of drain shall make application to the City of Mandeville for permission to install such culverts.
2. The Public Works Director shall determine the appropriate culvert size which may be installed by the applicant. The culvert shall be installed in accordance with the material specifications, depth and grade requirements established by the Public Works Director.
3. Culvert installation for both residential and commercial construction shall be the responsibility of the owner and performed by his/her representative. At completion of the permitted project, a final certificate from a Louisiana Licensed Civil Engineer is required stating the installation of the culvert(s) was performed not to impede upstream or downstream drainage before occupancy is granted. The certificate shall indicate MSL inverts for the installed culvert(s) and its location on the property.
4. Installation shall be completed within sixty (60) days of City's approval of the culvert installation or the approval shall be null and void.
5. No person shall construct any improvement on, across, over or through a public drainage way or public servitude of drain, or any part or parts thereof, unless and until the proposed construction is approved by the Building Inspector or his designee after review by the Public Works Director or City Engineer.
6. In all instances in which concrete parking or access facilities (such as, by way of illustration only, parking spaces, walkways, or driveways) are constructed over, across, on or through a public drainage way or public servitude of drain, said construction shall include the provision of construction or expansion joints two and one-half (2.5) feet on each side of the center line of any culverts underlying said construction. In all cases in which there are no culverts either underlying the proposed construction or to be installed in connection therewith, said construction or expansion joints shall be located within one (1) foot of the boundaries of said public drainage way or servitude of drain. The provisions of this subsection (6) shall not apply to constructions comprised entirely of earthen, gravel or shell materials.
7. The owner of the property accessed across culverts installed in public rights-of-way shall be required to maintain said culverts in good working order, clear of obstruction and shall be required to replace culverts damaged or deteriorated to the point of requiring replacement as determined by the Director of Public Works.
8. Culverts shall be limited in subdivisions designed with "open ditches" to ensure proper surface drainage. No more than forty (40) feet of culverting shall be allowed for each lot of record without the express written authorization of the Public Works Director or his designee.

### **5.3. GENERAL PERMITTING AND INSPECTION REQUIREMENTS**

#### **5.3.1. When a Building Permit is Required**

Any owner, authorized agent or contractor who desires to develop land, construct, enlarge, alter, repair, move, or demolish a structure must apply for a development permit. A permit is also necessary to install, construct, enlarge, alter, repair or move parking or driveway areas, air conditioning and ventilating systems, electrical systems, plumbing and gas piping systems, sprinkler and fire extinguishing systems, elevators, signs, incinerators, furnaces and boilers or any and all appurtenances which are regulated by this Ordinance. Any person who causes any such work or installation to be done shall first make application to the Building Inspector and obtain the required permit for the project prior to beginning of any work other than preliminary site investigation that does not disturb regulated trees.

#### **5.3.2. Special Approvals Required Prior to Permits**

Permit applications for uses requiring special approvals in conjunction with Administrative Permits, Special Use Permits, and Conditional Use Permits shall not be approved until the required special approvals have been obtained.

#### **5.3.3. General Procedure for All Permit Applications**

Each application for a permit along with the required fees shall be filed with the Building Inspector on a form furnished by him, and shall contain a description of the proposed work and its location. The application shall be signed by the owner of the property on which the work is proposed or his authorized agent. Each application for a permit shall indicate the proposed occupancy of all parts of the building and of that portion of the site or lot, if any, not covered by the building or structure and shall contain such other information as may be required by the Building Inspector.

#### **5.3.4. General Requirements for Development Permit Applications**

Plans and specifications sufficient to fully describe the work proposed in conjunction with an application for a development or other permit shall be required to be submitted for approval prior to the issuance of a development or other permit. A building permit shall not be issued unless these plan requirements are met.

1. The required plans and specifications shall include the location of the proposed structure and any existing structure on the property.
2. The site plan shall show the parking layout, including driveways and other vehicular use areas, subsurface and surface drainage facilities, finished floor grades and existing sanitary sewer and water and gas mains and all other information required by the provisions of Article 9.
3. A boundary survey, prepared by a licensed surveyor, may also be required, as well as street center elevation and existing and proposed elevations of the perimeter of the structure.
4. If planting is required as provided in Article 9 of these Regulations, the survey or site plan shall show the general location of all existing vegetation and the location of existing trees to be preserved and their size in diameter breast height (dbh). If planting is required, a detailed landscape plan as required by the provisions of Article 9 shall be submitted with specifications designating by name, size and location the plant material to be installed and/or the existing trees and plant material to be preserved in accordance with these regulations.
5. Computations, strain and stress diagrams and other data prepared by a registered architect or a professional engineer necessary to show the correctness of the plans shall accompany the plans and specifications when required by the Building Inspector.

6. Every reference to these regulations in specifications or on drawings shall be to the Article or sub-article applicable to the material to be used or to the method of construction proposed.
7. Upon receipt of the required permit fees and a complete application, plans and specifications filed by an applicant for a permit, the Building Inspector shall review and call upon the required individuals to review the application as soon as possible. When such plans and specifications are found to be in conformity with the requirements of this Article and all other applicable laws or ordinances, the Building Inspector shall issue a permit for the specified construction.
8. Design Civil Engineer/Architect/Landscape Architect who seals the plans for the site design (including drainage) shall certify at the end of construction that the project was built in conformance with the approved site plan, and complies with the provisions of the CLURO. A Certificate of Occupancy shall not be issued prior to the plan being certified.
9. Design Guidelines Applicability: Design Guidelines shall apply to the new building construction, exterior renovations and modifications which require a building permit in B-1, B-2, B-3, B-4, I, O/R, PM-1, and PM-2 zoning districts.

#### **5.3.5. Waiving of Requirement for Submittal of Plans**

If, in the opinion of the Building Inspector, the character of the work is sufficiently described in the application, he may waive the filing of plans provided the cost of such work does not exceed five thousand (\$5,000) dollars. The whole building or group comprising a unified development plan shall be considered one project and the work cannot be broken into units under five thousand (\$5,000) dollars to have each considered as a separate project to evade the provisions of this code.

#### **5.3.6. Amendment of Permit Documents**

It shall be unlawful to erase, materially alter or modify any lines, figures, letters, works or coloring contained upon any such drawings, specifications or computations filed with or stamped by the Building Inspector. If during the process of the execution of such work it is desired to deviate in any manner from the terms of the applications, plans or specifications or statement of cost of work, which deviation would affect the construction or other essentials of the buildings, notice of such intention to alter or deviate shall be given in writing to the Building Inspector, and his written assent shall be obtained before such alterations or deviations may be made. If such change or deviation affects the construction of structural parts of the building or structure or its classification or its grade of occupancy, new plans of the structure shall be submitted to the Building Inspector for approval and, if necessary, an additional permit shall be secured.

#### **5.3.7. Conditions Attached to a Building Permit**

1. No permit of any kind shall be issued for any other related work involving new construction, additions or relocated buildings or structures until the original building permit is issued.
2. The Building Inspector shall act upon an application for a permit with plans as filed, or as amended, without unreasonable or unnecessary delay. A permit issued shall be construed to be a license to proceed with the work and shall not be construed as authority to violate, cancel, alter or set aside any of the provisions of these regulations, nor shall a permit prevent the Building Inspector from requiring correction of errors in plans or in construction or violations of this code. The issuance of a permit should in no way be construed as a guarantee, warranty or otherwise that said construction, alterations, etc., will be or have been performed in conformance with the ordinances and regulations of the City of Mandeville, and no liability shall rest with the City to any applicant for said permit, owner, contractor or otherwise.

### **5.3.8. Abandonment and Extension of Building Permits**

If construction has not commenced, an application for a permit for any proposed work shall be deemed to have been abandoned ninety (90) days after issuance of the permit unless work under the permit has commenced or a written extension of thirty (30) days is obtained from the Building Inspector before the expiration of the 90 days following issuance of the permit, subject to a penalty and inspection fee of forty (\$40) dollars. Extensions shall only be granted for good cause shown and no more than two (2) extensions shall be permitted. A permit shall become null and void twelve (12) months from the date of issuance unless substantial progress, as defined by this Article, has been made on the permitted work. Building permits can be canceled and refunds of application fees will be made if no work has been done on the property for which a permit has been requested, subject to a penalty and inspection fee of forty (\$40) dollars. For long term projects, the Building Inspector shall define what progress should be made within a twelve month period to constitute "substantial progress", to be attached as a condition of permit approval. For short term projects expected to take less than twelve months to complete, permit expiration periods less than twelve (12) months in duration shall be defined according to an agreement with the applicant. If the drawings and specifications submitted with a permit application do not conform to the requirement of these regulations, the Building Inspector shall not issue a permit but shall return the drawings to the applicant with his refusal to issue such permit. If requested within fifteen (15) days of mailing of notice of refusal, the refusal shall be in writing, containing the reasons for refusal of the permit.

### **5.3.9. Adequate Waste Disposal for each Building Site During Construction**

1. Adequate waste disposal must be provided for each building site starting with the commencement of construction, as determined by the Building Inspector.
2. It shall be unlawful for any person to load or unload, pile or stack, any wood, logs and any building material upon the shoulder of any part of a City street or Right-of-Way, thereby obstructing in any manner the normal drainage or use of that street, without first receiving permission from the City's Planning Department.

### **5.3.10. Action on Application for a Building Permit**

A permit shall be issued if the Building Inspector is satisfied that the work described in the permit application and the drawings and specifications filed with the application conform to the requirements of these regulations and other pertinent laws and ordinances. When the Building Inspector issues a permit, all parties required to approve the permit shall endorse in writing or stamp the set of plans "Approved."

### **5.3.11. Inspections - General**

Inspections required under the provisions of this Article shall be made by the Building Inspector or a duly appointed assistant. The Building Inspector may accept reports of inspectors of recognized inspection services, after investigation of their qualifications and reliability. No certificate called for by any provision of this Article shall be issued on such reports unless the same are in writing and certified to by an authorized representative of such service.

### **5.3.12. Inspections Required**

The Building Inspector shall inspect or cause to be inspected at various intervals all construction or work for which a permit is required and a final inspection shall be made of every building or structure upon completion, prior to the issuance of the Certificate of Occupancy, as required in this Article.

### **5.3.13. Minimum Inspections Required**

The permit holder shall be required to notify the Building Inspector or request the required inspection at least twenty-four (24) hours in advance. (Holidays and weekends shall not be included in the 24 hour period.) The Building Inspector upon notification from the permit holder or his agent shall make the following inspections when applicable to the type of permit issued, and shall either approve that portion of the construction as completed or shall notify the permit holder or his agent wherein the same fails to comply with the law:

1. Site Clearing Inspection - Prior to issuance of a Clearing Permit or Development Permit to inspect trees required to be preserved and required tree barriers.
2. Foundation Inspections - When the foundation and basic plumbing is in place, and before a slab type foundation may be poured.
3. Rough-In Inspection - When framing is complete and prior to closing walls.
4. Sub Inspections - When plumbing extensions, electrical wiring, heating and cooling and other mechanical systems are roughed in.
5. Paving Inspection - When forms are in place and prior to pouring vehicular use areas and flatwork (not required for single and two family residential).
6. Landscaping Inspection - When required landscaping is installed (not required for single and two family residential).
7. Final Inspection by State Fire Marshall - as required.
8. Final Inspection - Completion of the structure and all work including electrical, plumbing, air-conditioning and heating is required prior to final inspection. Final Inspection and approval of all work by the Building Inspector is required prior to the issuance of a Certificate of Occupancy or occupancy of the structure inspected.

### **5.3.14. Inspection and Approval**

No work shall be done on any part of a building or structure beyond the point indicated in each successive inspection without first obtaining the approval of the Building Inspector. Such approval shall be recorded on the inspection card only after an inspection shall have been made of each successive step in the construction as indicated by each of the foregoing inspections.

### **5.3.15. Prohibition of Concealing in any Manner**

No reinforcing steel or structural frame work of any part of any building or structure shall be covered or concealed in any manner whatsoever without first obtaining the approval of the Building Inspector.

### **5.3.16. Approval to Apply Plaster**

In all buildings where plaster is used for fire protection purposes, the permit holder or his agent shall notify the Building Inspector after all lathing and backing is in place. No plaster shall be applied until the approval of the Building Inspector has been received.

## **5.4. PERMITTING REQUIREMENTS BY PERMIT TYPE**

There are nine (9) types of permits required to be issued for work covered by the provisions of this Land Use Regulations Ordinance as follows:

1. Development Permit
2. Electrical Permit

3. Plumbing Permit
4. Mechanical Permit
5. Public Improvement Permit (Culverts, sidewalks, sewer and water extension)
6. Sign Permit
7. Demolition Permit
8. Moving Permit
9. Special Permit

**5.4.2. Development Permits**

1. A development permit covers any man-made alterations to real estate or land and includes the following elements which are required to be addressed in the permit documents if applicable to the proposed development: (a) Clearing, (b) Grading and Paving, (c) Landscaping, (d) Building (and Building Renovations), and (e) Accessory Structures. One development permit may be issued, which includes all elements of development required to be permitted under the category of development permit, except for electrical, plumbing and mechanical work that requires a separate permit, or a separate permit may be obtained for each element of development requiring permitting. When the application for a development permit includes one or more of the types of development required to be separately permitted as listed below, all of the submittal documents and fees required for each of the types of development included and all inspections required for each of the individual development types will be included under the one development permit except for plumbing, electrical and mechanical work which shall be issued a separate permit.
2. If work is proposed to be done, which was not included in an overall development permit or if, subsequent to the development of the site, additional work is proposed, a separate permit shall be required for each type of development work proposed. Clearing, Grading and Paving, Landscaping and Residential Accessory and Renovation permits shall not be issued except in conjunction with the issuance of a Building Permit for a principal structure or subsequent to the issuance of a permit for construction of the principal structure on the site, except in the case of a permit to construct a commercial or public parking lot on a site when such parking lot is to be the principal use of the site. Development permits for major renovations and non-residential accessory structures are required to meet all the applicable requirements of a building permit for new construction. Major renovations are renovations where the construction costs exceed five thousand (\$5,000) dollars.
3. Development permits for the construction of buildings fall within several Building Permit categories as follows:

Building Permits	
a.	Single-Family and Two-family Residential
b.	Multi-Family Residential
c.	Commercial and Industrial (including structures accessory to principal commercial and industrial buildings)
d.	Combined Uses

e. Major Renovations and Non-Residential Accessory Structures
f. Development permits for the construction of residential accessory structures and minor renovation are issued as a separate permit type.

#### **5.4.3. Development Permit Application Requirements for Single Family Residences and Two-Family Residences**

The following items must accompany any application for a permit for the construction of single family or two family residences or major renovations of such developments:

1. Completed Permit Form
2. Survey - one (1) certified copy signed by a Registered Land Surveyor which depicts the dimensions of the site and identifies any utility servitudes or rights-of-way that may effect the building setback requirement. Any existing structures must be shown on the survey.
3. Tree Preservation Plan - a depiction of the site identifying the location of all trees proposed and/or required to be preserved under the provisions of Article 9, infra.
4. Site Plan - Fully dimensioned including all building setbacks, required parking spaces, and existing structures.
5. Complete set of building plans. This includes, but is not limited to:
  - a. Floor plans (square footage must be noted)
  - b. Foundation plans
  - c. Roofing plan
  - d. Elevations of all sides
  - e. All details required to fully describe construction
6. Drainage Plan [see section 5.2.3]
7. Any other information determined to be required by the Building Inspector, Public Works Director, or Planning Director in order to document compliance with the requirements of these regulations for the issuance of the requested permit.
8. For construction in FEMA Flood Zones A or V, a flood elevation certificate is required before authorization for the provision of permanent electrical service will be issued for building.
9. Permit and inspection fees as required.
10. Plumbing, electrical and mechanical plans shall be submitted and shall be sufficient to describe all work. A separate permit shall be required for plumbing, electrical and mechanical work.

#### **5.4.4. Development Permit Application Requirements for Non-Residential and Multi-Family Development**

The following items shall accompany any application for a permit for multi-family or non-residential construction such as commercial or industrial development,, combined use developments and any major renovation to these facilities.

1. Completed Permit Form

2. If the application requests a clearing permit - a plan showing all trees to be preserved on the site (See Article 9).
3. Landscape Plan - A landscape plan is required if existing trees to be preserved are not sufficient to meet the requirements of these regulations or if any additional planting is required (see Article 9). Tree protection barriers protecting existing trees to be preserved must be in place prior to the issuance of the clearing or building permit, if clearing is done in conjunction with the construction of a building.
4. Fire Marshal Approval (of building plans).
5. Grading and Paving Plan
6. Boundary Survey of Site
7. Site Plan - Site plan shall be fully dimensioned and drawn to scale showing all applicable items as required (see Article 9 for parking and landscape requirements, Article 7 for district yard requirements and Article 8 for special use requirements when applicable).
8. Complete set of Building Plans (approved by Fire Marshall) including:
  - a. Foundation plan
  - b. Floor plans (square footage of area by use must be noted)
  - c. Elevations of each side
  - d. Details and sections to fully describe construction of building.
  - e. Specifications for construction
9. Drainage Plan - Drainage plans shall provide finished floor elevations, existing and proposed site elevations, defining direction of surface and sub-surface run-off, fully describing all proposed sub-surface drainage features and including any additional information required by the Public Works Director or the City Engineer. The drainage plan shall be approved by the Director of Public Works or a duly authorized designee. All development(s) over one (1) acre shall require a drainage plan **and** hydrologic report showing pre-development and post-development watershed calculations. (See section 5.2.3)
10. Connections to City and other utility services. The utility plan shall be submitted for the approval of the Director of Public Works or an authorized designee.
11. Fees - All applicable fees shall be paid prior to the issuance of the permit as provided in this Article.
12. Any other information determined to be required by the Building Inspector, Director of Public Works, Planning Director or the City Engineer in order to document compliance with the requirements of these regulations for the issuance of a permit.
13. If structure is located in a FEMA flood zone A or V, a flood certificate shall be submitted to insure proper elevation.
14. Plumbing, Mechanical and Electrical Plans - Electrical, plumbing and mechanical plans shall be sufficient to describe all work and a separate permit shall be required to be obtained for plumbing, electrical and mechanical work.

15. Sign Plan - A completed sign application with a signage plan designating the type and color of signage must be submitted for the entire site of all commercial developments. Individual tenant sign applications shall not be accepted until this requirement is met.

#### **5.4.5. Application Requirements for Development Permits for Residential Renovations and Accessory Uses**

An application for a permit for minor residential renovations and residential accessory use on single and two family residential developments is required for the following:

1. Construction of accessory buildings/structures including but not limited to:
  - a. Garages and Carports
  - b. Greenhouses
  - c. Pools and Patios
  - d. Tennis courts
  - e. Play Structure
  - f. Fences (residential and non-residential)
2. Remodeling or renovating when electrical wiring, plumbing or structural change of the building is effected. A structural change includes extending a foundation slab to build increasing square footage of living area or extending living area into previously open areas including, but not limited to:
  - a. Garage enclosures
  - b. Patio or Porch enclosures
  - c. Addition to house or accessory buildings
  - d. Bay window, fireplaces or any extensions or protrusions of exterior walls
  - e. Decks, wooden or other
3. Required permit application items for the referenced construction:
  - a. Boundary survey of the property with existing structures.
  - b. Site plan depicting the existing and proposed structures and other site features in relation to property lines.
  - c. Set of building plans showing proposed changes and additions to the extent necessary to fully describe the work being done and how it connects with any existing structures.
  - d. Any other information determined to be required by the Building Inspector, Public Works Director or Planning Director in order to satisfy the requirements of these regulations for the issuance of a permit.
  - e. Permit and inspection fees as required.

#### **5.4.6. Requirements for Public Improvement Permits**

A public improvements permit shall be required, except when installed by the City, prior to the installation of public improvements such as culverts, sidewalks, and extensions of water and sewer lines. Plans adequate to fully describe the public improvements work shall be submitted to the Building

Inspector and reviewed by the Director of Public Works prior to the issuance of a public improvements permit.

#### **5.4.7. Requirements for Moving Permits**

A moving permit shall be required prior to the relocation of any principal building or accessory structure from an existing location. Plans adequate to fully describe the moving shall be submitted to the Building Inspector and reviewed by the Director of Public Works and the Chief of the Mandeville Police Department prior to the issuance of a moving permit. The following items shall accompany any application for a moving permit:

1. Completed Permit Application
2. Approved building or renovation permit including a new foundation in the scope of work
3. Boundary surveys of the existing and proposed sites
4. Site Plan – site plan shall be fully dimensioned and drawn to scale showing all structures and buildings and their existing and proposed locations
5. Travel route map – a detailed map of the proposed route of travel
6. Time schedule – a detailed time schedule stating the proposed beginning and ending times that the building or structure would be traveling on the public roadways
7. Estimated total weight of the moving apparatus including the weight of the structure or building
8. Any other information determined to be required by the Building Inspector, Director of Public Works, Planning Director, City Engineer or the Chief of Police in order to document compliance with the requirements of these regulations for the issuance of a permit.

### **5.5. FEES FOR PERMIT APPLICATIONS**

#### **5.5.1. General Structure of Fees for Development Permits for Buildings**

1. Building permit fees shall be based upon the under-beam square footage of the construction, addition, repair or alteration unless the estimated construction cost is less than \$5,000, in which case the fees shall be calculated using a forty (\$40) dollar charge for each required inspection.
2. There shall be a Plan Review Fee for all Building Permits, which shall be fixed at ten (10) percent of the Building Permit fee payable upon submission of the application for permit, and shall be non-refundable.

#### **5.5.2. Fees for Development Permits**

Fees for all development permits shall be based on the under beam square footage or as stated above for building construction costs.

1. A minimum permit fee of forty (\$40) dollars shall be charged for any work governed by the requirements of these regulations.
2. For all such work, except minor renovations and accessory structures costing less than five thousand (\$5000) dollars, the Building Permit fee shall be calculated by multiplying the under-beam square footage of the construction by thirty (\$0.30) cents for single, 2 family, and townhome dwellings as defined by the currently enforced edition of the International Residential Code. The fee for commercial, multi-family, and combined use structures shall be calculated by multiplying the under-beam square footage by thirty-five (\$0.35) cents.

3. Demolition – The permit fee for demolition of any building or structure shall one hundred (\$100) dollars plus a five hundred (\$500) dollar streets bond.
4. Moving Building – the permit fee for moving a building or structure across or along any street or streets, or alley or alleys, shall be one hundred (\$100) dollars plus a five hundred (\$500) dollar streets bond.
5. In addition to the above fee for moving, a penalty of one thousand (\$1000) dollars may be charged for each day the building being moved obstructs a street or alley. Also, additional fees may be charged by the Police Department and/or any public utility companies who might incur expenses as a result of the proposed move.
6. The permit fee collected will be turned over by the Building Inspector to the Finance Director.
7. Building Permit Fee Rebate Offered for Remediation of Tainted Drywall in Structures - On renovation work performed to remediate a structure of tainted drywall, as defined in section 3.3.246, a reduction of seventy-five (75) percent may be applied to the building permit fee required in Section 5.5.2(2) of the Comprehensive Land Use Regulations Ordinance (CLURO) of the City of Mandeville.
  - a. In order to qualify for the above rebate, a copy of the submitted Assessment Review Form from the St. Tammany Assessor's Office shall be provided along with all of the supporting documentation required by the Assessor show the presence of tainted drywall in the structure.
  - b. The provisions of this ordinance shall expire on December 31, 2011, or until additional action is taking by the City of Mandeville City Council regarding the subject hereof, whichever is sooner.

### **5.5.3. Required Building Permit Fees for Minor Remodeling and Renovation**

A permit is required for remodeling or renovating when electrical wiring, plumbing or structural change of the building is effected. A minimum fee of forty (\$40) dollars for each required inspection shall be charged when the value of such renovation is less than five thousand (\$5000) dollars in cost of construction. Separate permits shall be required for any electrical, mechanical, or plumbing work which may be performed. The Building Inspector shall perform such inspections as he may deem necessary to assure that work under the permit is constructed in accordance with the requirements of these regulations.

### **5.5.4. Required Fees for Sign Permits**

Required fees for sign permits shall be paid in accordance with the requirements of Article 10 Sign Code of this Ordinance.

### **5.5.5. Required Fees for Tree & Shrub Removal Permits For Other Than R-1, R-1X and R-2 Districts**

Permit fees for landscape installations and tree and shrub removal shall be forty (\$40) dollars for each required inspection. A minimum forty (\$40) dollar permit fee will be required to process applications for landscape installation, construction or tree and shrub removal. Landscaping inspections and inspection fees shall be in accordance with the provisions of Article 9.

**5.5.6. Required Fee for Clearing Permit**

A permit fee of fifty (\$50) dollars shall be charged for a separate clearing permit or for the inspection of site clearing work when done in conjunction with a building permit, which may only be issued in conjunction with a development permit for construction of a building.

**5.5.7. Required Fees for Single and Two-Family Residential Accessory Use Permits**

The permit fee for single and two-family residential accessory structure for work listed above shall be:

1. The minimum fee for any accessory permit shall be forty (\$40) dollars.
2. Fees for permits for accessory structures such as, but not limited to pools, fences, or masonry walls; storage buildings and detached structures; fixed or movable marquees and awnings; the fee shall be forty (\$40) dollars for each required inspection.

**5.5.8. Required Fees for Electrical, Mechanical, Plumbing, and Fuel Gas Permits and Inspections**

The required fees for electrical, mechanical, plumbing, and fuel gas permits shall be forty (\$40) dollars for each required inspection plus two (\$2) dollars for each fixture, circuit, combustion producing device, device utilizing a chimney or duct, or any other separate fixture, fitting, or system requiring inspection.

**5.5.9. Fees for Public Improvement Permits**

Fees for all public improvement permits shall be forty (\$40) dollars for each required inspection plus a non-refundable plan review fee of ten percent of the total value of construction in accordance with 5.5.1(2).

**5.6. CERTIFICATES OF OCCUPANCY PROVISIONS****5.6.1. Requirement for Certificate of Occupancy**

No new building shall be occupied and no change in the individual or entity occupying a building or part of a building shall occur until the Building Inspector and any other official required to inspect the building shall have conducted any required inspections and the Building Inspector has issued a Certificate of Occupancy approving occupancy of the structure.

**5.6.2. Certificate of Occupancy for New Construction**

Upon completion of a building hereafter erected in accordance with approved plans, and after the final inspection herein referred to and upon application therefor, the Building Inspector shall issue a Certificate of Occupancy stating the nature of the occupancy permitted, and that the proposed use is found to be in conformity with the provisions of these regulations. Within three (3) days after notification that a building or premises or part thereof is ready for occupancy or use, it shall be the duty of the Building Inspector to make a final inspection thereof and to issue a Certificate of Occupancy if the building or part thereof, development site and the proposed use thereof are found to conform with the provisions of this Ordinance; or, if such certificate is refused, to state refusal in writing with the cause. No permanent utilities may be connected until a Certificate of Occupancy is issued.

**5.6.3. Temporary Certificate of Occupancy**

A temporary Certificate of Occupancy may be issued for that portion of a building which may safely be occupied prior to final completion of the building or for the testing of mechanical and electrical equipment prior to occupancy. A temporary Certificate of Occupancy may be issued for a specific period of time not exceeding six (6) months and the expiration date of the certificate shall be noted clearly on the certificate.

#### **5.6.4. Certificate of Occupancy for Existing Building**

A certificate for the occupancy of an existing building shall be obtained by applying to the Building Inspector and supplying the information and data necessary to determine compliance \ with these regulations and with the provisions of the International Building Code (IBC) and the International Residential Code (IRC) for the occupancy intended. Where necessary, in the opinion of the Building Inspector, one (1) set of detailed drawings or general or specific inspections or both may be required. When upon examination and inspection and receipt of payment for cost of inspection as specified herein, it is found that the building conforms to the provisions of these regulations for such occupancy, a Certificate of Occupancy shall be issued by the Building Inspector.

#### **5.6.5. Records to be Maintained by Building Inspector**

A record of all Certificates of Occupancy, building permits, applications, sketches and plans shall be maintained in the office of the Building Inspector for a minimum of seven (7) years and maintained beyond that time for as long as space allows.

### **5.7. CERTIFICATES OF COMPLETION**

Certificates of completion for the construction of signs shall be required in accordance with the provisions of Article 10.

### **5.8. REQUIRED LICENSING AND BONDING OF CONTRACTORS**

#### **5.8.1. Registration of Contractors**

To the extent permitted by law, the Mayor and City Council shall have the power and authority to require the registration of persons who desire to engage in building or construction work, including the construction, alteration, repair or demolition of buildings or other structures, and the construction of landscape improvements upon such terms and conditions and upon payment of such fee therefore as the Mayor and City Council shall deem appropriate; and it shall be unlawful for any person to engage in such work until he has obtained the registration as required herein.

Application and Issuance – Applications for registration shall be made to the Building Inspector, on forms provided by the Building Inspector. If the application is accompanied by the appropriate fee and if there is no violation of any state law or City Ordinance in the application, the registration may be issued.

##### **5.8.1.1. General Contractor/Subcontractor License Requirement**

All persons and entities performing work as a general contractor or subcontractor in any trade or for any purpose including but not limited to residential and commercial construction, electrical, mechanical, plumbing, fuel gas, signage, and landscaping shall be licensed by the appropriate state agency governing the licensure of the specific trade for which the person or entity is engaging in work. This requirement for licensure shall have no minimum contract dollar amount, and the person or entity shall only claim exemption provided that the work being performed is on the primary residence of said person or entity. Each general contractor or subcontractor shall show proof of a current state license upon application for or renewal for a registration by the City and prior to engaging in work as a general contractor or subcontractor within the City of Mandeville.

Any contractor having been continuously registered with the City of Mandeville for a period of one (1) year prior to the enactment of this ordinance, and having pulled at least five (5) permits during the 2009 calendar year, shall be allowed to renew their registration with the City for 2010, without holding a current state issued license. This exemption from state licensure shall cease for all

individuals and entities on December 31, 2010.

#### **5.8.1.2. *Sign Contractor Registration Requirement***

1. No person shall engage in any business or activity described in Article 10 without complying with the terms of the following requirements.
2. Every person commercially engaged in constructing, erecting, installing, maintaining or operating outdoor advertising, advertising structures, billboards, advertising signs, painted signs on structures, signboards or similar devices, whether as a primary or incidental activity, and whether or not such person is otherwise registered by the City, shall obtain a sign contractor's registration and pay a fee as the Mayor and City Council shall deem appropriate.
3. In addition to the general sign contractor's registration requirement, electrical signs may only be installed by an electrician registered with the City.

#### **5.8.1.3. *Landscape Contractors Registration***

Landscape contractors and landscape maintenance firms shall be required to be licensed in accordance with state laws and City Ordinance.

#### **5.8.1.4. *Self-Contractor***

All persons desiring to be a self-contractor shall be registered in accordance with City Ordinance. Self-contractors shall be allowed to claim exemption from state licensure by signing an affidavit supplied by the City stating that he/she understands that Louisiana law under R.S. 37:2150-2192 requires that for this proposed construction activity, that the work must be performed by a person possessing a contractors license issued by the State Contractors Licensing Board; however he/she is claiming to be exempted from the requirement of having this work performed by a licensed contractor based on one of the exemptions stated in the statute. These exemptions include the following:

1. He/she will serve as the builder/contractor, will maintain the house as their personal residence, and he/she has not built another house within the past year.
2. He/she will serve as the builder/contractor, will maintain the house as their personal residence, has built another house within the past year, but has had a legal change in his/her marital status within the same year.
3. He/she will serve as the builder/contractor, will maintain the house as their personal residence, has built another house within the past year, but has had a change in employment, such that the distance between their former house and the place of employment is at least fifty (50) miles.
4. He/she understands that if a Home Improvement Contractor is hired when the contract value exceeds \$7500, the contractor must have complied with the Home Improvement Registration Act.
5. All persons or entities hired by a self-contractor to perform work on the subject property must be registered in accordance with City Ordinance as a contractor or subcontractor and as such must possess a current license issued by the appropriate state governing authority.

**5.8.1.5. Fees and Renewal**

All registrations shall expire at 4:30 PM on December 31<sup>st</sup>, and any registrant shall have until 4:30 PM on January 31<sup>st</sup> to renew its registration without penalty. After 4:30 PM on January 31<sup>st</sup>, all registrations shall be considered to be initial registrations. The fees for registration shall be as follows:

Contractor Type	Initial Fee	Renewal Fee
General	\$250.00	\$50.00
Sign Erector	\$150.00	\$50.00
Electrical	\$50.00	\$20.00
Mechanical	\$50.00	\$20.00
Plumbing	\$50.00	\$20.00
Roofing	\$50.00	\$20.00
Landscaping / Tree Removal	\$50.00	\$20.00
Other Trade Subcontractor	\$50.00	\$20.00
Self Contractor	\$50.00	\$20.00

**5.8.1.6. Revocation or Suspension of Registration**

1. Each violation and each separate day a violation of this article continues shall be considered a separate and distinct offense. It shall be a violation of this article for any person, individual, partnership, corporation, firm, association or other entity to:
  - a. Falsely hold himself or a business organization out as a registered contractor.
  - b. Falsely impersonate a registered contractor
  - c. Falsely present himself as a registered contractor under another person’s license or registration
  - d. Give false or forged evidence to the City of Mandeville, or other associated persons or groups, for the purpose of obtaining permits, certificates or registrations
  - e. Use or attempt to use a certificate, license or registration which has been suspended or revoked
  - f. Engage in business and/or act in the capacity of a contractor without being duly licensed or registered
  - g. Commence or perform work for which a building/zoning/landscaping/sign permit is required by local law without such permits being issued.
  - h. Proceeding on any job without first obtaining applicable inspections
  - i. Knowingly hire or perform work for a person or organization that is not duly certified, registered or licensed to do contract work.
  - j. Violating a “Stop Work” order
  
2. Before a registration may be revoked or suspended, the registrant shall have notice in writing enumerating the charge(s) against him and be entitled to a hearing by the City Council no sooner than ten (10) days from notice being sent by certified mail to the last known mailing address of the registrant. The registrant shall be given an opportunity to present testimony, oral or written. The decision of the City Council shall be based upon the evidence produced at the hearing and made part of the record thereof.

3. It shall be the duty of the Building Inspector to report such violations to the City Council.
4. When a registrant has been suspended two (2) times within a ten (10) year period, any subsequent action because of any of the violations listed in this section shall include revocation of such registration.
5. Any person or persons, or any officer, department, board, bureau or any other agency of the community jointly or severally aggrieved by any decision of the City Council, regarding the suspension or revocation of a contractors registration through this process, may present to the Civil District Court of the parish, within thirty (30) days after filing of the decision of the Council with the Council Clerk, a writ of certiorari asking for such relief and under such rules and regulations as are provided for such matters in appropriate legislation of the State.