

City of Mandeville



**Guidelines for
Single-family and Duplex
Construction for
R-1, R-1X and R-2
Zoning Districts**

Inspection Hours

Weekdays: 9:00 a.m. - 10:30 a.m.
3:00 p.m. - 4:00 p.m.

Phone: 985 / 624-3104

Fax: 985 / 626-7929

email: mandevillepermits@charter.net

www.cityofmandeville.org

Mar 20, 2002

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. Completed Tree Preservation Guidelines for Developers form.
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. Elevation of all sides
 - e. All details required to fully describe construction
6. Drainage Plan
7. Copy of Cash Deed with Instrument Number showing ownership.
8. Culvert application completed.
9. 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.

10. 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.
11. Permit and inspection fees as required.
12. 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 which should be applied for by subcontractors at same time general contractor is placing application.

General Requirements for Development Permit

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.

Grading Supplement

Lot Grade - All fill required to meet the approved materials. Lots shall be graded as follows: From the curb or edge of street grade to the property line, slope upward ½ inch per foot of width of sidewalk to a maximum of 6 inches. No more than 24 inches of fill material shall be used to raise the existing ground elevation under the roof shed area of the structure. When the fill required under a structure is greater than 24 inches, the developer shall use retainer or pier methods of construction. At completion, a final certificate from a Louisiana Licensed Civil Engineer shall be furnished by the owner stating that the lot was graded according to the CLURO, before occupancy is granted.

Beginning at the property line, the lot shall slope upwards not less than 1 inch in 20' away from the receiving drainage facility unless an alternate slope is approved by the Building Inspector. Such drainage to be submitted by a Louisiana Licensed Land Surveyor or Civil Engineer that states the drainage meets all state and local codes not to inundate adjacent property.

Fees

The following fees are paid to the Building Inspection Department at the time of permitting:

- | | |
|--------------------|---|
| Building Permit - | <ol style="list-style-type: none">1. A minimum permit fee of \$25 shall be charged for any work governed by the requirements of these regulations when the construction cost is less than \$5,000.2. For all work costing in excess of \$5,000, an additional fee of \$3 per \$1,000 or fraction thereof of the construction cost over \$5,000 shall be charged. |
| Sewer Impact Fee - | \$900 per residential unit |
| Water Impact Fee - | \$1,100 per residential unit |

Ordinance 92-14, adopted June 10, 1993
Amendment #13, April 22, 1999

The following fees are paid to the Water Works Department:

SEWER TAP-IN FEES

4" Sewer Tap	\$300.00
6" Sewer Tap	400.00
Sewer Inspection	25.00
Developers Fee (Beau Rivage)	100.00

WATER TAP-IN FEES

3/4" Tap	\$315.00
1" Tap	420.00
Contractors deposit (Maximum \$90.00 refund based on use)	100.00
Water connection inspection fee	25.00

NOTE:

1. A sewer clean-out should be placed at proper line in front.
2. Water meter is to be raised to grade level of yard.
3. All water and sewer taps are to be made by the City.

CULVERT PERMIT FEES

Minimum charge	\$20.00
\$1.00 per foot over 20'	

An expansion joint must be placed 2.5' on each side of the center line of the culvert.

Culverts will be limited in subdivisions designed with "open ditches" to ensure proper surface drainage. No more than 40' of culverting will normally be allowed for each lot of record.

Damage Deposit

1. Prior to the clearing of any property for construction, the responsible individual (normally the builder) must post a damage deposit of \$500. The maximum deposit for an individual with multiple construction sites within a City block or the same subdivision is \$1,500.
2. Prior to the beginning of clearing for construction, an individual from the Permits Division and the responsible individual will inspect the adjoining City-owner property to establish its preconstruction or preclearing condition. The City employee will schedule this inspection. The property to be inspected will normally be limited to a 100' perimeter around any portion of the construction site.
3. A representative of the Permits Division and the responsible individual will perform a post-construction inspection of City streets, roadside or dedicated drainage ways and rights-of-way for damage, and inspect the new construction for adherence to the approved plans and specifications prior to the issuance of an occupancy permit. Any damage or non-compliance found to be caused by the permittee or his subcontractors will be recorded and the permittee notified by certified mail.

Clearing Permit

A permit of \$50 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.

Samples of Permitting Costs

Estimated Construction Cost: \$95,000

Building Permit - \$25 for first \$5,000 \$3 per \$1,000	\$295.00
Culvert Permit (\$20 min.)	<u>20.00</u>
Total	\$315.00

WATER AND SEWER TAP-IN FEES

3/4" Water Tap	\$315.00
Water Tap Inspection Fee	25.00
4" Sewer Tap	300.00
Sewer Inspection Fee	25.00
Contractors Deposit	<u>100.00</u>
Total	\$765.00

Lot Clear and Street Bond \$500.00

Sewer Impact Fee \$900.00

Water Impact Fee \$1,100.00

Drainage Plans and Flood Certificates

Applicant is to provide existing and proposed site elevations, defining the direction of surface and subsurface runoff and fully describing all proposed subsurface drainage features. If structure is located in a flood zone area, a flood elevation certificate must be completed to insure proper elevation.

A 25' Grid shall be placed on a survey to show existing and proposed elevations of lot, elevations of ditch and elevations of the street.

Inspection Schedule

**PRIOR TO BEGINNING CONSTRUCTION, ALL SITES MUST PROVIDE
PORT-A-LET SERVICES FOR ALL WORKERS**

A 24 HOUR NOTICE IS REQUIRED PRIOR TO ALL INSPECTIONS

1. FOUNDATION & PLUMBING INSPECTION
When foundation and basic plumbing is in place PRIOR to pouring slab.
Underground Plumbing must be left uncovered until Plumbing Inspection is made.
2. ROUGH-IN INSPECTION
When framing is complete, PRIOR to closing walls.
3. SUB INSPECTIONS
When plumbing, A/C and electrical systems are roughed in.

4. FINAL INSPECTION

When construction is complete including the installation of fixtures and appliances and building is ready for occupancy.

Temporary 30-day test meter is available when the electrical panel is complete and the building is plugged, switched and fixtures installed prior to Final Inspection.

This is for purposes of testing electrical hook-ups but does not allow occupancy of the structure.

A Certificate of Occupancy is issued following Final Inspection.

Certificate of Occupancy is required prior to occupancy of the buildings or permanent utility service.

R-1 Site Development Regulations

Each development site in the R-1 Single Family Residential Zoning District shall be subject to the following site development regulations in addition to any regulations applicable under the provisions of Article 8.

- | | |
|--|------------|
| 1. Minimum lot area (except for legal non-conforming lots as provided) | 10,800 S/F |
| 2. Minimum building area (SF per unit) | 1,200 SF |
| 3. Minimum lot width | 90' |
| 4. Minimum lot depth | 120' |
| 5. Minimum yard setback requirements | |
| a. Front Yard * | 25' |
| b. Both Side Yards - Total | 15' |
| c. Interior Side Yard | 5' |
| d. Street Side Yard | 15' |
| e. Rear Yard | 30' |
| 6. Maximum height of structures | 35' |
| 7. Maximum impervious site coverage | 45% |

* The following applies to all Zoning Districts:

3.3.232 Yard, Front

On corner lots, the front yard shall be provided facing the street upon which the lot has its lesser dimensions.

R-1X Site Development Regulations

Each development site in R-1X Single Family Existing Residential Zoning District shall be subject to the following site development regulations in addition to any regulations applicable under the provision of Article 8. The minimum lot area and width requirement within each specific R-1X district shall be noted on the Official Zoning District map within the specific R-1X district and determined as provided herein but under no circumstances shall the minimum lot width requirement be less than 50' or the minimum lot area requirement be less than 5,000 square feet. For purposes of the creation of R-1X districts, the minimum lot area and widths shall be determined by the size of the predominant number of parcels of land under separate ownership from adjacent property within the are defined as the R-1X zoning district. A parcel of land under the same ownership, whether consisting of one or more lots of record, shall be considered a parcel of land in separate ownership from adjacent property owned by another individual or entity. Ownership shall be determined by tax rolls unless more recent information, recorded in the St. Tammany Parish Courthouse, is provided.

1. Minimum lot area - 5,000 square feet or as noted on the Official Zoning Map for the district where the lot is located.
2. Minimum building area (sf per unit) - 1,000 sf
3. Minimum lot width (variable) - 50' or the width of the predominant number of parcels of land under separate ownership from adjacent property within the zoning district (usually derived from the width of the existing subdivided parcels or a multiple thereof), whichever is greater.

4.	Minimum yard setback requirements	
	a. Front yard *	25'
	b. Both side yards - total	15'
	c. Interior side yard	5'
	d. Street side yard	10'
	e. Rear yard	30'
5.	Maximum height of structures	35'
6.	Maximum impervious site coverage	50%

R-2 Site Development Regulations

Each development site in the R-2 Residential District shall be subject to the following site development regulations in addition to applicable regulations under the provision of Article 8.

1.	Minimum lot area	9,000 sf
2.	Minimum lot area per unit	5,000 sf
3.	Minimum building area (sf per unit)	1,000 sf
4.	Minimum lot width	75'
5.	Minimum lot depth	120'
6.	Minimum yard setback requirements	
	a. Front Yard *	25'
	b. Both Side Yards - Total	15'
	c. Interior Side Yard	5'
	d. Street Side Yard	10'
	e. Rear Yard	30'
7.	Maximum height of structures	35'
8.	Maximum impervious site coverage	50%

Drainage Plan

Drainage plans shall provide finished floor elevations, existing and proposed site elevations, defining direction of surface and subsurface runoff, fully describing all proposed subsurface drainage features and including any additional information required by the Public Works Director or City Engineer. The drainage plan shall be approved by the Director of Public Works or a duly authorized designee. All development over one (1) acre shall require a drainage plan and hydrologic report showing pre-development and post-development watershed calculations.

Vegetative Protection Zones

An area extending at least fifteen (15) feet in all directions from trunk of any tree required or proposed to be preserved to meet the requirements of this or encompassing a minimum of two-thirds ($2/3$) of the entire canopy of the tree, whichever is greater, shall be required to be maintained undisturbed under the provisions of this Article.

This area is defined as the **Vegetation Protection Zone**. Exception: The Vegetation Protection Zone for live oaks will be a circle with a radius which is eighty-two (82) percent of the canopy of the tree, measured from the trunk to the drip line. A barrier shall be erected and maintained around this area at all times during construction. No soil deposits, construction materials, equipment, or other materials shall be temporarily or permanently stored in locations within or immediately adjacent to the Vegetation Protection Zone which would cause suffocation of root systems of trees required or proposed to be preserved. No paving with concrete, asphalt, or other impervious material shall be allowed within the Vegetation Protection Zone. No structure shall be placed or constructed at any time within the Vegetation Protection Zone.

Live Oak Protection Requirements

In all districts, including R-1, R-1X and R-2 districts, all live oak trees 6" dbh shall be protected as follows:

1. A tree removal permit shall be obtained from the Building Inspector prior to cutting, clearing or removing any live oak.
2. The applicant wishing to remove a live oak tree must state in writing that such activity will enhance the health, safety and welfare of the public, or otherwise benefit the public interest and the applicant must offer evidence to that effect. The Building Inspector is empowered to issue or deny the permit based on the application and the evidence. Prior to the issuance of a tree removal permit the applicant must submit a plan or written statement offering evidence of compliance with the tree replacement provisions of this Article.
3. It shall be unlawful for any person to place soil in such a way that would cause live oaks to become diseased or die. If filling with soil is necessary to properly drain the land, all efforts should be made to protect the area within the drip line of a live oak from the impact of such activity. Should all efforts fail and a tree removal permit be issued for the removal of the live oak, the provisions of these regulations regarding replacement of trees should be required to be met.
4. A tree removal permit will be required to prune the primary and secondary branches of any live oak tree 12" dbh or greater. Such pruning shall be required to be recommended in writing and supervised by a licensed arborist or a state forester.

Licensing

CONTRACTORS LICENSE

If you are a general contractor and doing work in Mandeville over \$5k and under \$50k, you are required to be licensed with Mandeville or have a State Residential License. The cost of a license with Mandeville is \$250 for the first year and is renewable in January at a cost of \$50. General Contractors doing residential work over \$50k must provide proof of State Residential License.

SUB CONTRACTORS LICENSE

Electricians and air condition companies are required to carry local licenses and file for a permit in Mandeville. The fee is \$50 for the first year and is renewable in January at a cost of \$20.

INDIVIDUAL HOME

If building your own home and acting as a general contractor, your license fee is \$50 the first year and is renewable in January at a cost of \$20. (If you are doing either electrical, A/C or plumbing work yourself, an individual sub-contractors license is required.)

LIVE OAK PROTECTION

In all zoning districts, including R-1, R-1X and R-2 districts, live oak trees 6" dbh shall be protected.

Bonding of Contractors Required

Any person, firm or corporation, including subcontractors, specialty contractors or landscape contractors, who for a fixed price, fee or wage shall undertake, direct or assume charge of any work covered by these regulations when the cost exceeds \$5,000 shall first file, and annually renew with the City a certificate evidencing the existence of public liability and property damage issued to such person by an insurance or surety company authorized to do business in this state in a sum of not less than \$300,000 for bodily injury and not less than \$50,000 for damage to property in any one occurrence.