



Permit and Plan Review Process for Existing Commercial Construction (Infill, Renovation, Addition, Change in Use)

The City of Alexandria's permit and plan review process is established to verify code compliance with each development and / or building within the community and to provide a competent, consistent level of expectation and assistance to the applicant.

Step 1: Application for Zoning Compliance for all types of operation, such as new development, or in existing for change in ownership and / or change in use. Contact Glenn Couvillion at 318-473-1373 or J. McBride at 318-473-1369. If the facility will have any type of food preparation, specific information will be necessary to complete the Zoning Compliance.

If the property is not currently within the Alexandria City Limits and you would like it to be in order to obtain City Utilities, the property will have to be proposed for annexation. The owner of the property is required to write a letter requesting annexation as well as requesting zoning designation for the property. Contact Merriell Lawson at 318-473-1371. The annexation process takes approximately 4 to 6 weeks. The City of Alexandria's plan review process can begin prior to annexation, however, cannot be permitted until after annexation.

Step 2: Application for Development Permit for all types of construction, such as new, renovation, addition, and infills. (On the new building permit applications, the Development Permit application is Section "L" of the Building Permit application. If you have an older building permit application, then the Development Permit is a separate process). Contact Eric Duck at 318-441-6363.

Step 3: Application for Building Permit, submittal of paper and digital CAD construction documents for Plan Review and Permit Application Status (approved or denied). There is no fee for Plan Review. Please see information below for more detailed information. Contact Shirley Branham at 318-473-1184.

If the building is of historical significance, please provide documentation from the National Register of Historical Buildings and / or from the local Alexandria Historical Commission. Contact Melinda Anderson at 318-449-5040.

Step 4: Issuance of Building Permit, if approved. Pay building permit fees. Contact Todd Curry at 318-473-1299.

We appreciate your interest in revitalizing existing structures in the City of Alexandria and look forward to a great working relationship with you and your firm! A list of the City's staff contact names, numbers, and email addresses are provided at the end of this document.



Jacques M. Roy
Mayor

Step 3 Requirements in detail:

Part One - Application Package

1. Building Permit Application. Copies are available in our office or you may find a copy online at www.cityofalexandria.com. Go to Building Permits (on the left sidebar).
2. Copies of the stamped State Fire Marshall Review set of Construction drawings (paper set) – 2 copies of full size scaled sets to include a floor plan, site plan, structural drawings and any mechanical, electrical, and plumbing drawings. Sets shall be 24" x 36" or 30" x 42", no 8 ½" x 11" drawings accepted.
3. Storm Water Pollution Prevention Plan drawing and Application (only if more than one acre of soil is being disturbed) Contact J. McBride with questions.
 - a. Completed application
 - b. Full size scaled site plan locating all site BMP's.
 - c. A copy of the Notice of Intent (NOI) filed with the DEQ
4. Copies of the submitted construction drawings in electronic PDF files submitted to Shirley Branham in Commercial Plan Review after all revisions have been made and prior to building permit being issued.
5. If the building has been unoccupied for more than six months, then a letter from each servicing utility company stating that utilities are available to the facility is required. You may contact Michael Marcotte for electricity, James Graham for sewer, Harlis Bass for water, and Clay Vanderlick for gas. See contact info below.
6. Copy of the review letter from the State Fire Marshall's Office.
7. Copy of the report for Office of Fire Prevention.
8. Copy of the Development Permit.
9. Copy of Zoning Compliance letter.
10. A photograph of the front exterior of the building. Preferably printed on regular 8 ½" x 11" standard paper or emailed.
11. If the project includes adding or modifying a sign on the facility, a Sign Permit will be required. Contact Glen Couvillion.
12. Copy of the DHH review letter, if there is any food and/or beverage service.
13. If there is ANY food and/or beverage service, submit a copy of the grease trap / interceptor sizing approved by the City of Alexandria. For questions about grease trap / interceptor sizing within Alexandria City Limits, call James Graham in the Wastewater Department.
14. If the project use will be for the use of a Day Care, note the age of the children, the number of children to be attended, and the number of employees required. Also attached a letter from Department of Health and Hospitals stating the plumbing fixture requirements.
15. Copy of the geotechnical soil report, if this is an addition to the facility.
16. Copy of the LA DOTD permit, if the project includes pouring a new driveway or entrance to a State Highway or Road.



17. If there are any changes to the utility services to the building, then as-built utility drawings in digital CAD format shall be submitted to Curtis Fogleman in Utility Services prior to Certificate of Occupancy being issued.

Part Two - Construction Document Check List

1. Site plan drawing shall indicate:
 - a. all parking spaces, handicap spaces, accessible handicap aisles and ramps, and dimensions on all spaces. Note the total number of parking spaces for the facility.
 - b. distances to property lines and other structures on the property.
 - c. indicate landscape areas.
 - d. Indicate the dumpster area and note if it is screened and/or covered.
 - e. If you are pouring a new driveway or entrance to a City street, the connection will have to meet the City's standard detail. Call Mike Wilkinson for info.
2. Floor plan drawing shall indicate:
 - a. Scope of work
 - b. Square footage of the space
 - c. Demolition plan
 - d. Renovation plan of proposed construction
 - e. all interior layout including plumbing fixtures, kitchen layout, and walls with dimensions. Indicate handicap accessible restrooms.
 - f. Note the heat/cool square footage and the total square footage for the facility.
 - g. If there is ANY food OR beverage service, indicate the size and location of the grease trap.
 - h. Provide drawings for all electrical, mechanical, and plumbing that identify existing vs. new installations.
 - i. Indicate the size of the hvac unit and its location, duct work, etc.
 - ii. Indicate the size of the electrical service, panel, and meter and their sizes, switches, receptacles, etc.
 - iii. Indicate any gas services to and inside the building, gas fixtures, BTU's, etc.
 - i. If the building square footage exceeds 5,000 sf., plans must be stamped and signed by a Louisiana Licensed Architect or Engineer.
3. Storm Water Pollution Prevention drawing shall indicate:
 - a. Indicate where materials will be stored during construction and how they will be protected.
 - b. Indicate areas of soil to be disturbed during construction with the amounts listed by square footage.
 - c. Indicate the jobshack location.
 - d. Indicate where the concrete wash pit will be located.
 - e. Other Best Management Practices to reduce stormwater run-off from the site.



- f. Indicate the location and materials to build the temporary construction entrance, if it's not on existing concrete.

Part Three - Code Compliance

For any new work performed in an existing structure, all new work will be required to be in compliance with the following code editions. Also, all plumbing and electrical work will have to be performed by a Louisiana State Licensed Contractor. Please note this list on the title page of construction documents.

1. City of Alexandria Code of Ordinances, 2008 ed. - www.municode.com
 - a. Chapter 28 and 29 in particular
2. International Building Code, 2006 ed.
3. Louisiana State Plumbing Code, 2000 ed.
 - a. plans will not be reviewed if submitted under the International Plumbing Code.
4. National Electric Code, 2005 ed.
5. International Gas Code, 2006 ed.
6. International Mechanical Code, 2006 ed.
7. National Fire Protection Association 101 (NFPA 101- Life Safety Code), 2006 ed.
8. ANSI, 2003 ed.
9. ADAAG, 2002 ed.

Part Four – Review Status

Project review meetings are tentatively scheduled for every other Wednesday at 1:30 pm in the Planning Department conference room. Plans must be received on the Friday prior to the next meeting to make the agenda for review. COA Superintendents and Inspectors review & comment on plans. Notes are compiled from these meetings and a letter is issued to the client noting comments or requesting more information.

1. Pending Status – from the time the application is received, the application will be considered pending. This office has a maximum of 30 days to respond to applicant.
 - a. If information is requested by COA and can be provided by the client within a short time frame, the project will remain pending until information is received and reviewed.
 - b. Both parties must maintain some reasonable contact or correspondence in order to remain in pending status.
2. Approved Status – all information complies and a permit is issued.
3. Denied Status - if there are too many issues with the application package or plans, the application will be denied. Also, if there is no correspondence for a lengthy period, the project will be considered abandoned and will therefore be moved to denied status. The client is welcome to revise the package to comply with comments and requests and resubmit application.



Once all documentation has been approved, it will take two days to issue a building permit. You will receive a letter via email for notification. One set of plans will remain at the COA Planning Office and the other set will be stamped "Approved", returned to the applicant, and shall remain on the jobsite throughout construction.

Part Five – Contact Information

If there are questions or comments for revision from one of the Superintendents or Inspectors, the client may address the issue directly with the COA responsible party. Contact information:

1. Steve Hurley, Electrical Distribution, (318) 473-1350
Steve.hurley@cityofalex.com
2. Hilton Deville, IBC Electrical Code Inspector, (318) 473-1301
hilton.deville@cityofalex.com
3. Clay Vanderlick, Gas Distribution Superintendent, (318) 441-6064
clay.vanderlick@cityofalex.com
4. Rick Harper, Gas Inspector, (318) 441-6062
Rick.harper@cityofalex.com
5. Harlis Bass, Acting Superintendent Water Department, (318) 441-6213
harlis.bass@cityofalex.com
6. James Graham, Superintendent of Wastewater, (318) 441-6241
james.graham@cityofalex.com
7. Russell Turnage, Wastewater Supervisor, (318) 441-6245
Russell.turnage@cityofalex.com
8. Marty Campbell, Plumbing Inspector, (318) 441-6063
Marty.campbell@cityofalex.com
9. Ray Crooks, Mechanical Inspector, (318) 446-1806
Ray.crooks@cityofalex.com
10. Curtis Fogleman, Utility Services, (318) 441-6013
Curtis.fogleman@cityofalex.com
11. Darren Green, Landscape Architect, (318) 441-6060
Darren.green@cityofalex.com
12. Paul Lazarone, Construction Inspector, (318) 441-6361
Paul.lazarone@cityofalex.com
13. John Jordan, Land Surveyor, (318) 473-1177
John.jordan@cityofalex.com
14. Todd Curry, IBC Plan Review & Building Inspector, (318) 473-1299
Todd.curry@cityofalex.com
15. Glen Couvillion, Zoning, (318) 473-1373 (Sign Permits also)
Glen.couvillion@cityofalex.com
16. Eric Duck, Assistant City Engineer, (318) 441-6363 (Development Permits also)
Eric.duck@cityofalex.com



Jacques M. Roy
Mayor



Commercial Plan Review, City of Alexandria
625 Murray Street, Alexandria, LA 71301
Office: 318.473.1184 / Fax: 318.441.6377

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17. J. McBride, City Planner, (318) 473-1369 (Stormwater Plans also)
Jay.mcbride@cityofalex.com
 19. Larry King, Fire Prevention Director, (318) 441-6608
Larry.king@cityofalex.com
 20. Mike Wilkinson, City Engineer, (318) 473-1170
Mike.wilkinson@cityofalex.com
 21. Shirley Branham, Commercial Plan Review, (318) 473-1184
shirley.branham@cityofalex.com
 22. Melissa Bordelon, Department of Health and Hospitals, (318) 487-5282 x.202
melissa.bordelon@la.gov
 23. Randy Ducote, Department of Health and Hospitals, (318) 487-5282
randy.ducote@la.gov
 24. Jennifer Moreau, State Fire Marshall (Alexandria Office), (866) 946-3125
Jennifer.moreau@dps.la.gov

Other informative numbers:

1. Rapides Parish Planning Commission (RAPC): 318-487-5401
2. Department of Transportation and Development (LA DOTD): 318-561-5100
3. Louisiana State Fire Marshall: 800-256-5452 or www.dps.state.la.us/sfm

Feel free to call any of our staff directly for further information to assist you in making an application for a building permit. We look forward to working with you soon!



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