



Superintendent of Construction Development
Planning Division, City of Alexandria
625 Murray Street, Alexandria, LA 71301
Office: 318.473.1184 / Fax: 318.619.3457
Shirley.branham@cityofalex.com

Permit and Plan Review Process for Existing Commercial Construction within Existing Alexandria Mall (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.

If there is ANY construction activity proposed, a Building Permit or a Trade Permit may be required. To find out the requirements, contact Superintendent at 318-473-1184 or Shirley.branham@cityofalex.com with questions.

Most of our permit applications, permit process information and payment links are listed on the City's website at www.cityofalexandrialouisiana.com, then click on City Services, then under City Planning, click on Building Permits and Other Licenses.

Step 1: Required approvals other than COA

Submit construction drawings to the State Fire Marshall's office for review.

If there is ANY type of food or beverage establishment, you must also submit to Department of Health and Hospitals for review.

Step 2: Submittal to COA

Submit the following to the City of Alexandria, Construction Development Department:

- A. Completed Application for Building Permit in electronic .pdf file copy or paper copy.
- B. An electronic .pdf file copy of the STAMPED State Fire Marshall reviewed construction drawings of the building. Drawings should be scanned as black and white at 200 dpi.
 - a. OR you may submit the same in paper copies. Do NOT send the ORIGINAL red stamped SFM drawings.
 - b. There is no fee for Plan Review. Please see information below for more detailed information.
 - c. Plans shall include a floor plan of how the building exists currently and provide another floor plan showing the changes proposed for the new use.
 - i. Indicate all restrooms on the plans showing the fixture layout and overall room dimensions. Note location of drinking fountain.
 1. Indicate linear footage from the front of proposed infill location to the bank of community bathrooms that service the entire Mall.
 2. A floor plan of the existing Mall layout can be provided by this office with request.



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- ii. Note on the plans if gas utility service will be needed. If gas is needed, provide the Total BTU load for the proposed use along with the existing use BTU load. Meter may have to be upgraded.
 - iii. Note on the plans the Total Electrical Demand load for the proposed use along with the existing use electrical meter and panel size. Meter and panel may have to be upgraded.
 - iv. If the proposed use is any type of food or beverage establishment, provide equipment schedule with gas and electric loads for each piece of equipment.
- d. If the proposed use is any type of food or beverage establishment, provide the room size and square footage of the dining area or public counter service area.
- C. Submit a copy of the SFM review letter.
- D. If applicable, submit a copy of the DHH review letter.
- E. Email all documents, in .pdf format to: permits.callcenter@cityofalex.com.

Step 3: Applicable Code Compliance

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 City of Alexandria Registered Electrician or Plumbing Contractor. Please note this list on the title page of construction documents.

1. City of Alexandria Code of Ordinances, 2012 ed. - www.municode.com
 - a. Chapter 28 and 29 in particular
2. International Building Code, 2009 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, 2008 ed.
 - a. NEC 2011 will be adopted and enforced effective January 1, 2013.
5. International Gas Code, 2009 ed.
6. International Mechanical Code, 2009 ed.
7. National Fire Protection Association 101 (NFPA 101- Life Safety Code), 2006 ed.
8. ANSI, 2003 ed.
9. ADAAG, 2002 ed.

Step 4: COA Plan Review

In-house Plan Review of STAMPED SFM reviewed construction drawings is scheduled for once per week. To make the weeks agenda, submit plans by Monday at noon. Any plans submitted after 12:00 will be moved to the next week's agenda. Plan review takes approximately two to three weeks from Monday's agenda deadline. A response from Plan Review findings will be sent via email within three weeks after submittal. The response will be either:



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1. Approved to Permit – drawings are stamped COA Permitted and are sent to the Applicant via email. Other comments for compliance in the field make also be marked on the plans. Another drawing submittal is NOT required. The Contractor is responsible to keep a copy of these plans (minimum 8 ½" x 11") on the jobsite throughout construction.
2. Pending Status - revised drawings are requested by COA. Plans will be returned to the applicant with comments marked on the appropriate sheets for compliance / revision.
 - a. If revised drawings are necessary, the plan review process will be repeated.
 - b. Both parties must maintain some reasonable contact or correspondence in order to remain in pending status.
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.

All correspondence is sent via email for notification. Make sure that the appropriate email addresses and contact phone numbers are shown on the building permit application. You may also submit plans and applications as well as view the status of your project through the City's permitting software at www.mypermitnow.org.

Step 5: Permit Issuance

Issuance of Building Permit, if approved.

Visit the Permit Tech on the Third Floor to pay building permit fees and collect permit. Contact COA Call Center at 318-441-6333 or toni.genova@cityofalex.com.

You may also pay for your permit online through our permitting software. Go to www.mypermitnow.org, click on Customer Portal and at the top either log in to or create your account to pay with a credit card. Call 1-866-957-3764 x.1 for assistance with this payment option.

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.



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Step 2 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.cityofalexandrialouisiana.com. Go to Building Permits (on the left sidebar).
2. Copy of the STAMPED State Fire Marshall Review set of Construction drawings (electronic set). Full size scaled sets to include a floor plan, demolition plan (if applicable), site plan, structural drawings and any mechanical, electrical, and plumbing drawings.
3. Copy of the review letter from the State Fire Marshall's Office.
4. Copy of the report for Office of Fire Prevention for Temporary Occupancy / Temporary Utilities.
5. Plans shall provide proximity to existing bathroom clusters within the Mall. Linear footage from the entrance of the infill to the entrance to the bathroom clusters shall be provided. If the linear footage to the facilities exceeds 500 feet, then the minimum number of required plumbing fixtures for toilets, lavatories and drinking fountains per Louisiana State Plumbing Code shall be required within the infill space. Reference LSPC Table 407 and subnote 407.27.
 - a. If a drinking fountain WILL BE REQUIRED to be installed: it shall be in compliance with Louisiana State Plumbing Code, Section 409.2. Water coolers and bottled water is not acceptable.
6. Copy of the DHH review letter, if there is any food and/or beverage service to the public. This does NOT apply to small employee breakrooms.
7. If the food service area is NOT located in the existing Food Court area and cannot be connected to the Food Courts existing grease trap, then the following shall apply:
 - a. If there is ANY food and/or beverage service, the City of Alexandria shall size the grease trap or grease interceptors based on the plumbing fixtures required by DHH. For questions about grease trap / interceptor sizing within Alexandria City Limits, call James Graham in the Wastewater Department.
8. 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.
9. If the project includes adding or modifying a sign on the facility, a Sign Permit will be required. Contact Glen Couvillion.

Part Two - Construction Document Check List:

1. Floor plan drawing shall indicate:
 - a. Scope of work
 - b. Square footage of the space with the heat/cool square footage and the total square footage for the facility.



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- c. Demolition plan (how the building exists currently before any renovations are made).
- d. Renovation plan (show all proposed construction to be made).
- e. all interior layout including plumbing fixtures, kitchen layout, and walls with dimensions. Indicate handicap accessible restrooms.
- f. If there is ANY food OR beverage service, indicate the size and location of the grease trap / grease interceptor as required by DHH.
- g. 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 total demand load, size of the electrical service, panel, and meter and their sizes, switches, receptacles, etc.
 - iii. Indicate all applicable electrical grounding details and panel schedule.
 - iv. Indicate any gas services to and inside the building, gas fixtures, BTU's, etc.
 - v. Isolation Backflow may be required per LSPC for any equipment that requires water for processing such as dental pumps, x-ray machines, or the like. If such equipment is shown on plans, please specify if water processing is necessary for that equipment.
- h. Check with the Louisiana State Fire Marshalls office for square footage limitations for sizes of buildings that must submit plans stamped and signed by a Louisiana Licensed Architect or Engineer.

Part Three – 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:

Permits Call Center (318) 473-1184.

Permits.callcenter@cityofalex.com

Inspections Call Center (318) 441-6333.

Inspections.callcenter@cityofalex.com

1. Chris Wiley, Building / Multi-trades Inspector, (318) 473-1299
Chris.wiley@cityofalex.com
2. Rick Harper, Gas / Multi-trades Inspector, (318) 441-6062
Rick.harper@cityofalex.com
3. Marty Campbell, Plumbing / Multi-trades Inspector, (318) 441-6063
Marty.campbell@cityofalex.com
4. Jeff Lachney, Electrical Inspector, (318) 473-1341
Jeff.lachney@cityofalex.com



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5. Konrad Lachney, Electrical Inspector, (318) 473-1340
konrad.lachney@cityofalex.com
6. Eddie Milem, Mechanical / Multi-trades Inspector, (318) 441-6364
eddie.milem@cityofalex.com
7. Angie Burke, Planner / Zoning, (318) 473-1371 (Sign Permits also)
Angie.burke@cityofalex.com
8. Larry King, Fire Prevention Director, (318) 441-6608
Larry.king@cityofalex.com
9. Shirley Branham, Superintendent of Construction, (318) 473-1184
shirley.branham@cityofalex.com

Other informative numbers:

1. Randy Ducote, Department of Health and Hospitals, (318) 487-5282 x. 202
randy.ducote@la.gov
2. Jennifer Moreau, State Fire Marshall (Alexandria Office), (866) 946-3125
Jennifer.moreau@dps.la.gov
3. Rapides Parish Planning Commission (RAPC): 318-487-5401.
4. Department of Transportation and Development (LA DOTD): 318-561-5100
5. 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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Alexandria Mall Overall Building Floor Plan

EXISTING COMMON TOILET ROOMS
ACCESSIBLE FROM MALL CONCOURSE
3 MEN W.C.'S
4 MEN URINALS
3 MEN LAVATORIES
9 WOMEN W.C.'S
5 WOMEN LAVATORIES

Burlington

Food Court

Dillard's

JcPenny

Sears

EXISTING COMMON TOILET ROOMS
ACCESSIBLE FROM MALL CONCOURSE
3 MEN W.C.'S
3 MEN URINALS
2 MEN LAVATORIES
6 WOMEN W.C.'S
3 WOMEN LAVATORIES

- Applicant:**
1. Highlight area of proposed infill renovation.
 2. Note the linear footage walking distance from infill entrance to existing common toilet facilities.
 3. Verify the infill store id number.



NORTH