

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.

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

If a Permit is required, the following steps will need to be completed.

Step 1:

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:

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

- A. Completed Application for Building Permit
- 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 a 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.
 - 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.



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- v. 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.

Step 3:

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.

A response from Plan Review findings will be sent the approximately two weeks from the Monday after submittal. Response will be sent via email. The response will be either:

- 1. Approved to Permit with instructions on how to secure permit.
- 2. Request for Revised Drawings.

Step 4:

Issuance of Building Permit, if approved.

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

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.

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.cityofalexandria.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. Storm Water Pollution Prevention Plan drawing and Application (for any project that disturbs the soil, regardless of size) Contact Shirley Branham with questions.
 - a. Completed SWPPP application
 - b. Full size scaled site plan locating all site BMP's. BMP's (Best Management Practices) to reduce stormwater run-off from the site.



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- c. A copy of the Notice of Intent (NOI) filed with the DEQ (if applicable). For soil disturbances that are in areas 5 acres or more.
4. Copy of the review letter from the State Fire Marshall's Office.
5. Copy of the report for Office of Fire Prevention for Temporary Occupancy / Temporary Utilities.
6. If the project includes adding or modifying a sign on the facility, a Sign Permit will be required. Contact Glen Couvillion.
7. 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.
8. 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.
9. If the building does not have an existing drinking fountain and work is being done to be building, a drinking fountain WILL BE REQUIRED to be installed. It will have to be in compliance with Louisiana State Plumbing Code, Section 409.2. Water coolers and bottled water is not acceptable.
10. 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.
11. Copy of the geotechnical soil report, if this is an addition to the facility.
12. Copy of the LA DOTD permit, if the project includes pouring a new driveway or entrance to a State Highway or Road.

Part Two - Construction Document Check List:

must be STAMPED reviewed drawings by the Louisiana State Fire Marshall's office

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, indicate existing and proposed new.
 - 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 with the heat/cool square footage and the total square footage for the facility.
 - c. Demolition plan (how the building exists currently before any renovations are made).



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- 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.
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 BMP's (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, 2009 ed.
3. International Existing Building Code, 2009 ed.



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4. Louisiana State Plumbing Code, 2000 ed.
 - a. plans will not be reviewed if submitted under the International Plumbing Code.
5. National Electric Code, 2011 ed.
6. International Fuel Gas Code, 2009 ed.
7. International Mechanical Code, 2009 ed.
8. National Fire Protection Association 101 (NFPA 101- Life Safety Code), 2006 ed.
9. ANSI, 2003 ed.
10. ADAAG, 2002 ed.

Part Four – Plan Review

Plan Review is an in-house process for Inspectors and Superintendents to view the plans to confirm code compliance. Plan Review is held once per week. A response from Plan Review findings will be sent via email the following Monday after submittal. The response will be either:

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.

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:

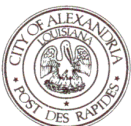


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Construction Development Department, Planning Division
Inspections Call Center (318) 441-6333 - Ashley Coleman, Permit Tech
Inspections.callcenter@cityofalex.com

1. Steve Hurley, Electrical Distribution, (318) 473-1350
Steve.hurley@cityofalex.com
2. Clay Vanderlick, Gas Distribution Superintendent, (318) 441-6064
clay.vanderlick@cityofalex.com
3. Rick Harper, Gas Inspector, (318) 441-6062
Rick.harper@cityofalex.com
4. Harlis Bass, Acting Superintendent Water Department, (318) 441-6213
harlis.bass@cityofalex.com
5. James Graham, Superintendent of Wastewater, (318) 441-6241
james.graham@cityofalex.com
6. Marty Campbell, Plumbing Inspector, (318) 441-6063
Marty.campbell@cityofalex.com
7. Darren Green, Landscape Architect, (318) 441-6060
Darren.green@cityofalex.com
8. Paul Lazarone, Construction Inspector, (318) 441-6361
Paul.lazarone@cityofalex.com
9. John Jordan, Land Surveyor, (318) 473-1177
John.jordan@cityofalex.com
10. Todd Curry, IBC Plan Review & Building Inspector, (318) 473-1299
Todd.curry@cityofalex.com
11. Jeff Lachney, Electrical Inspector, (318) 447-0909
Jeff.lachney@cityofalex.com
12. Glen Couvillion, Zoning, (318) 473-1373 (Sign Permits also)
Glen.couvillion@cityofalex.com
13. Larry King, Fire Prevention Director, (318) 441-6608
Larry.king@cityofalex.com
14. Mike Wilkinson, City Engineer, (318) 473-1170
Mike.wilkinson@cityofalex.com
15. Shirley Branham, Commercial Plan Review, (318) 473-1184 (Stormwater Plans also)
shirley.branham@cityofalex.com
16. Melissa Bordelon, Department of Health and Hospitals, (318) 487-5282 x.202
melissa.bordelon@la.gov
17. Randy Ducote, Department of Health and Hospitals, (318) 487-5282
randy.ducote@la.gov
18. Jennifer Moreau, State Fire Marshall (Alexandria Office), (866) 946-3125
Jennifer.moreau@dps.la.gov

Other informative numbers:



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Commercial Plan Review, City of Alexandria
625 Murray Street, Alexandria, LA 71301
Office: 318.473.1184 / Fax: 318.619.3457

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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