



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](mailto:shirley.branham@cityofalex.com)

## Permit and Plan Review Process for New Commercial Construction

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 Superintendent at 318-473-1184 or [Shirley.branham@cityofalex.com](mailto:Shirley.branham@cityofalex.com) with questions. If a Permit is required, the following steps will need to be completed.

Early in the process, you may also want to check with the Zoning Analyst to confirm if your proposed use is allowed in the Zoning District of the particular piece of property. Contact 318-473-1371 or [Angela.burke@cityofalex.com](mailto:Angela.burke@cityofalex.com) with questions.

Most of our permit applications, permit process information and payment links are listed on the City's website at [www.cityofalexandria.com](http://www.cityofalexandria.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. Submit a copy of the SFM review letter.
- D. If applicable, submit a copy of the DHH review letter.
- E. Submit storm water pollution prevention plan application.
  - a. DEQ LARS Permit or DEQ NOI may also be required.
- F. Email all documents, in .pdf format to: [permits.callcenter@cityofalex.com](mailto:permits.callcenter@cityofalex.com).



Jacques M. Roy  
Mayor



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### **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, 2013 ed. - [www.municode.com](http://www.municode.com)
  - a. Chapter 28 and 29 in particular
2. International Building Code, 2009 ed.
3. International Existing Building Code, 2009 ed.
4. Louisiana State Plumbing Code, 2013 ed.
  - a. plans will not be reviewed if submitted under the International Plumbing Code.
5. National Electric Code, 2011 ed.
5. International Gas Code, 2009 ed.
6. International Mechanical Code, 2009 ed.
7. National Fire Protection Association 101 (NFPA 101- Life Safety Code), 2009 ed.
8. ANSI, 2009 ed.
9. ADAAG, 2004 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:

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.



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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](http://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](mailto:toni.genova@cityofalex.com).

You may also pay for your permit online through our permitting software. Go to [www.mypermitnow.org](http://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 building 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.

### **Other Variables:**

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 annexed. The owner of the property is required to write a letter requesting annexation as well as requesting zoning designation for the property. Contact Angie Burke 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.

If the building is over 20,000 square feet or more than three (3) residential units on a single lot, then Rapides Parish Planning Commission approval is required before the City of Alexandria can accept plans for review. RAPC approval takes approximately 4 to 6 weeks. Contact RAPC at 318-487-5401.



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## Step 2 Requirements in detail:

### **Part One - Application Package**

It is recommended that the Design Professional submit the plans for early review prior to the Contractor making application for permit to begin construction. The City of Alexandria has 30 days to review plans and respond to the applicant. Normal plan review and permitting takes approximately two weeks, if all of the following information is included. Below is a list of information necessary to prepare and submit for review in order to obtain a building permit.

1. Building Permit Application. Copies are available in our office or online.
2. Copy of the STAMPED State Fire Marshall Review set of Construction drawings (electronic set in .pdf format) and a copy of the review letter from the State Fire Marshall's Office shall be submitted, (800-256-5452 or [www.dps.state.la.us/sfm](http://www.dps.state.la.us/sfm)).
  - a. Construction drawings to be full size scaled sets and shall include a site plan, utility service drawings, storm water BMP plans and details, floor plans, structural drawings and any mechanical, electrical, and plumbing drawings.
  - b. Construction drawings must be stamped and signed by Louisiana Licensed Architect or Engineer, if applicable. Information for each Professional of Record must be on plans. 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.
  - c. NOTE: Plans reviewed and approved by the State Fire Marshalls Office are for compliance to the Life Safety Code only. The City of Alexandria will perform code compliance review for all codes adopted by the Louisiana State Uniform Code Council.
3. Copy of the review letter from the State Fire Marshall's Office.
4. Storm Water Pollution Prevention Plan drawing and Application (for any project that disturbs the soil, regardless of size) This is usually the Contractors submission. Requirements can be referenced in the City of Alexandria Code of Ordinance, Chapter 29. Call 318-473-1184 with questions. Application is available online.
  - a. Completed application.
  - b. Full size scaled site plan locating all site BMP's addressing how materials will be stored on-site, jobshacks, concrete wash-out pits, etc.
    - a. This must be included before a grading permit or dirt work can begin.
    - c. A copy of the Notice of Intent (NOI) filed with the DEQ (if applicable)
5. If the project includes adding or modifying a sign on the facility, a Sign Permit will be required. Contact Angie Burke.
6. If the project is in a Flood Hazard Zone, an In-Progress Elevation Certificate will be required prior to pouring the concrete for the building slab. A final Elevation Certificate will also be required after all construction is complete. Contact John Jordan.
  - a. Visit <http://msc.fema.gov> to view a FIRMette showing the location of the site, the flood zone, and the flood map ID or community panel number to verify the flood zone of the property.





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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 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. Compliance with the Louisiana State Plumbing Code, 2000 will be required, not the International Plumbing Code. Ensure that plans meet the minimum number of toilets, lavatories, and drinking fountains as required in Table 407. Water coolers and bottled water are not an acceptable solution for drinking fountains.
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:**

Below is a general overview list of various items checked in the construction documents to which plans must comply. This information is imperative in expediting plan review. This checklist is referenced in the City of Alexandria Code of Ordinances, particularly Chapter 28 & 29, which is also located at [www.municode.com](http://www.municode.com) for your convenience.

### **Title Page and Site Plan Drawings:**

1. On every page in the site plan set, include the following note in an obvious location:
  - a. Call "Louisiana One Call" 48 hours before digging (1-800-272-3020).
2. Project location within the City of Alexandria. Show on a vicinity map noting nearby streets and site boundaries. Show / note on title page or site plan.
3. Zoning of the project, flood zone determination, and wetland determination (if applicable). Show / note on title page.
  - a. If property must be rezoned, it is a 6 to 8 weeks process to be completed. Also, if any type of rezoning or variance is required, the application for review will not be accepted until corrective action is completed by proper authorities.
  - b. Visit <http://msc.fema.gov> to print a FIRMette showing the location of the site, the flood zone, and the flood map ID or community panel number to verify the flood zone of the property. You may include this on the title sheet.
4. Scope of work shall be delineated on the Title Sheet or Floor Plan. Provide a detailed reference to types of utilities requested, construction activity proposed, etc.
5. Building type & classification. Show / note on title page.
  - a. Note construction type, occupant load, and building use group (IBC 2009)
  - b. Note whether the building is sprinkled or non-sprinkled



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6. Compliance with setback ordinances. Show dimensioned setback lines on site plan in relation to property lines and proposed structures.
  - a. A structure to be built cannot be built within a setback, however, paving can be allowed within some setbacks (See note 7 below). See ordinance.
  - b. Note the names of businesses / zoning of adjoining properties to the project site
  - c. Show the locations of a/c pads. They can be within the setback but cannot be within the landscape buffer.
7. Identify utilities around the site and to the building and their servitudes. For all construction, new and existing.
  - a. Contact each Department head to confirm how utilities will reach the building or if additional utility work or relocation of lines will be necessary.
  - b. Electrical requires a 15' easement.
  - c. Water and sewer require a 10' easement each.
8. Compliance with landscaping ordinances. There are minimum clear dimension requirements from property lines to any paving or any structure. These must be maintained as landscape buffers. Dimension on landscape / drainage plan.
9. Proper open space requirements per zoning. Note square footage of open space vs. square footage of built structure on site plan.
10. Compliance with parking requirements, including h/c parking, and driveway entrances and exits. Note number of spaces on site parking plan and construction details for ramps, striping, etc. on applicable plan sheets.
  - a. If a driveway attaches to a State road, a copy of the LA DOTD driveway permit will be required to be submitted with package. Some of the State roads within Alexandria City limits are: Jackson Street, MacArthur Drive, Lee Street, Monroe Street, David Jones Street, Bolton, and Hwy 28 West. Contact LA DOTD for current list.
  - b. Show directional traffic flow arrows and signage locations.
  - c. Dimension driveway widths, parking spaces, etc.
  - d. If a driveway is shared with another business, provide a copy of the "Access Servitude" document recorded at the Rapides Parish Court House.
11. Compliance with street and driveway construction details for City of Alexandria if the driveway is intended to be public and connects to a COA street. See note 10.a. above.
12. Compliance with drainage ordinances. Show directional arrows for drainage flow as well as spot grade elevations over entire project site.
  - a. Provide pre- and post- runoff calculations to determine if retention or detention will be required for the site. (Contact Mike Wilkinson for more information).
  - b. Detail sections of swales and ditches for sheetflow.
  - c. Only concrete pipe is acceptable to tie-in any subsurface drainage to City of Alexandria right-of-ways. (15" minimum, 18" preferred, however, existing COA catch basin tie-ins will dictate acceptable size.)
  - d. There must be catch basins on project site to relieve drainage going to existing or new COA catch basin. Only minimal sheet flow drainage will be considered for acceptance.



- e. Show Finished Flow Elevations and building slab elevations. COA minimum standards state that the building slab elevation must be at a minimum of one foot (1'-0") above the street PLUS 2% of the slope from the back of the street curb to the front of the building. Provide calculations on plan sheet.
  - f. If any type of drainage (sheet flow or subsurface) is shown going onto adjacent property, the application package must also include a copy of the servitude granted and recorded at the Rapides Parish Court House. The servitude must be signed and dated by all effected property owners. Contact John Jordan for more information.
  - g. Depending on the size of the project, (over 100,000 sf of impervious surface) an on-site retention pond may be necessary to accommodate drainage. Plans for said retention pond should be included in construction document set.
  - h. If you are adjacent to Horseshoe Drive drainage canal, you may call Mike Chenevert at Meyer, Meyer, & LaCroix for possible option of draining into canal in lieu of a retention pond.
13. Compliance with Storm Water Pollution Prevention Plan – application packet and drawings. Contact Shirley Branham for more information.
- a. Site plan delineating Best Management Practices (BPM's). Locate silt fencing, hay bales at catch basins, check dams, temporary construction entrance, wash out area / pit for concrete and building material products, temporary construction dumpster location, job shack, and temporary storage of building materials, etc.
  - b. Include details illustrating the correct installation of BMP's
  - c. List good housekeeping notes to prevent spills of paints, fuels, chemicals, etc.
  - d. Note periodic inspections and corrective actions to be made by the contractor and procedure / schedule for inspections and record keeping.
  - e. List the square footage area of the entire site, the square footage area of the site to be disturbed during construction and note the length of time estimated for construction from start to finish which should address the timely maintenance of vegetation, erosion, and sediment control.
  - f. Note spot grade elevations and directional flow arrows for surface drainage during construction.
  - g. A completed NOI and LARS Permit may be required if the project is one acre or greater or if it is part of a common development / subdivision that is greater than 5 acres. Applications available online or visit DEQ website.
14. Compliance with right of ways, easements, and servitudes as recorded on the filing plat. Contact John Jordan for more information.
15. Compliance with signage ordinances. You may need a sign permit. Contact Angie Burke for more information.
16. Compliance with dumpster requirements by DHH and COA. Show permanent dumpster location on site plan and show all dumpster details on applicable plan sheets.
- a. If the business will have any type of food and/or beverage service with grease laden products, such as a restaurant, DHH requires dumpster locations must be paved, elevated or curbed above adjacent grade (to prevent adjacent surface



- drainage), covered with a roof structure, have a drain that connects to a grease trap (250 gallon minimum) and ties into sanitary sewer system, and have hot and cold water (mixer valve is acceptable). Contact Randy Ducote at DHH.
- b. COA requires that all dumpsters have walls that must be of sufficient height to completely screen the dumpster. COA prefers that the wall screening structure be of brick, stone, or masonry material, however, weather resistant wood fences are acceptable. COA standard details are available by request.
17. Copy of geotechnical report or soil investigation with any recommendations.

Building / Structure Plans Drawings:

1. Compliance with International Building Code. Drawings should include:
  - a. List building square footages, both heat / cool and under roof area.
  - b. Dimensioned floor plans with applicable notes, showing design loads and calculations.
  - c. Front, rear, and side elevations
  - d. Window, door, and finish schedules
  - e. Rated assembly details with design number and approved UL cut sheets
  - f. Building construction details for walls, floor, roof, and foundations
  - g. Foundation plan
  - h. Truss / framing plan and details
  - i. Details and sections of staircases, showing handrail dimensions, tread & riser clearances and dimensions, landing details, and finishes, etc. Shop drawings of metal staircases are acceptable.
2. Copy of shop and prefabricated component drawings for metal building structures, if applicable.
  - a. If metal building contractor has not been awarded at time of application, the shop drawings can be delivered later, however, we cannot permit until we a copy of the drawings are reviewed and accepted.
3. Copy of State Fire Marshall's Industrialized Building Review stamped plans and review letter. Required for all modular buildings that are not site fabricated, if applicable.
  - a. If no report is available, the building will be considered new construction within the City of Alexandria's jurisdiction and full code compliance shall be required and inspected.
4. Compliance with International Mechanical Code. Drawings should include:
  - a. Location and size of equipment, design calculations, material designations
  - b. Air distribution and return air system
  - c. Ventilation and exhaust schedule
  - d. Duct detection system / vent system / chimney system
  - e. Combustion air requirements
  - f. Gas, oil, and / or hydronic piping diagram
5. Compliance with National Electric Code (NEC). Drawings should include:





- a. Location of electrical devices: lighting, receptacles, switches, equipment, appliances, transformers, panels, and subpanels
  - b. Size, type, and number of conductors in conduit and raceway
  - c. Panel and subpanel schedule with load calculations
  - d. Load calculations for service equipment
  - e. Size, locations, and type of connections for ground wires and connectors
  - f. Emergency lighting and exit sign locations
  - g. Size and demand of electrical appliances, equipment, and devices
  - h. Grounding and overcurrent protection systems
6. Compliance with Louisiana State Plumbing Code. Drawings should include:
- a. Isometric diagram of potable water supply system with fixtures, locations, and WSFU values.
  - b. Isometric diagram of DWV system with fixtures, locations, and SFU valves
  - c. Hangers and supports
  - d. Indirect waste piping
  - e. Details of special devices: backflow, grease trap, sewer pump oil separator and steam boiler. All drains and grease traps must be vented.
  - f. In food and/or beverage service establishments, the grease trap shall service the entire kitchen area and tie into the sanitary sewer system. Grease traps are sized based on the number of fixtures, not on the menu. No exceptions. Typical minimum size is 1000 gal. COA sizing chart is available on request from James Graham at the Waterwater Department. Grease interceptors are allowed by pre-defined exception only. Drawings should also note frequency of scheduled cleaning and servicing of grease traps.
  - g. Specifications for all plumbing fixtures, appliances, piping material and connections for all plumbing systems
  - h. Design basis for sizing of potable water supply system
  - i. Material designations
  - j. Medical gas and vacuum system details, such as tank size, quantity, location, etc. Note the "Level of Care" per NFPA and provide Letter of Intent.
  - k. 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.
7. Sprinkler System plan, if applicable.
- a. If contractor has not been awarded at time of application, the sprinkler plan can be delivered later, however, sprinkler system installation cannot begin until sprinkler plan is reviewed and accepted.
  - b. If a sprinkler system is required by the State Fire Marshall's office, then the Louisiana State Plumbing Code shall require Backflow Prevention. The device shall be located as close to the water tap as possible.





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### **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](mailto:Permits.callcenter@cityofalex.com)

Inspections Call Center (318) 441-6333.

[Inspections.callcenter@cityofalex.com](mailto:Inspections.callcenter@cityofalex.com)

1. Steve Hurley, Superintendent of Electrical Distribution, (318) 473-1350  
[Steve.hurley@cityofalex.com](mailto:Steve.hurley@cityofalex.com)
2. Clay Vanderlick, Gas Distribution Superintendent, (318) 441-6064  
[clay.vanderlick@cityofalex.com](mailto:clay.vanderlick@cityofalex.com)
3. Curtis Fogleman, Acting Superintendent Water Department, (318) 441-6215  
[curtis.fogleman@cityofalex.com](mailto:curtis.fogleman@cityofalex.com)
4. James Graham, Superintendent of Wastewater, (318) 441-6241  
[james.graham@cityofalex.com](mailto:james.graham@cityofalex.com)
5. Darren Green, Landscape Architect, (318) 441-6060  
[Darren.green@cityofalex.com](mailto:Darren.green@cityofalex.com)
6. Paul Lazarone, Right of Way Inspector, (318) 441-6361  
[Paul.lazarone@cityofalex.com](mailto:Paul.lazarone@cityofalex.com)
7. John Jordan, Land Surveyor, (318) 473-1177  
[John.jordan@cityofalex.com](mailto:John.jordan@cityofalex.com)
8. Chris Wiley, Building / Multi-trades Inspector, (318) 473-1299  
[Chris.wiley@cityofalex.com](mailto:Chris.wiley@cityofalex.com)
9. Rick Harper, Gas / Multi-trades Inspector, (318) 441-6062  
[Rick.harper@cityofalex.com](mailto:Rick.harper@cityofalex.com)
10. Marty Campbell, Plumbing / Multi-trades Inspector, (318) 441-6063  
[Marty.campbell@cityofalex.com](mailto:Marty.campbell@cityofalex.com)
11. Jeff Lachney, Electrical Inspector, (318) 473-1341  
[Jeff.lachney@cityofalex.com](mailto:Jeff.lachney@cityofalex.com)
12. Konrad Lachney, Electrical Inspector, (318) 473-1340  
[konrad.lachney@cityofalex.com](mailto:konrad.lachney@cityofalex.com)
13. Eddie Milem, Mechanical / Multi-trades Inspector, (318) 441-6364  
[eddie.milem@cityofalex.com](mailto:eddie.milem@cityofalex.com)
14. Angie Burke, Planner / Zoning, (318) 473-1371 (Sign Permits also)  
[Angela.burke@cityofalex.com](mailto:Angela.burke@cityofalex.com)
15. Larry King, Fire Prevention Director, (318) 441-6608  
[Larry.king@cityofalex.com](mailto:Larry.king@cityofalex.com)
16. Mike Wilkinson, City Engineer, (318) 473-1170  
[Mike.wilkinson@cityofalex.com](mailto:Mike.wilkinson@cityofalex.com)



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17. Shirley Branham, Superintendent of Construction, (318) 473-1184 (Stormwater Plans also)  
[shirley.branham@cityofalex.com](mailto:shirley.branham@cityofalex.com)

Other informative numbers:

1. Randy Ducote, Department of Health and Hospitals, (318) 487-5282 x. 202  
[randy.ducote@la.gov](mailto:randy.ducote@la.gov)
2. Jennifer Moreau, State Fire Marshall (Alexandria Office), (866) 946-3125  
[Jennifer.moreau@dps.la.gov](mailto: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](http://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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