



Superintendent of Construction Development,
Planning Division, City of Alexandria
625 Murray Street, Alexandria, LA 71301
Office: 318.473.1375 / Fax: 318.473.1377
Melynda.gremillion@cityofalex.com

Permit and Plan Review Process for New Residential Trailer Placement

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 318-473-1375 or melynda.gremillion@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 a 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 Jamie.yaeger@cityofalex.com or 318-473-1373 or Jill.brittain@cityofalex.com with questions.

Step 1:

Submit the following to the City of Alexandria, Construction Development Department. See detailed description listed on page 2 of this letter.

- A. Completed Application Package. Part One.
- B. Construction Drawings Package. Part Two. An electronic .pdf file copy of the 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.
 - b. There is no fee for Plan Review. Please see information below for more detailed information.

Step 2:

Plan review of construction drawings begins the next business day after submittal. Zoning Verification, Flood Plain Verification and Survey Review is required on all Residential applications prior to issuing a Building Permit or a Trailer Placement Permit. A response from Plan Review findings will be sent the approximately 5 days from 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.
3. Denied



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Step 3:

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 Permit Tech at 318-473-1372.

We appreciate your interest in building new structures in the City of Alexandria and look forward to a great working relationship with you! 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 Jill Brittain at 318-473-1373. 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 1 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 Residential plan review and permitting takes approximately one week, if all of the following information is included. Residential Plan Review process will begin with Shirley Branham in COA Planning Department. Below is a list of information necessary to prepare and submit for review in order to obtain a building permit.

1. Trailer Movement and Placement Application. (Same to be used for Trailer Placement Permit). Copies are available in our office or you may find a copy online at www.cityofalexandrialala.com. Go to Building Permits, under Construction Development, under Services (at the top right).
2. Construction drawings to be full size scaled sets and shall include a site plan, utility service drawings, floor plans, structural drawings and any mechanical, electrical, and plumbing drawings of where the utilities will be laid to connect to the trailer.
3. If the project is in a Flood Hazard Zone, an Elevation Certificate will be required prior to issuing the Certificate of Occupancy. All parts of the trailer and undercarriage have to be located about the Flood Plain.



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- 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.
4. 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 Package 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 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 (IRC 2009)
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 homeowners / 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 and driveways. Note number of spaces on site parking plan and construction details 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. Dimension driveway widths, parking spaces, etc.
 - c. If a driveway is shared with another homeowner, 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. Contact Mike Wilkinson for standard City details.
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 is retention or detention will be required for the site. (Contact Mike Wilkinson for more information).
 - b. Detail sections of swales and ditches for sheet flow.
 - 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 right of ways, easements, and servitudes as recorded on the filing plat. (Contact John Jordan for more information.)
14. Trailer shall be built in compliance with HUD Standards. Trailer shall bear a HUD decal permanently fixed on the interior frame of one of the exterior doors.

Part Three - 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
 - a. Chapter 28 and 29 in particular
2. International Residential Code, 2012 ed.
3. International Existing Building Code, 2012 ed.
4. International Plumbing Code with LA Amendments, 2012 ed.
5. National Electric Code, 2011 ed.
6. International Gas Code, 2012 ed.
7. International Mechanical Code, 2012 ed.
8. National Fire Protection Association 101 (NFPA 101- Life Safety Code), 2009 ed.
9. ANSI, 2009 ed.
10. ADAAG, 2004 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 begins the day after submittal. A response from Plan Review findings will be sent via email 5 business days 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. Revisions Requested - 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.





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- 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:

Construction Development Department, Planning Division

Permits Call Center (318)473-1372
Permits@cityofalex.com

Inspections Call Center (318) 441-6333.
Inspections@cityofalex.com

1. Joe Saucier, Acting Electrical Distribution, (318) 473-1350
joe.saucier@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. James Graham, Acting Superintendent Water Department, (318) 441-6241
james.graham@cityofalex.com
5. James Graham, Superintendent of Wastewater, (318) 441-6241
james.graham@cityofalex.com
6. Marty Campbell, Plumbing /Multi-trades 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



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- Paul.lazarone@cityofalex.com
9. John Jordan, Land Surveyor, (318) 473-1177
John.jordan@cityofalex.com
 10. Dennis Stewart, Building / Multi-trades Inspector, (318) 473-1299
Dennis.stewart@cityofalex.com
 11. Jeff Lachney, Electrical / Multi-trades Inspector, (318) 473-1341
Jeff.lachney@cityofalex.com
 12. Konrad Lachney, Mechanical & Electrical /Multi-trades Inspector, (318) 473-1340
konrad.lachney@cityofalex.com
 13. Robert Guimbellot, Building Inspector, (318) 441-6463
Robert.guimbellot@cityofalex.com
 14. Jamie Yaeger, Zoning Analyst, (318) 473-1371 (Sign Permits also)
Angela.burke@cityofalex.com
 15. Jill Brittain, Zoning Analyst, (318) 473-1373
Jill.brittain@cityofalex.com
 16. Larry King, Fire Prevention Director, (318) 441-6608
Larry.king@cityofalex.com
 17. Mike Wilkinson, City Engineer, (318) 473-1170
Mike.wilkinson@cityofalex.com
 18. Melynda Gremillion, Superintendent, (318) 473-1375 (Stormwater Plans also)
melynda.gremillion@cityofalex.com

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 email or 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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