

Permit and Plan Review Process for Stationary Snow Cone Stand

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 placement of a prefabricated building or if there is ANY construction activity proposed for a Snow Cone Stand, a **Vendor Placement Permit** or a Trade Permit will be required.

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 with questions.

A "Snow Cone" stand is considered a "restaurant, fast food", under current COA Ordinances language. A "restaurant, fast food" is a permitted "Use" in the following zoning classifications: "B-3", General Business District, "C-1", Limited Commercial District, "C-2", General Commercial District, "CBD", Central Business District, "PD", Planned Developments.

Step 1:

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 in electronic .pdf file copy or paper copy.
- B. 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.
- C. Submit a copy of the DHH approval letter and checklist.
- D. If an addresses is needed, contact the COA Addressing Agent, Richard Boudreaux at 318-473-1175 for assignment.

Snow Cone Stand requirements:

1. Building Floor Plan must show the arrangement of counters, mixing machines, and plumbing fixtures.
2. May only sell snow cones, prepackaged drinks, and a minimal amount of packaged foods.
3. Issued an annual or temporary permit by DHH.



4. Building must be hard piped to water, sewer, and electricity.
5. Restrooms must be accessible within 300 ft of the building for the employees. You may provide a letter from neighboring business (if in commercial site) that employees and customers can use their restrooms during hours of operation. If the snow cone stand is in someone's front yard and family operated, they are allowed to use their home restroom for employees and customers.
6. No grease trap or interceptor is required.
7. Plumbing fixtures required are:
 - a. 3 compartment sink – each compartment must be large enough to fully submerge the largest piece of equipment.
 - b. Mop sink
 - c. Handwash sink
8. City of Alexandria requires 3 parking spaces minimum, one of which shall be handicap accessible. Provide Site Plan must show the location of the building on the property with dimensions to property lines and the required parking spaces identified.

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:



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 building structures in the City of Alexandria and look forward to a great working relationship with you and your firm!



Jacques M. Roy
Mayor



Construction Development, City of Alexandria
625 Murray Street, Alexandria, LA 71301
Office: 318.473.1184 / Fax: 318.619.3457

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



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17. Shirley Branham, Superintendent of Construction, (318) 473-1184 (Stormwater Plans also)
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!



Jacques M. Roy
Mayor