



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

Procedures for Third Party Providers for Plan Reviews and Inspections working in City of Alexandria

Procedures that must be followed by Third Party Inspectors and Plan Reviewers working in the City of Alexandria for new construction and renovations are as follows:

PART 1 - TPP Competency Registration:

1. Third Party Providers shall register with the Construction Development Department and carry a minimum of \$500,000 of professional liability insurance.
2. Competency Registration is an annual renewal process.
 - a. An application form is to be completed.
 - b. Annual registration fees apply.
 - c. A photo id is required.
 - d. A copy of LSUCCC registration certificate and registration number is required.

PART 2 - Submittal Package for a Permit:

1. The Contractor, Owner or their designee may apply for a Building Permit. All submittals shall be emailed to shirley.branham@cityofalex.com in .pdf format or one a CD. No paper files accepted. Documents to be provided shall include:
 - a. Completed Building Permit application (both pages). In the Scope of Work section, it shall identify if a TPP is to be used for Plan Review and/or Field Inspections. Application can be found online at www.cityofalexandriala.com.
 - b. Completed Storm Water Pollution Prevention application. Required for any amount of soil disturbance. Application can be found online at www.cityofalexandriala.com.
 - c. Complete set of construction documents. If this is a commercial project, the drawings shall also bear the State Fire Marshall's reviewed stamp. Drawings shall be scanned in black and white at 200 dpi maximum.
 - i. Site plan shall indicate storm water Best Management Practices.
 - ii. Site plan shall dimensionally locate the structure on the property as well as indicate all Ordinance requirements.
 - iii. Building plans, including structural, mechanical, plumbing, and electrical.
 - d. Copy of the State Fire Marshall's review letter.
 - e. Copy of Department of Health & Hospital's approval letter and checklist, if the business is permitted as a food service establishment.



Jacques M. Roy
Mayor

May 14, 2012



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

PART 3 - TPP Plan Reviewer:

1. TPP Plan Reviewers shall submit all stamped "reviewed" construction documents to the Superintendent of the Construction Development office along with a completed Building Permit application for approval for the issuance of any permits.
2. A plan review letter from the TPP Plan Reviewer shall accompany their reviewed plans indicating the applicable building codes, as well as any additional requirements.
3. Processing of Building Permit applications timeframe:
 - a. Residential - 5 to 7 business days
 - b. Commercial - 12 to 15 business days
 - c. These timeframes allow for completion of zoning, parking, landscape, floodplain, and survey reviews, in addition to the Building Official's approval, prior to a permit being issued.
4. Plan review fees shall be reduced by 50% (fifty percent) of the normal fee schedule, if an initial plan review is performed by TPP Inspector. All plan review fees are due at the time of submittal.
5. Special features for plan review:
 - a. Grease traps required in all new construction with permitted food service establishments by DHH. The City is responsible for sizing the grease trap once required by DHH. Contact COA Wastewater Department at 318-441-6241 with sizing requirements. Location and sizes shall be noted on the TPP reviewed plans.
 - i. In renovations to existing buildings with permitted food service establishments by DHH, grease interceptors may be allowed. The City is responsible for sizing the grease interceptor once required by DHH. Contact COA Wastewater Department at 318-441-6241 with sizing requirements.
 - ii. An approval letter and DHH checklist shall accompany plans for any establishment with any type of food service.
 - b. Dumpster enclosures for all permitted food service establishments by DHH. The City has standard dumpster enclosure details to be followed. Contact COA Engineering Department at 318-473-1176 to request copies of details. All details shall be shown in the TPP reviewed plans.
 - c. The Louisiana State Plumbing Code is followed to the strict letter. Table 407 shall be inspected to full compliance for minimum plumbing fixture requirements. Any waiver from the LSPC shall be accompanied by a letter from the Office of Public Health allowing the deviation.
 - i. If renovations are being made to a commercial building that does not currently have a drinking fountain installed, a drinking fountain shall be required to be installed as per Table 407 and 409.2. Bubble coolers and bottled water do not satisfy the requirements of the code.
 - d. Details for connections to existing City utilities and tie-in to City streets. Contact COA Engineering Department at 318-473-1176 to request copies of details.
 - e. Provide letters of Availability from each Utility required to service the structure. Contact the following Departments for letters:



Jacques M. Roy
Mayor

May 14, 2012

- i. Electrical Distribution: 318-473-1350
- ii. Gas Department: 318-441-6064
- iii. Water Department: 318-441-6215
- iv. Sewer Department: 318-441-6241
- f. Storm Water Pollution Prevention site plan shall be included indicating Best Management Practices for any amount of soil disturbance. The SWPPP application must also be completed and in the submittal package.

PART 4 - TPP Inspectors:

1. A TPP Inspector's submittal package for each inspection shall include:
 - a. The Permit Number assigned to the applicant by COA.
 - b. The date and time that the inspection is being performed.
 - c. The name of Customer/Permit Holder and the Project Address.
 - d. The corresponding inspection name as noted in the minimum inspections list on the Building Permit issued for that project.
 - e. If a violation is noted, indicate which section of the building code that is being violated.
 - f. Copy of the City's inspection checklist for each inspection type. Contact the Permit Tech's office at 318-441-6333 for copies of the checklists.
 - g. Copies of inspection photographs (minimum of 2) particular to the inspection being performed.
 - h. Inspection report shall be submitted to the City's Permit Tech via email to toni.genova@cityofalex.com or fax within 24 hours of the completion of the inspection.
2. A TPP Inspector shall be required to follow the list of inspections shown on page 2 of the Building Permit issued specifically to that project. The TPP Inspector must make the following minimum inspections:
 - a. Temp Pole Installation / Degrassing of Site / Toilet Facilities
 - b. [Utility Connection Inspections to be performed by COA, see note in Part 5.3 below.](#)
 - c. Plumbing Rough-In (In ground plumbing)
 - d. Foundation (Pre-pour)
 - e. Electrical Rough-in (open wall)
 - f. Plumbing Top-out (open wall)
 - g. Gas Rough-in (if applicable)
 - h. Mechanical Rough-in
 - i. Framing (including exterior doors & windows & insulation)
 - j. [Utility Connection Inspections to be performed by COA, see note in Part 5.3 below.](#)
 - k. Final Plumbing
 - l. Final Gas (if applicable)
 - m. Final Electrical
 - n. Final Mechanical
 - o. Final Building (including attic insulation)



- p. [Ordinance Inspections to be performed by COA, see note in Part 5.4 below.](#)
3. After all inspections are complete and passed, the TPP Inspector shall provide a summary report or letter indicating that the structure is complete, code compliant and to be considered for the issuance of a Certificate of Occupancy.
 4. Special features for inspection:
 - a. Grease traps required in all new construction with permitted food service establishments by DHH. The City is responsible for sizing the grease trap once required by DHH. Contact COA Wastewater Department at 318-441-6241 with sizing requirements.
 - i. In renovations to existing buildings with permitted food service establishments by DHH, grease interceptors may be allowed. The City is responsible for sizing the grease interceptor once required by DHH. Contact COA Wastewater Department at 318-441-6241 with sizing requirements.
 - b. Dumpster enclosures for all permitted food service establishments by DHH. The City has standard dumpster enclosure details to be followed. Contact COA Engineering Department at 318-473-1176 to request copies of details.
 - c. The Louisiana State Plumbing Code is followed to the strict letter. Table 407 shall be inspected to full compliance for minimum plumbing fixture requirements.
 - i. If renovations are being made to a commercial building that does not currently have a drinking fountain installed, a drinking fountain shall be required to be installed as per Table 407 and 409.2. Bubble coolers and bottled water do not satisfy the requirements of the code.

PART 5 - City of Alexandria's Duties:

1. Once plans are approved by COA, a Building Permit will be issued once appropriate fees are paid. Any special notes will be indicated on the permit, along with a list of sequential, required inspections to be performed throughout the construction process. It shall be the duty of both the permit holder, their designee or the TPP Inspector to ensure that all inspections are requested timely and are passed.
2. Building Permit fees shall be reduced by 50% (fifty percent) of the normal fee schedule, if inspections only are performed by TPP Inspector. All Building Permit fees are due at the time the Building Permit is issued.
3. All Utility Connection inspections shall be made by COA designated Inspectors. The Trade Discipline Contractor (Licensed Plumber or Electrician) is responsible for contacting the Permit Tech to coordinate an inspection time 24 hours in advance.
 - a. The TPP Inspector, Contractor, or Property Owner may also be present.
 - b. All meter and tap fees must be paid in full prior to requesting inspections.
 - c. Utility inspections include:
 - i. Electrical Set Temporary Pole
 - ii. Electrical Line Install
 - iii. Gas Line Install
 - iv. Water Line Install



- v. Sewer Line Install
- vi. Electrical 30-day Temporary Power Connection to structure
- c. The City may charge a Trade Inspection fee for each Inspection made for Utility connections. If applicable, this fee will be billed directly to the utility meter where the inspection is being performed.
 - i. Gas Trade Inspection Fee is \$45.00.
 - ii. Plumbing Trade Inspection fee is \$8.00.
 - iii. Electrical Trade Inspection fee is \$6.00
 - iv. After Hours Inspection fees may apply if requested outside of normal business hours.
 - v. Fees are subject to change.
- d. The Trade Discipline Contractor (Licensed Plumber or Electrician) will be notified of inspection status.
- e. Only the City of Alexandria Utility Inspectors can release or cancel power. In cases of emergency or non-compliance, the Superintendent can release or cancel power.
- 4. All Ordinance inspections shall be made by COA designated Inspectors. The Contractor is responsible for contacting the Permit Tech to coordinate and inspection time 24 hours in advance.
 - a. The TPP Inspector, Contractor, or Property Owner may also be present.
 - b. A Certificate of Occupancy will not be issued until these inspections are passed.
 - c. Ordinance inspections include:
 - i. Stormwater inspections (any amount of soil disturbance)
 - ii. Driveway Tie-in inspection
 - iii. Drainage inspection (commercial only)
 - iv. Parking lot inspection (commercial only)
 - v. Landscape inspection (commercial only)
 - d. The Contractor will be notified of inspection status.
- 5. The City reserves the right to have assigned Inspectors walk thru the structure, at any time during normal working hours, with or without the TPP Inspector.
 - a. There will be no fee charged for COA walk thru inspections.
 - b. Should the COA Inspector find a blatant violation of code or Ordinance, that COA Inspector is responsible to contact the TPP Inspector to advise them of their findings within 24 hours.
 - i. The TPP Inspector must advise the Contractor to remedy the violation and re-inspect for compliance.
 - c. Inspections may be field verified by Construction Development Department's Inspectors before a Certificate of Occupancy is granted.
 - The Contractor and Third Party Inspector may or may not be notified prior to the inspection by the Superintendent or their designee.'
- 6. Only the State Fire Marshall's Office or the Alexandria Fire Prevention Inspectors can issue a Certificate of Compliance for Life Safety. This certificate needs to be sent to the Construction Development Department prior to the issuance of a Certificate of Occupancy.





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

7. Certificate of Occupancy can only be issued by the Superintendent or Building Official for the City of Alexandria. The Final Certificate of Occupancy will be issued within 3 days after all inspections are turned in by the Inspector and a Certificate of Compliance is received and reviewed by the Superintendent or Building Official.
 - a. In no instance shall any equipment or furniture be moved into an unoccupied structure without the presence of a Certificate of Occupancy.
 - b. In some cases, a Temporary Certificate of Occupancy may be issued, if requested in writing by the Contractor or their designee stating the reason for the request, the remaining inspections to be completed, and the estimated time frame in which remains to complete all construction and inspections.

PART 6 - General Requirements:

1. The Contractor, Owner and TPP Inspector can log into the City's Permitting software through the Customer Portal to keep track of the project status. Contact phone numbers for each party allowed permission to view this project shall appear on the Building Permit application. Contact My Permit Now for instructions on accessing the Customer Portal by calling 1-866-957-3764 x. 1.
2. All inspections should be done at the request and in the presence of the permit holder or their representative.
3. TPP Inspectors shall leave a vinyl inspection sticker on the job site indicating the inspection type, job address, date, time, Permit Number, results, and Inspector name and phone number. Inspection stickers shall be green for pass and red for fail and they shall be of sufficient size to be legible. TPP Inspector responsible to provide their own stickers.
4. Inspectors shall submit all inspection reports to the Superintendent within 48 hours after the inspection has occurred.
5. Inspections listed in Part 3.2, applicable inspection status must be submitted and approved by the Superintendent before any utility power can be released by the Construction Development Office.
6. Inspections listed in Part 3.2, K - P shall have a total of 30 days to be completed. If this procedure is not followed, interruption of utility service may occur.
 - a. If an extension is needed, the City's designated Inspector may be required to make additional inspections.
7. If no inspection reports are received by the Building Official, a Certificate of Occupancy and/or Certificate of Compliance will not be granted.
8. A Stop Work Order may be issued through the City of Alexandria Superintendent or Building Official for the following reasons:
 - a. The City's Designated Inspectors have notified the TPP Inspector and/or the Contractor with blatant code violations that have not been corrected within a reasonable time period. Reasonable time period, for the purpose of this document, shall be defined as 5 (five) business days or the written approval from the Superintendent for an extension of time.



Jacques M. Roy
Mayor

May 14, 2012



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

- b. In case of **eminent danger to life and/or property exists**.
 - i. In the event that a person does not agree with the Superintendent or Building Official's decision or interpretation, he/she has a right to appeal before the Board of Appeals provided that the written application for appeal is filed within 20 days after the decision.
9. Amendments and changes to this procedure must be approved and accepted by the Superintendent or Building Official.
10. No part of these rules and regulations shall override the UCC or State adopted rules.
11. Definitions specific to this document:
 - COA - City of Alexandria (318-441-6333)
 - DHH - Department of Health & Hospitals (318-487-5282 x. 202)
 - OPH - Office of Public Health (318-484-2161)
 - SFM - State Fire Marshall (318-767-6099)



Jacques M. Roy
Mayor

May 14, 2012