

LAFAYETTE CONSOLIDATED GOVERNMENT
DEPARTMENT OF PLANNING, ZONING & CODES
CODES DIVISION

APPLICATION FOR COMMERCIAL PLAN REVIEW

Project Name: _____

Project Address: _____

Applicant Name: _____

Applicant Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email Address: _____

Contact Person: (in the event corrections are needed on plans, if different from applicant)

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email Address: _____

Total Number of Sheets _____

Plan review fee is \$10.00 per sheet (charged on the first set of plans), with a minimum fee of \$100.00.

NOTE: **General contractors must have a resident/non-resident status certification on file with the Codes Division.**

To obtain such, contact:

State of Louisiana
Department of Revenue & Taxation
(225) 219-7656 or
(225) 219-2065
(225) 219-2210 (fax number)

COMMERCIAL PLAN REVIEW CHECKLIST
CITY OF LAFAYETTE AND
UNINCORPORATED AREAS OF LAFAYETTE PARISH
(Exclusive of Broussard, Carencro, Duson, Scott & Youngsville)

Four (4) complete sets of plans shall be submitted. This office will circulate these plans to the various departments for review. Approximately ten (10) to twenty (20) days will be required to review the plans before a permit can be issued.

NOTE: If the project is a tenant improvement type, only one (1) set of plans is required but two (2) will be helpful and will expedite the local review.

_____1) Site plan drawn to scale should include (see example on Page 9):

- Project name and address (street and number)
- Property lines and lot dimensions
- All easements (utility, drainage, etc.) and any other encumbrances
- Existing and proposed overhead utility lines
- All buildings and structures on the site and their dimensions (main buildings, storage buildings, porches/canopies, signs, fences, etc.) For additions, identify existing building(s) and addition(s)
- Parking lot and each parking space
- All driveways, showing width and location
- Open/green space (unpaved, planted areas)
- All required landscaping and trees
- Front setback (distance from front of building to front property line, not street) as well as side and rear setbacks
- Edge of the road shall be shown in relation to the property line
- Subsurface drainage, if required
- A vicinity map either to scale or with a distance to the nearest intersection.

_____2) Building plans shall include the following:

- Type of construction
- Group or building use (Occupancy Classification)
- Information on sprinkler system in building
- Information on structural fire protection
- Size of the building or space (square feet) being remodeled and/or total tenancy area
- Number of floors in the building (Height)
- Total square feet per floor of the building (Area)
- Number of people in the space, tenancy and/or building based on Code T 1003.2.2.2 (Occupancy Load) International Building code, 2000 Edition.
- When applicable, please include the floor, roof and wind load design
- Foundation plans
- Structural plans
- Elevations
- Manufacturer's certification of the design loads is required on all pre-engineered buildings and/or a 3rd party inspection certificate

- ____3) Electrical plans shall include the following:
- Site plan – include where power is available and where meter is located
 - Service location, type and size
 - Complete riser diagram to include the conduit size, wire size and type, along with the meter base size and the voltage and phase, along with various panels
 - Lighting schedule – include the wattages of all fixtures
 - Power panel schedules
 - Location of all panels, transformers, transformer switches, etc.
 - A/C and heating load
 - Equipment Schedule – amps on each
 - Load calculations – to include lighting, power, equipment, etc. working up to a total connected load
 - Available fault current on transformers (if larger than 300 kva.)
- ____4) Plumbing plans shall include riser diagrams and other details necessary to determine compliance with the plumbing code.
- ____5) Mechanical Plans shall include:
- Equipment types, sizes and locations
 - Fan shut down controls
 - Ventilation and exhaust systems
 - Ductwork materials, layouts and fire protection of penetrations
- ____5) It is the responsibility of the owner or his representative to obtain written approval from the State Fire Marshall and State Health Department (if applicable).

Commercial Plan Review Internet Status Reporting

An application can be accessed via the Internet in order to obtain up-to-date information about the status of a project going through the Commercial Plan Review Process.

In order to see the status, log on to: <http://www.lafayettega.gov/Etrakit/Index.asp>

Click on PERMIT SEARCH.

Enter the Permit number assigned at the time of submission. The site address, subdivision name, owner name, or contractor name can also be used as a search query.

Click on the permit you are requesting and scroll to the bottom of the page for REVIEW INFORMATION.

Click on the [Click here for Details](#) link.

All Departmental comments are stored here. You can see:

Type of Review

Status of review

Reviewer's comment

Reviewer's name

Contact phone number

Submittal dates

| Review Information - Detailed (BLD2005-0977) | |
|--|--|
| Review Type | Building Section |
| Status | APPR W COND |
| Comments | (5/10/2005 10:18 LJM) Per phone conversation with applicant, the min setback will be 10'. (5/20/2005 12:13 LJM) Rec. letter with correct setback. |
| Contact | Larry Manuel |
| Phone | (337) 291-8050 |
| Date Sent | 5/9/2005 |
| Date Received | 5/10/2005 |
| <hr/> | |
| Review Type | Drainage Section |
| Status | NOT APPROVED |
| Comments | (5/20/2005 13:23 JBR) Permit Denied 1) Provide a site drainage plan. Stormwater runoff from site must not affect adjacent properties. |
| Contact | Brent Brouillette (B) |
| Phone | (337) 291-8513 |
| Date Sent | 5/9/2005 |
| Date Received | 5/20/2005 |
| <hr/> | |
| Review Type | Electric Section |
| Status | APPROVED |

CONTACT LIST

1. Codes Division – John Broyles (337) 291-8491
2. Development Division – Tenique B. Nedd (337) 291-8449
3. Flood Plain Administrator – Brad Duhon (337) 291-8468
4. Zoning Division – Kyle Faber (337) 291-8442
5. Traffic Engineering – Shane Bordelon (337) 291-8531
6. Drainage Engineering – Brent Brouillette (337) 291-8513
7. Environmental Quality Division – Bess Foret (337) 291-8529
8. Lafayette Parish Health Unit – (337) 262-5616 Ext. 166
9. LCG Fire Department – Travis Morgan (337) 291-8704
10. State Fire Marshall – (225) 925-4920
11. National Electrical Code – Greg Wiltz (337) 291-8480
12. Louisiana State Plumbing Code – David Cloteaux (337) 291-8469
13. International Mechanical Code – Danny Melancon (337) 291-8460
14. International Building Code – Larry Manuel (337) 291-8050
15. LUS Electrical Engineering – Keith Zerangue (337) 291-5846
16. LUS Water and Sewer – J. B. Cormier (337) 291-5883
17. Entergy (formerly Gulf States Utilities) – 1-800-822-0000
18. SLEMCO – (337) 896-5551
19. BellSouth – 1-557-6500 (toll free)
20. Atmos – (337) 234-8751
21. Cox Communications (Cable TV) – (337) 232-6323
22. State Highway Department – (337) 233-7404

23. Mailing Address:

Lafayette Consolidated Government
Codes Division
P O Box 4017-C
Lafayette LA 70502

24. Physical Address:

Lafayette Consolidated Government
Codes Division
220 West Willow Street, Building B
Lafayette LA 70501

EXAMPLES OF COMMERCIAL PERMIT EXEMPTIONS:

(must comply with Planning/Zoning regulations)

- One-story detached accessory structures used as storage or a tool shed on a pier or skid foundation that does not exceed 120 square feet.
- Fences not over 6 feet high
- Retaining walls, which are not over 4 feet in height, measured from the bottom of the footing to the top of the wall.
- Sidewalks and driveways not more than 30 inches above grade and which are not part of an accessible route.
- Painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work.

PROCESS TO OBTAIN COMMERCIAL BUILDING PERMIT

1. Obtain a municipal address from the Lafayette Consolidated Government Development Division (337) 291-8000
2. Verify that the property is platted through the Development Division or is eligible to be grandfathered in.
3. Preliminary research for the construction plans of the building and site work, utilities and improvements can be initiated by direct contact with the people identified on the contact list. This gives your design team the needed information on local requirements to start developing building and site plans. If requested, a meeting of many of the contacts involved with plan site development can be arranged.
4. Verify the type of sewage and water systems that are available to the site. Contact LUS for municipal water and sewer, or the Lafayette Parish Health Unit for specific information on private sewage and water systems. See contact list for names and phone numbers.
5. Once the four (4) sets of plans are received, they are routed to the various departments for review. The Developer should simultaneously submit one (1) set of plans to the State Fire Marshall's office for review.
6. Once all comments are received (this usually takes ten (10) to twenty (20) days), they are compiled into a letter that is mailed to the developer or his agent outlining all conditions of approval. The corrections required by the review comments must be addressed by either submitting corrected plans, issuing of proper addenda or agreeing to develop the project in compliance with the review comments. The developer should contact the department making the comments to determine which method will be required. State Fire Marshall approval will also be required prior to issuance of the permit. This approval will be sent directly to the developer or his agent.
7. Once the plans have been approved by all pertinent review departments, including the State Fire Marshal's office and the Lafayette Parish Health Unit (if applicable), the building permit may be issued.
8. The building permit fee is \$5.00 per \$1,000 of Fair Market Value. The minimum building permit fee is \$100.00.
9. If the project value is over \$50,000.00, the purchaser must be licensed by the State of Louisiana Contractors Licensing Board (800-256-1392) as a "Building Contractor."

10. Subcontractors must also be licensed by the Louisiana State Contractors Licensing Board if their contract amounts are \$50,000.00 or more. Subcontractors in the specific fields of Electrical, Plumbing, Gas or Mechanical work must also be licensed or registered with the Codes Division prior to obtaining their requirement permits. This office can provide a complete list of contractors who meet this requirement or assist in obtaining contractors licensed in their field.
11. Registration with the State Licensing Board is required for work costing \$7,500.00 or more.
12. Inspections are required at certain phases during the construction process. Specifics will be given to each permit purchaser.
13. In compliance with local code (LCG Code of Ordinances, Chapter 74, Section 109), prior to issuance of a building permit or certificate of occupancy an applicant must provide certain solid waste collection documentation. Complete and submit attached Solid Waste Collection Notification Requirement Forms – for Building Permit and for Certificate of Occupancy (Attachment III and IV).
14. Temporary electrical power is available through the use of a temporary power pole. The electrician should contact Codes for specifics.
15. LUS utility deposits can be made with Customer Service at (337) 291-8280.
16. Temporary electric and water service to the building is also available under certain stringent criteria. The electrician and plumber should contact the Codes Division for specifics. Contact Codes also for a temporary Certificate of Occupancy (C.O.) to obtain temporary power. Prior to occupancy of the building, a permanent C.O. is required. The proposed occupant should contact Codes once all inspections have been made, the local fire department has inspected and all other LCG departments have approved as well as the Lafayette Parish Health Unit, if applicable.
17. Should you encounter any problems during this process, contact the Codes Division at (337) 291-8491. The Lafayette Consolidated Government wants you to know that we appreciate your considering developing in Lafayette and wish to assure you of every courtesy and assistance in doing so.

GENERAL INFORMATION

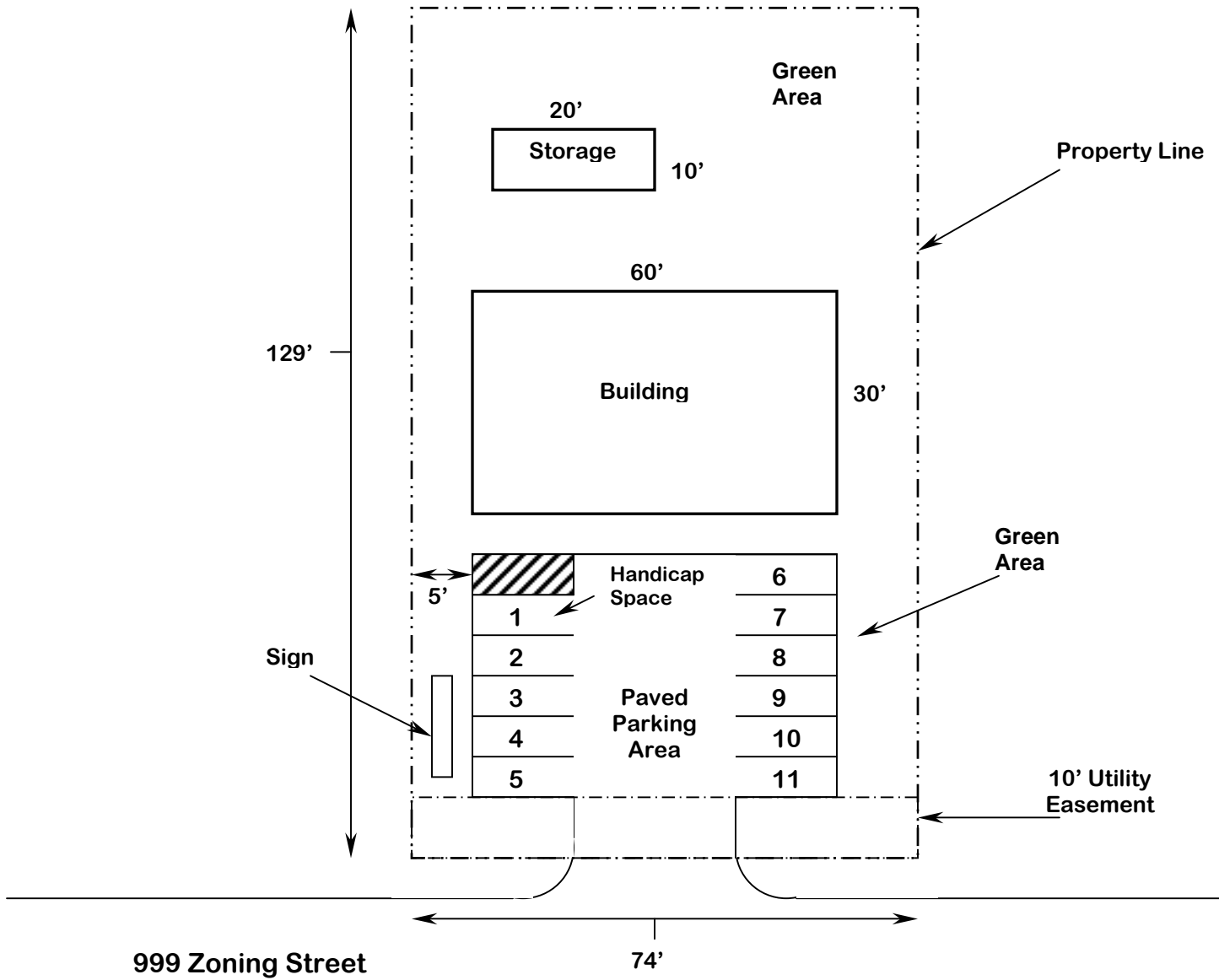
Currently adopted codes in effect:

- Building Codes
International Building Code, 2000 Edition (IBC)
(see Attachment I & II)
- Residential Code
International Residential Code, 2000 Edition (IRC)
Deleted chapters: 11, and 25 thru 42
- Plumbing Codes
2000 Edition LA State Plumbing Code
- Electrical Codes
2002 Edition National Electric Code (NEC)
- Gas Codes
International Fuel/Gas Code, 2000 Edition (IFGC)
- Mechanical Codes
International Mechanical Code, 2000 Edition (IMC)

Loads:

Wind – 109 mph (3 – second gust)
Exposure – “B”
Seismic – negligible
Snow – negligible

COMMERCIAL SITE PLAN EXAMPLE



ATTACHMENT I

A design professional is required when the square footage of a space or building exceeds the square footages specified below:

| <u>NFPA</u> | <u>SQ FT</u> | <u>IBC</u> |
|--------------------------------|---------------------|--|
| Storage | 6250 | Storage (S-1 & S-2) Utility & Miscellaneous |
| Factory/Industrial | 5000 | Factory/Industrial |
| Mercantile/Business/Apartments | 4000 | Mercantile/Business/R-1, R-2, R-4 |
| Concentrated Assembly | 2650 | Assembly occupancies <u>less than</u> 15 Sq. ft. per occupant |
| Less Concentrated Assembly | 4000 | Assembly occupancies 15 Sq. ft. per occupant |
| Hazardous Storage or Process | 1500 | H-1, H-2, H-3, H-4, H-5 |
| Educational & Institutional | 2500 | Educational & I-1, I-2, I-3, I-4 |

ATTACHMENT II

Correlation of construction types: IBC to SBCCI

| | | |
|------|---|---------------------|
| IA | ⇒ | I |
| IB | ⇒ | II |
| IIA | ⇒ | IV 1 hour protected |
| IIB | ⇒ | IV unprotected |
| IIIA | ⇒ | V 1 hour protected |
| IIIB | ⇒ | V unprotected |
| IV | ⇒ | III (heavy timber) |
| VA | ⇒ | VI 1 hour protected |
| VB | ⇒ | VI unprotected |

**Louisiana Pollutant Discharge Elimination System (LPDES) General Permit
For Storm Water Discharges from Commercial Construction Activities**

**Permit #s
LAR100000, LAR200000**

Pursuant to the Clean Water Act, as amended (33 U.S.C. 1251 et seq.), and the Louisiana Environmental Quality Act, as amended (La R. S. 30:2001 et seq.), rules and regulations effective or promulgated under the authority of said Acts, the Louisiana Pollutant Discharge Elimination System (LPDES) General Permits are issued. These permits authorize the discharge of storm water from construction activities to waters of the State, in accordance with the conditions and requirements set forth in the permits.

Please note that there are requirements associated with these permits, depending on the size of the project. Listed below are the conditions, grouped by project size. If you have any questions, you can contact Lafayette Consolidated Government Environmental Quality Division, Regulatory Compliance Section or Louisiana Department of Environmental Quality.

To review the state permits: deq.state.la.us/permits/lpdes/pdf/lar100000.pdf
deq.state.la.us/permits/lpdes/pdf/lar200000.pdf

Sites less than one (1) acre: If the disturbed acreage at construction is less than the State regulated limit of one (1) acre, no regulations, but it is suggested that erosion control be implemented during and after construction for storm water pollution control during a storm event.

Sites between one (1) and five (5) acres: As per LAR200000, a Storm Water Pollution Prevention Plan (SWPPP) is required for the site. A site specific SWPPP must be created, implemented, and maintained before and during construction. A copy of the SWPPP must be kept on site. For a SWPPP checklist, go to lafayettela.gov. Written notification of intent to be covered under this permit is not required, there is automatic coverage for sites this size. When a project is complete and the site has been properly stabilized in accordance with the permit (Part III.D.2.a.2), the owner/ operator shall submit a Completion Report form to the LDEQ. For an example Completion Report, go to lafayettela.gov.

Requirements:

1. SWPPP
2. Completion Report

Sites over five (5) acres: As per LAR100000 Part II, the permittee is required to send a Notice of Intent (NOI) before construction begins. For Notification Report, go to lafayette.la.gov. A site specific SWPPP must be created, implemented, and maintained before and during construction. For an example SWPPP, go to lafayette.la.gov. A copy of the SWPPP must be kept on site. There is also an annual permit fee to the Louisiana Department of Environmental Quality associated with projects larger than five (5) acres. Also, a Notice of Termination (NOT) must be sent at job completion in accordance with Part VIII of this permit. For Notice of Termination, go to lafayette.la.gov.

Requirments:

1. SWPPP
2. Notice of Intent (NOI)
3. Notice of Completion (NOT)

Questions:

**Contact Lafayette Consolidated Government
337-291-8529**

To understand all requirements, please review LAR100000 and LAR200000

**Louisiana Department of Environmental Quality
Permits Division
P.O. Box 4313
Baton Rouge, La 70821-4313
225-219-3181**

ATTACHMENT III

Lafayette Consolidated Government
Public Works Department
Environmental Quality Division

Solid Waste Collection Notification Requirement Form – Building Permit

In compliance with the below referenced local code, please complete this form and return in the packet to PZC or return to Environmental Quality Division located at 400 Dugas Road, Lafayette, Louisiana 70507. This form may be faxed back to the Environmental Quality Division at 337-896-1439 or for more information please contact us at 337-291-8529.

Thank you for your time and assistance in our efforts to keep Lafayette a clean and beautiful place to live.

Lafayette Consolidated Government Code of Ordinances
Chapter 74 (Solid Waste) Section 109 – Collection Requirement for New or Renovated Commercial Construction.

Prior to the issuance of a **building permit** by the department of planning, zoning, and codes for new or renovated commercial construction, the applicant must provide evidence that proper facilities have been provided for the storage and collection of solid waste throughout construction. The applicant must state the use to which the facility will be employed, total disturbed area, estimated solid waste volume and the location size and frequency of the service to the storage collection container.

Name of Facility /Applicant: _____

Address and Phone Number of Facility: _____

Total Disturbed Area: _____

Estimated Solid Waste Volume (per month): _____

Solid Waste Form cont.

Location of Container: _____
(ex. Collection container located on southwest corner of parking lot)

Size and Type of Container: _____
(ex. 10 cubic yards)

Frequency of Service to Container: _____
(ex. Once per week)

Once again please contact the Environmental Quality Division at 337-291-8529 if you have any questions concerning this local code requirement.

EQ Comments only: _____

ATTACHMENT IV

Lafayette Consolidated Government
Public Works Department
Environmental Quality Division

Solid Waste Collection Notification Requirement Form – Certificate of Occupancy

In compliance with the below reference local code, please complete this form and return in the packet or return to the Environmental Quality Division located at 400 Dugas Road, Lafayette, Louisiana 70507. This form may be faxed back to the Environmental Quality Division at 337-896-1439 or for more information please contact us at 337-291-8529.

Thank you for your time and assistance in our efforts to keep Lafayette a clean and beautiful place to live.

Lafayette Consolidated Government Code of Ordinances
Chapter 74 (Solid Waste) Section 109 – Collection Requirement for New or Renovated Commercial Construction.

Prior to the issuance of a **Certificate of Occupancy** by the department of planning, zoning, and codes for new or renovated commercial construction, the applicant must provide evidence that proper facilities have been provided for the storage and collection of solid waste throughout construction. The applicant must state the use to which the facility will be employed, total disturbed area, estimated solid waste volume and the location size and frequency of the service to the storage collection container.

Name of Facility /Applicant: _____

Address and Phone Number of Facility: _____

Total Usable Square Feet: _____

Estimated Solid Waste Volume (per month): _____

Solid Waste Form cont.

Location of Container: _____
(ex. Collection container located on southwest corner of parking lot)

Size and Type of Container: _____
(ex. 10 cubic yards)

Disposal Service Company Name _____

Frequency of Service to Container: _____
(ex. Once per week)

Once again please contact the Environmental Quality Division at 337-291-8529 if you have any questions concerning this local code requirement.

EQ comments only _____



Attention Developer:

Your project may be eligible for Louisiana's Enterprise Zone tax credit program. If you meet minimum job creation numbers, you may be eligible for a \$2500.00 state income tax credit for each permanent net new job created, and a reimbursement of the 4% state sales tax paid on any permanent part of your new construction project, including building materials, equipment and permanent fixtures. To claim these credits, you must submit an Advance Notification form to the state **BEFORE** you begin your project. The form may be submitted via the Louisiana e-mail at www.laemall.com .

For more information on this program and how the process works, please contact me as soon as possible at (337) 593-1409 or henryf@lafayette.org . I can show you the details of the program and walk you through the Advance Notification. While the Enterprise Zone program is the most commonly used incentive program, Louisiana also offers other incentives for workforce training, tax credits/abatements and manufacturer's assistance. Call me and I'll help you determine which incentives may be right for you.

Thanks for building Lafayette Parish!

Henry Florsheim
Director of Business Retention & Expansion
Lafayette Economic Development Authority
www.lafayette.org

211 EAST DEVALCOURT ST.
LAFAYETTE, LA 70506 USA
PHONE 337.593.1400
FAX 337.234.3009
1.800.810.7771
www.lafayette.org

ARCHITECTURAL PLAN REVIEW CHECKLIST & FEE SCHEDULE

As an aid to streamline our architectural plan review process, we ask that you complete this checklist, and attach it to your Plan Review Application. Please address each checklist item in your package, whether the item is conveyed on the drawings, specifications, cover letter, etc. Any items not addressed may cause unnecessary delays or project "hold" on your review. Your help, up front, will facilitate a complete submittal package, shorten our review time, and help us to get your project reviewed and returned sooner. Please verify that each numbered item below is: A. in your submittal, B. correct, and C. is coordinated within the submittal (drawings match specifications). Then provide a check mark adjacent to each numbered item or print "N/A" for items not applicable to this submittal. Thank you for your help, in completing and coordinating the items in this checklist.

GENERAL INFORMATION

1. A plan review is required by this office, for all buildings to be constructed, renovated, remodeled, repaired or the occupancy changed. Exception: one or two family dwellings.
2. Plans may only be submitted by the owner, the tenant, an architect, or a civil engineer.
3. A Professional of Record (POR) who is a Louisiana licensed Architect or Civil Engineer is required under the following conditions:
 - A. Drawings and specifications for all buildings, other than private single family and duplex dwellings, shall/must be prepared by a Louisiana licensed architect or civil engineer if so required by the Architects Licensing Law, L.R.S. 37:155.
 - B. A professional of record is required if the new building or occupancy change exceeds the following square footage limits for the following uses:

| OCCUPANCY TYPE | SQ. FT. LIMITATION | OCCUPANCY TYPE | SQ. FT. LIMITATION |
|--------------------------------|--------------------|--------------------------------|--------------------|
| Non Hazardous Storage | 6250 | Concentrated Assembly | 2650 |
| Factory/Industrial | 5000 | Less Concentrated Assembly | 4000 |
| Mercantile/Business/Apartments | 4000 | High Hazard Storage or Process | 1500 |
| Educational/ Day Care | 2500 | Health Care/Detention | 2500 |

- C. Renovation projects exceeding \$125,000 and affecting life safety must be submitted by an architect or engineer.
 - D. If the building changes use (ie storage building changes to church use, etc.), then use schedule above regardless of renovation cost.
4. Drawings and specifications shall comply with the Louisiana Revised Statutes (see Fire Marshal's Act at our web site home page or call this office for hardcopy), the Life Safety Code (NFPA 101) and all promulgated National Fire Codes, the Americans with Disabilities Act Accessibility Guideline (see ADA-AG, under Codes/Rules/Laws at our web site), and applicable parts of Standard Building Code (SBCCI). For applicable editions of the Life Safety Code, the National Fire Codes, and the Standard Building Code, for either new construction or renovated existing construction, please consult LA R.S. Title 55:V:103 (in the Fire Marshal's Act).
5. Additional information (addenda, revisions, change orders, etc.) cannot be added to submittals received and logged in, prior to concurrence from the review architect. Once a review is initiated, any additional information will be reviewed only as a complete new submittal, complete with Plan Review Application and fee (unless directed otherwise by the review architect). Some reviews of additional information may require submission of the entire project.
6. A Preliminary Architectural Plan Review is a service performed by this office, based on a "schematic design" or "design development" package submitted by a Professional of Record (POR). The intent of a Preliminary Review is to provide a life safety evaluation of a POR's preliminary package, prior to the subsequent required Architectural Plan Review. This service is primarily designed for larger, more complicated projects, to allow the State Fire Marshal's intervention, based on the package submitted.

PLAN REVIEW APPLICATION, CHECKLIST & FEE SCHEDULE, AND FEE

- 1. Completed Plan Review Application form and this completed checklist.
- 2. Calculate the required review fee from the Fee Calculation schedule on the reverse side of this page.
- 3. Check or money order (no cash accepted) for plan review fee, payable to the LA Department of Public Safety.
- 5. All items to be sent in one package, unless infeasible. Multiple packages shall be clearly marked as such.
- 6. Brief description of how building is to be used.
- 7. Include all existing documentation, if applicable (inspection report(s), appeal determination letter(s), etc.).

DRAWINGS AND SPECIFICATIONS

- 1. One set of drawings (and specifications, if separate) and, when applicable, stamped by the architect or civil engineer (POR) preparing the documents. Drawings shall be legible bluelines, photocopies, or computer plots (live ink or pencil applied by hand is

not acceptable). Submittals requiring a POR that are received without the POR stamped seal will be returned without benefit a review.

- ___ 2. Site plan drawn to scale showing project, distances to nearby buildings, fences, parking, handicapped access
- ___ 3. Location of hazardous features such as fuel storage tanks or incinerators.
- ___ 4. Floor plan(s) drawn to scale showing walls and partitions, fire barriers, smoke barriers, openings, door swings, built-in features, changes in elevation such as steps or ramps, dimensions, and the use of each space (room name).
- ___ 5. Details required to explain construction and/or other features.
- ___ 6. Exterior elevations, if appropriate.
- ___ 7. Stair and railing details, plans, & sections.
- ___ 8. Schedules for doors, windows, hardware, and room finishes.
- ___ 9. Drawings of heating and air conditioning systems.
- ___ 10. Electrical drawings showing service, fire alarm, exit lighting and emergency lighting where required.
- ___ 11. The drawings shall clearly indicate what is existing and what changes are proposed.
- ___ 12. Floor plans of the entire floor(s) for which work is proposed in this submittal. For all proposed work above the ground floor, (such as in multi-story buildings), provide a ground floor plan showing all required exits.

FEE CALCULATIONS

- 1. Money orders, cashier's checks, certified checks, and company checks are accepted (NO PERSONAL CHECKS ACCEPTED, EFFECTIVE 9-1-00).
- 2. All fees indicated below include a \$5.00 charge for postage and handling.
- 3. Postage and handling fees do not apply to facsimile and exemption requests.
- 4. State owned projects (projects contracted through LA Facility Planning and Control) are fee exempt (except for Preliminary Plan Reviews - see Item 7., below). Resubmittals, for Not-In Compliance reviews, will be charged a full review fee based on schedules, below. Resubmittals, based on major revisions to a project previously reviewed, will be charged a full review fee based on schedules, below.
- 5. Municipal projects (city, parish, federal) are charged a total \$20 flat review fee (except for Preliminary Plan Reviews - see Item 7., below). Resubmittals, for Not-In-Compliance reviews, will be charged a full review fee based on schedules, below. Resubmittals, based on major revisions to a project previously reviewed, will be charged a full review fee based on schedules, below.
- 6. High Rise submittals must be designated on Plan Review Application form in order to accurately determine the plan review fee. Check High Rise box (back of application, at bottom) and indicate number of floors.
- 7. Fees for Preliminary Plan Reviews are also based on the chart, below. State owned and municipal projects are not exempt from a full fee, when submitting for a Preliminary Plan Review.
- 8. Fees are based on the chart below, and each submittal must show square footage and occupancy classification.

| OCCUPANCY | SQUARE FEET | FEE \$ | SQUARE FEET | FEE \$ |
|--|--|--------|---------------------------------------|--------|
| ASSEMBLY | 0 - 2500 | 55 | 10001 - 50000 | 305 |
| ▪ Concentrated (Church, Theater, Stadium) | 2501 - 4500 | 85 | 50001 - 100000 | 405 |
| ▪ Less Concentrated (Restaurant, Gymnasium, Etc.) | 4501 - 10000 | 205 | 100001 - above | 555 |
| EDUCATIONAL and DAY CARE | 0 - 5000 | 55 | 30001 - 80000 | 225 |
| ▪ Kindergarten through High-School, Adult or Child Day Care Centers | 5001 - 10000 | 85 | 80001 - 150000 | 325 |
| | 10001 - 30000 | 125 | 150001 - above | 425 |
| HEALTH CARE, INSTITUTIONAL, and DETENTION | 0 - 10000 | 205 | 50001 - 100000 | 505 |
| ▪ Hospitals, Nursing Homes, Ambulatory Care, Prisons, Jails | 10001 - 20000 | 305 | 100001 - above | 705 |
| | 20001 - 50000 | 405 | High Rise - all new | 855 |
| HOTELS, DORMITORIES, APARTMENTS, LODGINGS, ROOMING HOUSES, and RESIDENTIAL BOARD AND CARE FACILITIES | 0 - 2500 | 55 | 30001 - 50000 | 305 |
| | 2501 - 10000 | 85 | 50001 - 150000 | 405 |
| | 10001 - 30000 | 205 | 150001 - above | 505 |
| | | | High Rise - all new | 705 |
| MERCANTILE | 0 - 3000 | 55 | 30001 - 50000 | 175 |
| ▪ Mall, Store, Restaurant with less than 50 occupants | 3001 - 10000 | 85 | 50001 - 150000 | 225 |
| BUSINESS | 10001 - 30000 | 115 | 150001 - above | 325 |
| ▪ Office Buildings, College Classrooms | | | High Rise - all new | 525 |
| INDUSTRIAL | 0 - 10000 | 55 | 50001 - 100000 | 145 |
| ▪ Manufacturing, Processing, Fabricating | 10001 - 20000 | 85 | 100001 - above | 225 |
| STORAGE and SPECIAL STRUCTURE | 20001 - 50000 | 115 | | |
| Storage Tank | | | Single Tank | 75 |
| ▪ Tanks within scope of NFPA 30 installation only | | | Multiple Tanks (each additional tank) | 30 |
| Perfomanced-based Review | Shall be twice the amount of the review fees imposed above plus an additional fee of \$100 (\$50 for resubmission) for smoke control reviews and timed egress. | | | |
| Facsimile Transmissions and Records Requests | Paper copies (per page) | | | 2 |
| | Facsimile transmissions (per page) | | | 4 |
| | Digital copies (per diskette) | | | 25 |
| | Database report (base fee) plus | | | 500 |
| | (add on fee per every 1000 records) | | | 100 |

PLAN REVIEW FEE COMPUTATION SCHEDULE

PAGE 1 OF 3

GENERAL NOTES:

1. Money orders, cashier's checks, certified checks, and company checks are accepted. Personal checks accepted – must include LA driver's license number on check.
2. All fees indicated below include a \$5.00 charge for postage and handling. Postage and handling for Chemical Fire Suppression System Reviews and Sprinkler System Reviews are itemized as indicated in these sections, below.
3. Private Projects:
 - A. Private Projects are all projects other than State Owned Projects, Municipal Projects, and 1 & 2 family dwellings. 1 & 2 family dwellings are not reviewed by this office.
 - B. Private Projects, both full reviews and exemption requests, shall require a review fee in accordance with schedules below.
4. State Projects:
 - A. State Projects are projects contracted through LA Facility Planning and Control.
 - B. State Projects, both full reviews and exemption requests, are fee exempt except for Project Re-submittals – see General Note 7.
5. Municipal Projects:
 - A. Municipal Projects include all city, parish, and federal projects.
 - B. Municipal Projects, both full reviews and exemption requests, are charged a flat review fee of \$20, except for Project Re-submittals – see General Note 7.
6. Appeal Requests:
 - A. Appeal Requests, including all state, municipal, and private work, shall require a review fee in accordance with the "Appeal Requests" schedule below.
 - B. Appeal request fees shall apply to both initial submittal and subsequent appeal submittal(s), if the scope of the subsequent appeal(s) has major revisions.
7. Project Re-submittals:
 - A. Private and Municipal Project Re-submittals, both full reviews and exemption requests, resulting from a Not In Compliance review or denied Exemption Request, will be charged a full review fee based on the schedules below. No fee exemptions are allowed for any Private and Municipal Project Re-submittals.
 - B. State Project Re-submittals for full reviews, resulting from a Not In Compliance review, shall be charged a full review fee based on the schedules below, less \$20. State Project Re-submittals for Exemption Requests shall be charged \$20. No fee exemptions are allowed for any State Project Re-submittal Exemption Requests.
 - C. All project Re-submittals, both full reviews and exemption requests, regarding major life-safety revisions that are subsequent to an "appears to comply" status, will be charged a full review fee based on schedules, below.
8. Preliminary Plan Reviews:
 - A. Preliminary Plan Reviews are available to Professionals of Record and apply to large scale or complex life/safety projects regarding architectural and fire alarm work scopes.
 - B. Preliminary Plan Reviews shall be charged a full review fee based on the Architectural Plan Review and Fire Alarm schedules, below.
 - C. State owned and municipal projects are not exempt from a full fee, when submitting for a Preliminary Plan Review. All Preliminary Plan Reviews are also based on the "Architectural Plan Review" chart, below.
9. Lost Plan Submittals: shall be charged the minimum review fee for
 - A. Lost Plan Submittals apply to all Private, State and Municipal Projects.
 - B. Lost Plan Submittals for Architectural Plan Reviews shall be charged the minimum review fee for the occupancy classification. State and municipal projects are not exempt from a Lost Plan Submittal fee.
 - C. Lost Plan Submittals for all other review types shall be charged the minimum review fee for the associated review type. State and municipal projects are not exempt from a Lost Plan Submittal fee.
10. High Rise submittals must be designated on Plan Review Application form in order to accurately determine the plan review fee. Check High Rise box (back of application, at bottom) and indicate number of floors.
11. Postage and handling fees do not apply to Exemption Requests and Facsimile Transmissions.

ARCHITECTURAL PLAN REVIEW

| OCCUPANCY | SQUARE FEET | FEE | SQUARE FEET | FEE |
|--|--|-----|---------------------|-----|
| | | \$ | | \$ |
| ASSEMBLY | 0 - 2500 | 55 | 10001 - 50000 | 305 |
| ▪ Concentrated (Church, Theater, Stadium) | 2501 - 4500 | 85 | 50001 - 100000 | 405 |
| ▪ Less Concentrated (Restaurant, Gymnasium, Etc.) | 4501 - 10000 | 205 | 100001 - above | 555 |
| EDUCATIONAL and DAY CARE | 0 - 5000 | 55 | 30001 - 80000 | 225 |
| ▪ Kindergarten through High-School, Adult or Child Day Care Centers | 5001 - 10000 | 85 | 80001 - 150000 | 325 |
| | 10001 - 30000 | 125 | 150001 - above | 425 |
| HEALTH CARE, INSTITUTIONAL, and DETENTION | 0 - 10000 | 205 | 50001 - 100000 | 505 |
| ▪ Hospitals, Nursing Homes, Ambulatory Care, Prisons, Jails | 10001 - 20000 | 305 | 100001 - above | 705 |
| | 20001 - 50000 | 405 | High Rise - all new | 855 |
| HOTELS, DORMITORIES, APARTMENTS, LODGINGS, ROOMING HOUSES, and RESIDENTIAL BOARD AND CARE FACILITIES | 0 - 2500 | 55 | 30001 - 50000 | 305 |
| | 2501 - 10000 | 85 | 50001 - 150000 | 405 |
| | 10001 - 30000 | 205 | 150001 - above | 505 |
| | | | High Rise - all new | 705 |
| MERCANTILE | 0 - 3000 | 55 | 30001 - 50000 | 175 |
| ▪ Mall, Store, Restaurant with less than 50 occupants | 3001 - 10000 | 85 | 50001 - 150000 | 225 |
| BUSINESS | 10001 - 30000 | 115 | 150001 - above | 325 |
| ▪ Office Buildings, College Classrooms | | | High Rise - all new | 525 |
| INDUSTRIAL | 0 - 10000 | 55 | 50001 - 100000 | 145 |
| ▪ Manufacturing, Processing, Fabricating | 10001 - 20000 | 85 | 100001 - above | 225 |
| STORAGE and SPECIAL STRUCTURE | 20001 - 50000 | 115 | | |
| Performance-based Review | Shall be twice the amount of the review fees imposed above plus an additional fee of \$100 (\$50 for resubmission) for smoke control reviews and timed egress. | | | |
| Facsimile Transmissions and Records Requests | Paper copies (per page) | | | 2 |
| | Facsimile transmissions (per page) | | | 4 |
| | Digital copies (per diskette) | | | 25 |
| | Database report (base fee) plus | | | 500 |
| | (add on fee per every 1000 records) | | | 100 |
| Exemption Requests and "Go-To -Work" Requests | Per request | | | 20 |
| Appeal Requests | Handicapped Accessibility | | | 25 |
| ▪ Note: Charge is per appeal letter type, not per each issue where multiple issues are addressed in a single letter. | Life Safety / Fire Code Appeals | | | 100 |
| | Smoke Control Reviews (\$50 for resubmission) | | | 100 |
| | Timed Egress (\$50 for resubmission) | | | 100 |
| | Other Appeals (\$50 for resubmission) | | | 100 |

ENERGY CONSERVATION REVIEW

\$0 if submitted with architectural plan review package, otherwise fee is \$20 for separate review.

ELECTRICAL SYSTEM REVIEW

\$0 if submitted with architectural plan review package, otherwise refer to Architectural Fee Schedule.

KITCHEN EXHAUST HOOD CONSTRUCTION (DOES NOT INCLUDE CHEMICAL SUPPRESSION SYSTEM)

\$0 if submitted with architectural plan review package, otherwise fee is \$55 for separate review.

FIRE ALARM SYSTEM REVIEW (DEVICES LIMITED TO VISUAL NOTIFICATION DEVICES, SYSTEM SMOKE DETECTORS, AND SYSTEM HEAT DETECTORS ONLY)

| ITEM | REVIEW FEE \$ |
|-------------------------------|--|
| Number of devices 1 - 25 | \$75 |
| Number of devices 26 - 50 | \$105 |
| Number of devices 51 - 75 | \$135 |
| Number of devices 76 - 100 | \$165 |
| Number of devices 101 - above | \$165 + \$30 for each additional group of 1 to 25 devices over 100 |
| Calculated fee attached | = TOTAL \$ |

PLAN REVIEW FEE COMPUTATION SCHEDULE

STORAGE TANK SYSTEM REVIEW (FOR FLAMMABLE OR COMBUSTIBLE LIQUIDS)

| ITEM | NUMBER OF TANKS | | | REVIEW FEE \$ | SUB TOTAL FEES | | | | | |
|------------------------------------|-----------------|---|--|---------------|----------------|----------|--|--|---|---|
| | | | | | \$ | | | | | |
| Single tank | 0 | 1 | | x \$75 | = | \$ | | | 7 | 5 |
| Each additional tank (2 and above) | | | | x \$30 | = | \$ | | | | |
| Calculated fee attached | | | | | = | TOTAL \$ | | | | |

CHEMICAL FIRE SUPPRESSION SYSTEM REVIEW

| ITEM | NUMBER OF SYSTEMS | | | REVIEW FEE \$ | SUB TOTAL FEES | | | | | |
|--|-------------------|---|-------|---------------|----------------|----------|--|--|---|---|
| | | | | | \$ | | | | | |
| Number of devices | 1 | - | 10 | x \$30 | = | \$ | | | | |
| Number of devices | 11 | - | 25 | x \$60 | = | \$ | | | | |
| Number of devices | 26 | - | 50 | x \$120 | = | \$ | | | | |
| Number of devices | 51 | - | 75 | x \$180 | = | \$ | | | | |
| Number of devices | 76 | - | 100 | x \$200 | = | \$ | | | | |
| Number of devices | 101 | - | above | x \$300 | = | \$ | | | | |
| Sets of calculations | | | | x \$40 | = | \$ | | | | |
| Add for fee increase plus postage and handling | | | | | + | \$ | | | 2 | 5 |
| Calculated fee attached | | | | | = | TOTAL \$ | | | | |

SPRINKLER SYSTEM REVIEW

| ITEM | NUMBER OF FLOORS | | | REVIEW FEE | SUB TOTAL FEES | | | | | |
|--|------------------|---|-------|------------|----------------|----------|--|--|---|---|
| | | | | | \$ | | | | | |
| Sprinkler heads per floor | 1 | - | 50 | x \$30 | = | \$ | | | | |
| Sprinkler heads per floor | 51 | - | 300 | x \$60 | = | \$ | | | | |
| Sprinkler heads per floor | 301 | - | 450 | x \$120 | = | \$ | | | | |
| Sprinkler heads per floor | 541 | - | above | x \$150 | = | \$ | | | | |
| Sets of hydraulic calculations | | | | x \$40 | = | \$ | | | | |
| Add for fee increase plus postage and handling | | | | | + | \$ | | | 2 | 5 |
| Calculated fee attached | | | | | = | TOTAL \$ | | | | |

PLAN REVIEW APPLICATION

FIRE MARSHAL USE ONLY: DATE RECEIVED _____
 REVIEWER / BADGE: P0 _____

PROVIDE INFORMATION ON THE NAME OF THIS SPECIFIC PROJECT, TENANT, LEASE SPACE, SCOPE OF WORK, ETC.

1. Project Information

PART 1. REQUIRED FOR ALL SUBMITTALS ATTACH APPLICABLE CHECKLIST & FEE SCHEDULE PLEASE PRINT (BLACK OR BLUE INK ONLY)

Project Name: _____
 Street Address: _____
 Suite or Space No: _____
 City: _____ State: LA Zip: _____ -
 Parish: _____ Within city limits? Yes No

PROVIDE INFORMATION ON THE OVERALL STRUCTURE OR BUILDING THAT THIS PROJECT IS WITHIN, IF DIFFERENT THAN ABOVE.

2. Structure Information (Overall Building)

Building Name: _____
 Street Address: _____
 City: _____ State: LA Zip: _____ -
 Parish: _____

3. Purpose of Application

PART 3. REQUIRED FOR ALL SUBMITTALS

System Type: ARCHITECTURAL REVIEW ARCHITECTURAL LIFE SAFETY ADA-AG ACCESSIBILITY ENERGY CONSERVATION
 CHECK ONLY ONE: FIRE ALARM SYSTEM REVIEW KITCHEN EXHAUST HOOD CONSTRUCTION BUILDING ELECTRICAL SYSTEM SMOKE CONTROL
 CHECK ONLY ONE FIRE ALARM SYSTEM TYPE:
 Local Auxiliary *Central Station Proprietary Station Remote Station
 *IF SYSTEM TYPE IS CENTRAL STATION, YOU MUST ATTACH COPY OF CENTRAL STATION UL LISTING TO THIS APPLICATION
 KITCHEN HOOD WET CHEMICAL SUPPRESSION SYSTEM REVIEW
 FIRE SUPPRESSION SYSTEM REVIEW SPRINKLER DRY CHEMICAL CLEAN AGENT HALON
 PAINT SPRAY BOOTH HOOD WATER SUPPRESSION FOAM WATER
 STORAGE TANK FOR FLAMMABLE OR COMBUSTIBLE LIQUIDS: NUMBER OF TANKS ABOVE GROUND _____ BELOW GR _____
 Review Type: INITIAL CHECK HERE ONLY IF YOUR PROJECT DOES NOT MATCH ONE OF THE REVIEW TYPES, BELOW. P0:
 CHECK ONLY ONE: IF PROJECT IS A SYSTEM REVIEW, THEN PROVIDE PREVIOUS ARCHITECTURAL REVIEW NUMBER
 PRELIMINARY
 RE-SUBMITTAL PROVIDE PREVIOUS PROJECT REVIEW NUMBER OR PRELIMINARY REVIEW NUMBER P0:
 RENOVATION/ADDITION IF CHANGE OF OCCUPANCY, THEN CHECK NEXT LINE. P0:
 PREVIOUS ARCHITECTURAL REVIEW NUMBER, IF APPLICABLE
 CHANGE OF OCCUPANCY WITH OR WITHOUT RENOVATIONS, CHECK HERE. PROVIDE P0:
 PREVIOUS ARCHITECTURAL REVIEW NUMBER, IF APPLICABLE
 FOUNDATION ONLY
 SHELL ONLY
 MOBILE/MODULAR

PROVIDE COST AND SQUARE FOOTAGE AREAS OF THIS PROJECT OR SYSTEM - FOR SYSTEMS, ENTER ONLY SYSTEM COST

4. Project Details

PART 4. REQUIRED FOR ALL SUBMITTALS

New Sq Ft: _____ Estimated Cost of this Project: \$ _____
 Existing Sq Ft: _____ Calculated Fee Attached: \$ _____
 Renovated Sq Ft: _____ MONEY ORDERS, CASHIER'S CHECKS, CERTIFIED CHECKS, AND COMPANY CHECKS
 ACCEPTED (NO PERSONAL CHECKS ACCEPTED, EFFECTIVE 9-1-00). ATTACH CHECKLIST
 FOLLOWING OCCUPANCIES REFER TO OVERALL STRUCTURE OR BUILDING:
 SELECT ONE OR MORE OF THE FOLLOWING OCCUPANCIES AND PRINT BELOW:
 ASSEMBLY EDUCATIONAL DAY CARE HEALTH CARE DETENTION HOTEL DORMITORY APARTMENT LODGING / ROOMING
 BOARD AND CARE MERCANTILE BUSINESS INDUSTRIAL STORAGE UNUSUAL
 Main Occupancy: _____ Sq Ft _____
 Secondary: _____ Sq Ft _____
 Thirdly: _____ Sq Ft _____

PROVIDE INFORMATION ON THE OWNER FOR THE OVERALL STRUCTURE OR BUILDING FOR THIS PROJECT.

5. Owner Information

PART 5. REQUIRED FOR ALL SUBMITTALS

Owner:
Name of Firm:
Mailing Address:

LAST NAME FIRST NAME INITIAL
_____, _____

City: State: Zip: -
email: _____
Telephone No: Fax No: _____

PROVIDE INFORMATION ON THE TENANT FOR THIS SPECIFIC PROJECT, IF DIFFERENT THAN OWNER.

6. Tenant Information

Tenant:
Name of Firm:
Mailing Address:

LAST NAME FIRST NAME INITIAL
_____, _____

City: State: Zip: -
email: _____
Telephone No: Fax No: _____

PROVIDE INFORMATION ON THE PREPARER OF THE FIRE ALARM, SPRINKLER, OR FIRE SUPPRESSION SHOP DRAWINGS.

7. Preparer of Shop Drawings Information

- Sub-Contractor
- Engineer

Preparer:
License No:
Name of Firm:
Firm License No:
Mailing Address:

LAST NAME FIRST NAME INITIAL
_____, _____

City: State: Zip: -
email: _____
Telephone No: Fax No: _____
Nicet Level: 1 2 3 4

PROVIDE INFORMATION ON THE PROFESSIONAL OF RECORD FOR THIS PROJECT.

8. Professional of Record Information

- Architect
- Civil Engineer
- EE / ME Engineer

Professional:
LA License No:
Name of Firm:
Address:
City:
email:
Telephone No:

LAST NAME FIRST NAME INITIAL
_____, _____

City: State: Zip: -
email: _____
Telephone No: Fax No: _____
ONLY PROVIDE CHANGES BELOW, THAT DIFFER FROM INFORMATION AT STATE BOARD WEBSITE

CHECK ONLY ONE: IS THIS PROJECT STATE OWNED, MUNICIPAL (FEDERAL, PARISH, CITY OWNED), OR OTHER (PRIVATE OWNED)?

9. Government and Municipal Projects

- State Owned Project
- Municipal Project
- Other

PART 9. REQUIRED FOR ALL SUBMITTALS

IF A REVIEW FOR THE NATIONAL ENERGY CODE IS PART OF THIS PROJECT, THEN CHECK APPLICABLE BOX AT RIGHT:

10. Energy Code Review

- YES, ENERGY CODE PACKAGE ATTACHED
- NO ENERGY CODE PACKAGE ATTACHED

CHECK ALL ITEMS THAT APPLY TO THIS PROJECT OR EXISTING BUILDING:

| | | | | |
|---|---|---|--|---------------------------|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Special Locking | <input type="checkbox"/> High Rise Building | NUMBER OF FLOORS IN BLDG _____ | |
| <input type="checkbox"/> Voice Evacuation | <input type="checkbox"/> Tenant Buildout | <input type="checkbox"/> High Rise Tenant Buildout | PROJECT ON WHICH FLOOR(S) _____ | |
| <input type="checkbox"/> Fire Alarm System | <input type="checkbox"/> Sprinkler System | <input type="checkbox"/> Kitchen Hood | | |
| IF BOARD AND CARE USE, THEN CHECK ONE: | <input type="checkbox"/> PROMPT EVACUATION CAPABILITY | <input type="checkbox"/> SLOW EVACUATION CAPABILITY | <input type="checkbox"/> IMPRACTICAL EVACUATION CAPABILITY | NUMBER OF RESIDENTS _____ |
| IF DAY CARE USE, THEN CHECK ONE: | <input type="checkbox"/> 3 TO 12 CLIENTS | <input type="checkbox"/> 13 OR MORE CLIENTS | | |
| IF HOTEL, DORM, LODGING OR ROOMING, THEN CHECK ONE: | <input type="checkbox"/> ACCOMMODATIONS FOR MORE THAN 16 PEOPLE | <input type="checkbox"/> ACCOMMODATIONS FOR 16 OR LESS PEOPLE | | |