



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

Permit and Plan Review Process for Construction on Existing Residential Project (Renovation or Addition)

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 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 with questions.

Most of our permit applications, permit process information and payment links are listed on the City's website at www.cityofalexandria.com, then click on City Services, then under City Planning, click on Building Permits and Other Licenses.

Step 1: Submittal to COA

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.
- C. Storm Water Pollution Prevention Package. Part Three.
 - a. City of Alexandria SWPPP application (required for any amount of soil disturbance)
 - b. Site Plan showing best management practices (required for any amount of soil disturbance)
 - c. DEQ LARS Permit - one of two may be required:
 - i. LARS 200000 for 1 to 5 acres of disturbance
 - ii. LARS 100000 for 5 acres or greater of disturbance
 - d. Copy of NOI filed with DEQ - two instances where required:
 - i. Required if this is a Development of 5 acres or greater of undeveloped



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- lots proposed for construction.
- ii. Required if you are building on a lot, regardless of size, that is within a 5 acres or greater Development.

Step 2: 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
 - a. Chapter 28 and 29 in particular
2. International Residential 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.
6. International Gas Code, 2009 ed.
7. International Mechanical Code, 2009 ed.
 - a. also see 2006 ed. One & Two Family Supplement to IMC
8. National Fire Protection Association 101 (NFPA 101- Life Safety Code), 2009 ed.
9. ANSI, 2009 ed.
10. 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 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.



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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.

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 revitalizing existing 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.

Step 1 Requirements in detail:

Part One - Application Package

1. Building Permit Application. Copies are available in our office or you may find a copy online at www.cityofalexandria.com. Go to Building Permits (on the left sidebar).
2. Storm Water Pollution Prevention Plan drawing and Application (for any project that disturbs the soil, regardless of size) Contact Shirley Branham with questions.
 - a. Completed SWPPP application
 - b. Full size scaled site plan locating all site BMP's. BMP's (Best Management Practices) to reduce stormwater run-off from the site.
 - c. A copy of the Notice of Intent (NOI) filed with the DEQ (if applicable). For soil disturbances that are in areas 5 acres or more.



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3. Copy of the geotechnical soil report, if this is an addition to the facility.
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:

1. Site plan drawings shall indicate:
 - a. all parking spaces and driveways with dimensions on all spaces. Note the total number of parking spaces for the facility, indicate existing and proposed new.
 - b. If you are pouring a new driveway or entrance to a City street, the connection will have to meet the City's standard detail. Call Mike Wilkinson for info.
 - c. distances to property lines and other structures on the property.
 - d. indicate landscape areas.
2. Floor plan drawings shall indicate:
 - a. Scope of work
 - b. Square footage of the space with the heat/cool square footage and the total square footage for the facility.
 - c. Demolition plan (how the building exists currently before any renovations are made).
 - d. Renovation plan (show all proposed construction to be made).
 - e. all interior layout including plumbing fixtures, kitchen layout, and walls with dimensions.
 - f. Provide drawings for all electrical, mechanical, and plumbing that identify existing vs. new installations.
 - i. Indicate the size of the hvac unit and its location, duct work, etc.
 - ii. Indicate the total demand load, size of the electrical service, panel, and meter and their sizes, switches, receptacles, etc.
 - iii. Indicate all applicable electrical grounding details and panel schedule.
 - iv. Indicate any gas services to and inside the building, gas fixtures, BTU's, etc.
 - v. Isolation Backflow may be required per LSPC for any irrigation systems.
3. Storm Water Pollution Prevention drawings shall indicate:
 - a. Indicate where materials will be stored during construction and how they will be protected.
 - b. Indicate areas of soil to be disturbed during construction with the amounts listed by square footage.
 - c. Indicate the jobshack location.
 - d. Indicate where the concrete wash pit will be located.
 - e. Other BMP's (Best Management Practices) to reduce stormwater run-off from the site.
 - f. Indicate the location and materials to build the temporary construction entrance, if it's not on existing concrete.



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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

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. Curtis Fogleman, Acting Superintendent Water Department, (318) 441-6215
curtis.fogleman@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)
Angela.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!



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