



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 Existing Commercial Construction (Infill, Renovation, Addition, Change in Use)

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.

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.

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: Required approvals other than COA

- A. Submit construction drawings to the State Fire Marshall's office for review. This review takes approximately two weeks.
 - a. If there is no change in the configuration of space, a review by the State Fire Marshall's office may not be required.
 - b. Contact Alexandria Fire Prevention Office at 318-441-6607 for an Initial Inspection to determine whether or not SFM review is required.
- B. If there is ANY type of food or beverage establishment, you must also submit to Department of Health and Hospitals for review. This review takes approximately one week.

Step 2: Submittal to COA

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. Submit a copy of the SFM review letter.
 - a. If it is determined by AFP that an SFM review is NOT required, then submit the AFP Initial Inspection Report.



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- C. An electronic .pdf file copy of the STAMPED State Fire Marshall reviewed 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. Do NOT send the ORIGINAL red stamped SFM drawings.
 - b. There is no fee for Plan Review. Please see information below for more detailed information.
 - c. Plans shall include a floor plan of how the building exists currently and provide another floor plan showing the changes proposed for the new use.
 - i. Indicate all restrooms on the plans showing the fixture layout and overall room dimensions. Note location of drinking fountain.
 - ii. Note on the plans if gas utility service will be needed. If gas is needed, provide the Total BTU load for the proposed use along with the existing use BTU load. Meter may have to be upgraded.
 - iii. Note on the plans the Total Electrical Demand load for the proposed use along with the existing use electrical meter and panel size. Meter and panel may have to be upgraded.
 - iv. If the proposed use is any type of food or beverage establishment, provide equipment schedule with gas and electric loads for each piece of equipment.
 - v. If the proposed use is any type of food or beverage establishment, provide the room size and square footage of the dining area or public counter service area.
- D. Email all documents, in .pdf format to: permits@cityofalex.com.

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 General, Electrical, Mechanical 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 Building 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.



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10. ADAAG, 2004 ed.

Step 4: COA Plan Review

In-house Plan Review of STAMPED SFM reviewed construction drawings can be submitted any day of the week. Plan review takes approximately 10(ten) business days from submission. A response will be sent via email. 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 may 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.
 - 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 Permit Tech, Alisha Vickers, at 318-473-1372 or alisha.vickers@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.



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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 2 Requirements in detail:

Part One - Application Package

It is recommended that the Design Professional submit the plans for 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 plan review and permitting takes approximately 10 business days, if all of the following information is included. Below is a list of information necessary to prepare and submit for review in order to obtain a building permit.

1. Building Permit Application. Copies are available in our office or online.
2. Copy of the STAMPED State Fire Marshall Review set of Construction drawings (electronic set in .pdf format) and a copy of the review letter from the State Fire Marshall's Office shall be submitted, (800-256-5452 or www.dps.state.la.us/sfm).
 - a. Construction drawings to be full size scaled sets and shall include a site plan, utility service drawings, storm water BMP plans and details, floor plans, structural drawings and any mechanical, electrical, and plumbing drawings.
 - b. Construction drawings must be stamped and signed by Louisiana Licensed Architect or Engineer, if applicable. Information for each Professional of Record must be on plans. Check with the Louisiana State Fire Marshalls office for square footage limitations for sizes of buildings that must submit plans stamped and signed by a Louisiana Licensed Architect or Engineer.
 - c. NOTE: Plans reviewed and approved by the State Fire Marshalls Office are for compliance to the Life Safety Code only. The City of Alexandria will perform code compliance review for all codes adopted by the Louisiana State Uniform Code Council.
3. Copy of the review letter from the State Fire Marshall's Office.
4. Copy of the report for Office of Fire Prevention for Temporary Occupancy / Temporary Utilities.
5. Storm Water Pollution Prevention Plan drawing and Application (for any project that disturbs the soil, regardless of size) This is usually the Contractors submission. Requirements can be referenced in the City of Alexandria Code of Ordinance, Chapter 29. Call 318-473-1375 with questions. Application is available online.
 - a. Completed application.
 - b. Full size scaled site plan locating all site BMP's addressing how materials will be stored on-site, job shacks, concrete wash-out pits, etc.
 - a. This must be included before a grading permit or dirt work can begin.
 - c. A copy of the Notice of Intent (NOI) filed with the DEQ (if applicable)



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6. If the project includes adding or modifying a sign on the facility, a Sign Permit will be required. Contact Jamie Yaeger at 318-473-1371.
7. If the project is in a Flood Hazard Zone, an In-Progress Elevation Certificate will be required prior to pouring the concrete for the building slab. A final Elevation Certificate will also be required after all construction is complete. Contact John Jordan at 318-473-1177.
 - 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.
8. Copy of the COA Food and Beverage Questionnaire, if there is any food and/or beverage service to the public. This does NOT apply to small employee breakrooms.
*Note: Please see DHH for required fixtures.
9. If there is ANY food and/or beverage service, the City of Alexandria shall size the grease trap based on the plumbing fixtures. For questions about grease trap / interceptor sizing within Alexandria City Limits, call James Graham in the Wastewater Department.
10. If the project use will be for the use of a Day Care, note the age of the children, the number of children to be attended, and the number of employees required. Also attached a letter from Department of Health and Hospitals stating the plumbing fixture requirements.
11. Copy of the geotechnical soil report, if this is an addition to the facility.
12. 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 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.

1. Floor plan drawing shall indicate:
 - a. Scope of work
 - b. Site plan showing parking spaces and driveway entrances.
 - c. Square footage of the space with the heat/cool square footage and the total square footage for the facility.
 - d. Demolition plan (how the building exists currently before any renovations are made).
 - e. Renovation plan (show all proposed construction to be made).
 - f. All interior layout including plumbing fixtures, kitchen layout, and walls with dimensions. Indicate handicap accessible restrooms.
 - g. If there is ANY food OR beverage service, indicate the size and location of the grease trap / grease interceptor as required by COA.



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- h. 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 equipment that requires water for processing such as dental pumps, x-ray machines, or the like. If such equipment is shown on plans, please specify if water processing is necessary for that equipment.
- i. Check with the Louisiana State Fire Marshalls office for square footage limitations for sizes of buildings that must submit plans stamped and signed by a Louisiana Licensed Architect or Engineer.

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@cityofalex.com

Inspections Call Center (318) 441-6333.

Inspections@cityofalex.com

1. Joe Saucier, Acting Superintendent of Electrical Distribution, (318) 473-1350
joe.saucier@cityofalex.com
2. Clay Vanderlick, Gas Distribution Superintendent, (318) 441-6064
clay.vanderlick@cityofalex.com
3. James Graham, Acting Superintendent Water Department, (318) 441-6213
james.graham@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. Dennis Stewart, Building / Multi-trades Inspector, (318) 473-1299
dennis.stewart@cityofalex.com



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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 / 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 / Multi-trades Inspector, (318) 441-6364
Robert.guimbellot@cityofalex.com
14. Jamie Yaeger, Zoning Analyst, (318) 473-1371 (Sign Permits also)
jamie.yaeger@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 of Construction, (318) 473-1735 (Stormwater Plans also)
melynda.gremillion@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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