



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 New Residential Construction

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](mailto:melynda.gremillion@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 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](mailto:jamie.yaeger@cityofalex.com) OR 318-473-1373 or [jill.brittain@cityofalex.com](mailto: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.cityofalexandrialouisiana.com](http://www.cityofalexandrialouisiana.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.
- D. Mechanical Manuals J, D, and S. \*Plan Review cannot begin until the manuals have been submitted to this office.

### **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](http://www.municode.com)
  - a. Chapter 28 and 29 in particular
2. International Residential 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.
10. ADAAG, 2004 ed.

### **Step 4: COA Plan Review**

In-house Plan Review of a complete construction drawing set is started once the plans have been submitted. Drawings are sent into plan review that same day if submitted before noon. If they are submitted after noon they will be added to plan review the next business day. Plan review takes approximately 5 business days from submission. A response from Plan Review findings 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 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. 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.



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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](http://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 at 318-473-1372 or [alisha.vickers@cityofalex.com](mailto:alisha.vickers@cityofalex.com).

You may also pay for your permit online through our permitting software. Go to [www.mypermitnow.org](http://www.mypermitnow.org), click on Customer Portal and at the top either log in to or create your account to pay with a credit card. Call 1-866-957-3764 x.1 for assistance with this payment option.

We appreciate your interest in building structures in the City of Alexandria and look forward to a great working relationship with you and your firm! A list of the City's staff contact names, numbers, and email addresses are provided at the end of this document.

#### **Other Variables:**

If the property is not currently within the Alexandria City Limits and you would like it to be in order to obtain City Utilities, the property will have to be annexed. The owner of the property is required to write a letter requesting annexation as well as requesting zoning designation for the property. Contact Jill Brittain at 318-473-1373. The annexation process takes approximately 4 to 6 weeks. The City of Alexandria's plan review process can begin prior to annexation, however, cannot be permitted until after annexation.

If the building is over 20,000 square feet or more than three (3) residential units on a single lot, then Rapides Parish Planning Commission approval is required before the City of Alexandria can accept plans for review. RAPC approval takes approximately 4 to 6 weeks. Contact RAPC at 318-487-5401.



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## Step 1 Requirements in detail:

### **Part One - Application Package**

It is recommended that the Design Professional submit the plans for early 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 two weeks, 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. 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
    - 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)
3. 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.
  - 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.
4. Copy of the geotechnical soil report, if this is an addition to the facility.
5. Mechanical Manuals J, D, and S

### **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](http://www.municode.com) for your convenience.

#### Title Page and Site Plan Drawings:

1. On every page in the site plan set, include the following note in an obvious location:
  - a. Call "Louisiana One Call" 48 hours before digging (1-800-272-3020).
2. Project location within the City of Alexandria. Show on a vicinity map noting nearby streets and site boundaries. Show / note on title page or site plan.
3. Zoning of the project, flood zone determination, and wetland determination (if applicable). Show / note on title page.



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- a. If property must be rezoned, it is a 6 to 8 weeks process to be completed. Also, if any type of rezoning or variance is required, the application for review will not be accepted until corrective action is completed by proper authorities.
- b. Visit <http://msc.fema.gov> to print 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. You may include this on the title sheet.
4. Scope of work shall be delineated on the Title Sheet or Floor Plan. Provide a detailed reference to types of utilities requested, construction activity proposed, etc.
5. Compliance with setback ordinances. Show dimensioned setback lines on site plan in relation to property lines and proposed structures.
  - a. A structure to be built cannot be built within a setback, however, paving can be allowed within some setbacks (See note 7 below). See ordinance.
  - b. Note the names of businesses / zoning of adjoining properties to the project site
  - c. Show the locations of a/c pads. They can be within the setback but cannot be within the landscape buffer.
6. Identify utilities around the site and to the building and their servitudes. For all construction, new and existing.
  - a. Contact each Department head to confirm how utilities will reach the building or if additional utility work or relocation of lines will be necessary.
  - b. Electrical requires a 15' easement.
  - c. Water and sewer require a 10' easement each.
7. Proper open space requirements per zoning. Note square footage of open space vs. square footage of built structure on site plan.
8. Compliance with street and driveway construction details for City of Alexandria if the driveway is intended to be public and connects to a COA street . See note 8.a. above.
9. Compliance with drainage ordinances. Show directional arrows for drainage flow as well as spot grade elevations over entire project site.
  - a. Provide pre- and post- runoff calculations to determine is retention or detention will be required for the site. (Contact Mike Wilkinson for more information).
  - b. Detail sections of swales and ditches for sheetflow.
  - c. Only concrete pipe is acceptable to tie-in any subsurface drainage to City of Alexandria right-of-ways. (15" minimum, 18" preferred, however, existing COA catch basin tie-ins will dictate acceptable size.)
  - d. There must be catch basins on project site to relieve drainage going to existing or new COA catch basin. Only minimal sheet flow drainage will be considered for acceptance.
  - e. Show Finished Flow Elevations and building slab elevations. COA minimum standards state that the building slab elevation must be at a minimum of one foot (1'-0") above the street PLUS 2% of the slope from the back of the street curb to the front of the building. Provide calculations on plan sheet.
  - f. If any type of drainage (sheet flow or subsurface) is shown going onto adjacent property, the application package must also include a copy of the servitude granted and recorded at the Rapides Parish Court House. The servitude must



- be signed and dated by all effected property owners. Contact John Jordan for more information.
- g. Depending on the size of the project, (over 100,000 sf of impervious surface) an on-site retention pond may be necessary to accommodate drainage. Plans for said retention pond should be included in construction document set.
  - h. If you are adjacent to Horseshoe Drive drainage canal, you may call Mike Chenevert at Meyer, Meyer, & LaCroix for possible option of draining into canal in lieu of a retention pond.
10. Compliance with Storm Water Pollution Prevention Plan – application packet and drawings. Contact Shirley Branham for more information.
- a. Site plan delineating Best Management Practices (BPM's). Locate silt fencing, hay bales at catch basins, check dams, temporary construction entrance, wash out area / pit for concrete and building material products, temporary construction dumpster location, job shack, and temporary storage of building materials, etc.
  - b. Include details illustrating the correct installation of BMP's
  - c. List good housekeeping notes to prevent spills of paints, fuels, chemicals, etc.
  - d. Note periodic inspections and corrective actions to be made by the contractor and procedure / schedule for inspections and record keeping.
  - e. List the square footage area of the entire site, the square footage area of the site to be disturbed during construction and note the length of time estimated for construction from start to finish which should address the timely maintenance of vegetation, erosion, and sediment control.
  - f. Note spot grade elevations and directional flow arrows for surface drainage during construction.
  - g. A completed NOI and LARS Permit may be required if the project is one acre or greater or if it is part of a common development / subdivision that is greater than 5 acres. Applications available online or visit DEQ website.
11. Compliance with rights of way, easements, and servitudes as recorded on the filing plat. Contact John Jordan for more information.
12. Copy of geotechnical report or soil investigation with any recommendations.

Building / Structure Plans Drawings:

1. Compliance with International Residential Code. Drawings should include:
  - a. List building square footages, both heat / cool and under roof area.
  - b. Dimensioned floor plans with applicable notes, showing design loads and calculations.
  - c. Front, rear, and side elevations
  - d. Window, door, and finish schedules
  - e. Rated assembly details with design number and approved UL cut sheets
  - f. Building construction details for walls, floor, roof, and foundations
  - g. Foundation plan
  - h. Truss / framing plan and details



- i. Details and sections of staircases, showing handrail dimensions, tread & riser clearances and dimensions, landing details, and finishes, etc. Shop drawings of metal staircases are acceptable.
2. Copy of shop and prefabricated component drawings for metal building structures, if applicable.
  - a. If metal building contractor has not been awarded at time of application, the shop drawings can be delivered later, however, we cannot permit until we a copy of the drawings are reviewed and accepted.
3. Compliance with International Mechanical Code. Drawings should include:
  - a. Location and size of equipment, design calculations, material designations
  - b. Manuals J, D, and S
4. Compliance with National Electric Code (NEC). Drawings should include:
  - a. Location of electrical devices: lighting, receptacles, switches, equipment, appliances, transformers, panels, and subpanels
5. Compliance with International Plumbing Code. Drawings should include:
  - a. Specifications for all plumbing fixtures, appliances, piping material and connections for all plumbing systems
  - b. Design basis for sizing of potable water supply system
  - c. Material designations.

### **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:

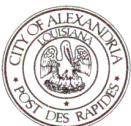
Permits Call Center (318) 473-1372.

[Permits@cityofalex.com](mailto:Permits@cityofalex.com)

Inspections Call Center (318) 441-6333.

[Inspections@cityofalex.com](mailto:Inspections@cityofalex.com)

1. Joe Saucier, Acting Superintendent of Electrical Distribution, (318) 473-1350  
[joe.saucier@cityofalex.com](mailto:joe.saucier@cityofalex.com)
2. Clay Vanderlick, Gas Distribution Superintendent, (318) 441-6064  
[clay.vanderlick@cityofalex.com](mailto:clay.vanderlick@cityofalex.com)
3. James Graham, Acting Superintendent Water Department, (318) 441-6241  
[james.graham@cityofalex.com](mailto:james.graham@cityofalex.com)
4. James Graham, Superintendent of Wastewater, (318) 441-6241  
[james.graham@cityofalex.com](mailto:james.graham@cityofalex.com)



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[Melynda.gremillion@cityofalex.com](mailto:Melynda.gremillion@cityofalex.com)

5. Darren Green, Landscape Architect, (318) 441-6060  
[Darren.green@cityofalex.com](mailto:Darren.green@cityofalex.com)
6. Paul Lazarone, Right of Way Inspector, (318) 441-6361  
[Paul.lazarone@cityofalex.com](mailto:Paul.lazarone@cityofalex.com)
7. John Jordan, Land Surveyor, (318) 473-1177  
[John.jordan@cityofalex.com](mailto:John.jordan@cityofalex.com)
8. Dennis Stewart, Building / Multi-trades Inspector, (318) 473-1299  
[dennis.stewart@cityofalex.com](mailto:dennis.stewart@cityofalex.com)
9. Rick Harper, Gas / Multi-trades Inspector, (318) 441-6062  
[Rick.harper@cityofalex.com](mailto:Rick.harper@cityofalex.com)
10. Marty Campbell, Plumbing / Multi-trades Inspector, (318) 441-6063  
[Marty.campbell@cityofalex.com](mailto:Marty.campbell@cityofalex.com)
11. Jeff Lachney, Electrical / Multi-trades Inspector, (318) 473-1341  
[Jeff.lachney@cityofalex.com](mailto:Jeff.lachney@cityofalex.com)
12. Konrad Lachney, Mechanical & Electrical / Multi-trades Inspector, (318) 473-1340  
[konrad.lachney@cityofalex.com](mailto:konrad.lachney@cityofalex.com)
13. Robert Guimbellot, Building / Multi-trades Inspector, (318) 441-6364  
[Robert.guimbellot@cityofalex.com](mailto:Robert.guimbellot@cityofalex.com)
14. Jamie Yaeger, Zoning Analyst, (318) 473-1371 (Sign Permits also)  
[jamie.yaeger@cityofalex.com](mailto:jamie.yaeger@cityofalex.com)
15. Jill Brittain, Zoning Analyst, (318)473-1373  
[Jill.brittain@cityofalex.com](mailto:Jill.brittain@cityofalex.com)
16. Larry King, Fire Prevention Director, (318) 441-6608  
[Larry.king@cityofalex.com](mailto:Larry.king@cityofalex.com)
17. Mike Wilkinson, City Engineer, (318) 473-1170  
[Mike.wilkinson@cityofalex.com](mailto:Mike.wilkinson@cityofalex.com)
18. Melynda Gremillion, Superintendent of Construction, (318) 473-1375 (Storm water Plans also)  
[melynda.gremillion@cityofalex.com](mailto:melynda.gremillion@cityofalex.com)

Other informative numbers:

1. Randy Ducote, Department of Health and Hospitals, (318) 487-5282 x. 202  
[randy.ducote@la.gov](mailto:randy.ducote@la.gov)
2. Jennifer Moreau, State Fire Marshall (Alexandria Office), (866) 946-3125  
[Jennifer.moreau@dps.la.gov](mailto: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](http://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!



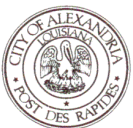
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