

ARCHITECTURAL PLAN REVIEW

CHECKLIST & FEE SCHEDULE

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.

WHAT TO SUBMIT

1. Completed Plan Review Application form.
2. Calculate the required review fee from the Fee Computation schedule on the reverse side of this page (all fees include postage).
3. Check or money order for plan review fee made payable to the LA Department of Public Safety.
4. One set of drawings and specifications and, when applicable, stamped by the architect or civil engineer (POR) preparing the documents. Submittals requiring a POR that are received without the POR stampings will be returned without benefit a review.
5. All items shall be sent in one package, unless project is large and requires shipping in two or more packages. Multiple packages shall be clearly marked as such.
6. Brief description of how building is to be used.

DRAWINGS FOR ALL WORK SHALL INCLUDE

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

DRAWINGS AND SPECIFICATIONS SHALL COMPLY WITH

1. Louisiana Revised Statutes (see Fire Marshal's Act) (download from web site or call this office for hardcopy).
2. Life Safety Code (NFPA 101) current adopted edition.
3. National Fire Codes (For NFPA edition, see 1998 Fire Marshal's Act for LAC Title 55:V:103.A available on web site).
4. Handicapped Standard (ADA Accessibility Guideline or ADA-AG)(see web site).
5. Applicable parts of Standard Building Code (SBCCI)

ADDENDA, REVISIONS, ETC.

1. Information cannot be added to submittals logged in unless requested by the review architect.
2. Additional information will be reviewed only as a complete new submittal or as requested by the review architect.
3. Addenda and change orders submissions are handled as separate projects and therefore must be submitted with a completed Plan Review Application and appropriate review fee. Some addenda reviews may require submission of the entire project.

FEE CALCULATIONS

1. Each submittal must show square footage and occupancy classification.
2. 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.
3. The fees indicated below include \$5.00 for postage and handling. Postage and handling fees do not apply to facsimiles sent and exemption requests returned.

FEE COMPUTATION SCHEDULE

The fees indicated below include \$5.00 for postage and handling.
Postage and handling fees do not apply to Facsimile and Exemption Requests

OCCUPANCY	SQUARE FEET	FEE	
ASSEMBLY Concentrated (Church, Theater, Stadium)	0 - 2,500	\$55.00	
	2,501 - 4,500	85.00	
	4,501 - 10,000	205.00	
	10,001 - 50,000	305.00	
	50,001 - 100,000	405.00	
Less Concentrated (Restaurant, Gymnasium, etc.)	100,000 - +	555.00	
	0 - 5,000	55.00	
	5,001 - 10,000	85.00	
	10,000 - 30,000	125.00	
	30,001 - 80,000	225.00	
EDUCATIONAL/ DAY CARE (Kindergarten through High-school, Adult or Child Day Care Centers)	80,001 - 150,000	325.00	
	150,001 - +	425.00	
	0 - 10,000	205.00	
	10,001 - 20,000	305.00	
	20,001 - 50,000	405.00	
HEALTH CARE / INSTITUTIONAL/ DETENTION (Hospitals, Nursing Homes, Prisons, Jails)	50,001 - 100,000	505.00	
	100,001 - +	705.00	
	High Rise (All New)	855.00	
	0 - 2500	55.00	
	2,501 - 10,000	85.00	
HOTELS/DORMITORIES APARTMENTS LODGINGS ROOMING HOUSES RESIDENTIAL BOARD AND CARE FACILITIES	10,001 - 30,000	205.00	
	30,001 - 80,000	305.00	
	80,001 - 150,000	405.00	
	150,001 - +	505.00	
	High Rise (All New)	705.00	
MERCANTILE (Mall, Store, Restaurant w/ less than 50 occupants)	0 - 3,000	55.00	
	3,001 - 10,000	85.00	
	10,001 - 30,000	115.00	
	30,001 - 50,000	175.00	
	50,001 - 150,000	225.00	
BUSINESS (College Classrooms, Office Buildings)	150,001 - +	325.00	
	High Rise (All New)	525.00	
	0 - 10,000	55.00	
	10,001 - 20,000	85.00	
	20,001 - 50,000	115.00	
INDUSTRIAL (Manufacturing, Processing, Fabricating) STORAGE SPECIAL STRUCTURE	50,001 - 100,000	145.00	
	100,001 - +	225.00	
	Single Tank	75.00	
	Multiple Tanks (Each Additional Tank)	30.00	
STORAGE TANKS (Tanks within scope of NFPA 30 INSTALLATION ONLY)	Number of Devices		
	0 - 25	75.00	
	26 - 50	105.00	
	51 - 75	135.00	
	76 - 100	165.00	
FIRE DETECTION and ALARM SYSTEMS	101+	165.00 + 30.00 For each 25 devices over 101	
	Performance-based reviews	Shall be twice the amount of the review fees imposed above plus an additional fee of \$100.00 (\$50.00 for resubmission) for smoke control reviews and timed egress.	
	Exemption and Go To Work Requests	Per Request \$20.00	
	Facsimile Transmissions and Record Requests	Paper copies per page	\$2.00
		Fax per page	4.00
Digital Copies per diskette		25.00	
Database Report		500.00	
		Plus \$100.00 per every 1,000 records	
Appeal Requests Note: Charge is <u>per appeal letter type</u> , not per each issue where multiple issues are addressed in a single letter.	Handicapped Accessibility	\$25.00	
	Life Safety / Fire Code Appeals	\$100.00	
	Smoke Control Reviews (\$50.00 for resubmission)	\$100.00	
	Timed Egress (\$50.00 for resubmission)	\$100.00	
	Other Appeals (\$50.00 for resubmission)	\$100.00	