



2020.05.06

RE: AIA New Orleans Town Hall Series Event – Safety & Permits

TOPICS:

### SCOPE THRESHOLDS

1) How to submit / track standard permit applications on OneStop

S&P Response:

Applicant may submit application online at OneStop:

<https://www.nola.gov/onestop/>

Onestop..S&P Intake/ Zoning will ID what processes will have to take place, and will assign plan reviewers for the project, including VCC, HDLC and stormwater management. Plan review will provide general code review and verify that sub-permits have been achieved prior to approval and issuance of building permit.

Additional information is here:

- HDLC

o <https://www.nola.gov/hdlc/>

o Link is thorough. Once applied on Onestop a subpermit is generated and someone from HDLC will contact the applicant

<https://www.nola.gov/hdlc/documents/navigating-the-hdlc/>

- VCC

o <https://www.nola.gov/vcc/>

o Applicant is to upload submittal material through OneStop and send a notice by email to [VCC@Nola.gov](mailto:VCC@Nola.gov) to alert the plan reviewer.

o Applicant is to submit for a permit when scope includes general work, paint, sign, and security camera permits through OneStop. Material replacement permit should be filed through OneStop as well

- Stormwater

o Randall Gaither [ragaiter@nola.gov](mailto:ragaiter@nola.gov)

2) Applicant will need to directly apply with other departments for sub-permits including:

- State Fire Marshal:

o <https://lasfm.louisiana.gov/>

- City Planning Commission:

o <https://www.nola.gov/city-planning/>

o [CPCInfo@nola.gov](mailto:CPCInfo@nola.gov).

- New Orleans Fire Department



- [nofdpio@nola.gov](mailto:nofdpio@nola.gov)
- CC S&P plan reviewer assigned to the project for assistance facilitating NOFD review.
- Real Estate and Records
  - Send plans and elevations to [asmgivens@nola.gov](mailto:asmgivens@nola.gov)
- Board of Building Standards and Appeals
  - <https://www.nola.gov/safety-and-permits/bbsa/>
  - [Alice.Noel@nola.gov](mailto:Alice.Noel@nola.gov)
  - No rejection letter needed
  - Meeting held 4/30, next mtg should have a better agenda.
- Sewerage & Water Board
  - [planreview@swbnol.org](mailto:planreview@swbnol.org) attn: Henry Blancq / Jay Arnold
- Department of Public Works
  - New Sidewalks, Driveways & Curb Cuts. New sidewalks (including patches and repairs), driveways and curb cuts require approval from the Department of Public Works. Site plan indicating location of the planned improvements must be submitted to DPW.
  - Driveway applications to Mr. Kevin Giroir, [kggiroir@nola.gov](mailto:kggiroir@nola.gov) / 504-658-8006
  - Sidewalk applications to Mr Xavier ChavexReyes, [xachavezreyes@nola.gov](mailto:xachavezreyes@nola.gov) 504-228-0374
  - Parkway / Street Cuts applications to Devin Kelly [devin.Kelley@nola.gov](mailto:devin.Kelley@nola.gov) and Christopher LeBlanc [Christopherleblanc@nola.gov](mailto:Christopherleblanc@nola.gov)
  - General advice:
    - Driveway flares [between property line and street] are to be 36" wide at each side of the driveway at roll-over curbs, and are to be a 48" radius curb at standard curbs. Flares may extend beyond the property's boundaries.
    - Plans submitted to DPW must include locations of existing utilities [hydrants, storm drains, utility poles, and trees.

3) Scheduling / final inspection:

- a. Building Inspector on Duty 658-7135 (Dan Hrapmann Deputy, [djhrapmann@nola.gov](mailto:djhrapmann@nola.gov))
- b. Hrapmann must enter 3rd party
- c. Zoning 658-7125 (Nicholas Kindel Administrator, [njkindel@nola.gov](mailto:njkindel@nola.gov))
- d. Mechanical 658-7196 (Brian Medus Deputy, [blmedus@nola.gov](mailto:blmedus@nola.gov))
- e. Electrical 658-7142 (Chief, Charles Collins, [cecollins@nola.gov](mailto:cecollins@nola.gov))



- 4) How does the City determine substantially improved renovations that kicks in code upgrades, requirements for conforming to the required BFE. Is it based on a cost value of the improvements compared to the existing value of the property?
  - a. The City references the "Building Value" of the property that is listed on New Orleans Assessor's current assessment of the property. The applicant may also provide a current appraisal which specifically lists the building value, or lists the total value of the property and the land value of the property separately.
  
- 5) What is the relationship with the legal department regarding Real Estate and Records?
  - a. Applicant should submit applications directly to Real Estate and Records [Ashley Givens: [asmgivens@nola.gov](mailto:asmgivens@nola.gov)]. This applies to projects with any encroachment over the Right-of-Way including balconies, galleries, canopies, stairs, stoops, door swings, etc.
  - b. Legal Department is separate from Real Estate and Records
  
- 6) How can we help expedite permit review process?
  - a. Applicants can submit sub-permit applications to the required agencies before applying to OneStop. Applicants can also opt to have the State Fire Marshal provide the ICC Code Review for IBC, etc. rather than the City of New Orleans. It was recommended that once an applicant decides to have SFM provide that ICC code review, they should not also apply to the City of New Orleans for ICC Code Review. This does not exempt the project from other sub-permits, such as HDLC, City Planning, etc.
  
- 7) Has there been any discussion about moving to 2018 IBC anytime soon?
  - a. The City will likely begin the amendment and adoption process for 2018 codes later this year.

- END -