

### What are “stamped plans” and who is required to stamp them?

The New Orleans Building Code requires that “drawings and specifications for the construction of buildings having walls, floors and roofs; including all electrical and mechanical work... shall be prepared by or under the direct supervision of a Louisiana Registered Architect or Civil Engineer... drawings and specifications shall be imprinted with his seal... and shall contain a statement that either he is generally administering the work or he is not generally administering the work, whichever is applicable.”

- Electrical work requiring plans shall bear the seal of a Louisiana Registered Electrical Engineer
- Mechanical work requiring plans shall bear the seal of a Louisiana Registered Mechanical Engineer

In certain, very limited, circumstances, the Department may waive the certification requirements if it finds that the work applied for is such that the certification of plans is not necessary to obtain compliance with the New Orleans Building Code. The Chief Plan Examiner or their representative will make this determination at the time at which you apply for your Building Permit.

---

### Who should I call if I have questions about Plan Review?

Once plans are submitted to Plan Review, they are assigned to a Building Plan Examiner. If you have not heard from Plan Review within 7-days for residential plans, or 15-days for commercial plans, you may contact Plan Review at (504) 658-7115 to speak to your Building Plan Examiner. You should have your permit application number available for reference. If the Building Plan Examiner is not available, leave your name, contact information and permit application number and you call will be returned. You may also follow the progress of Plan Review on a real-time basis at [www.velocityhall.com](http://www.velocityhall.com).

### Who reviews my plans and why?

When plans are submitted to the Safety & Permits for a Building Permits the first review is performed by the **Zoning Administration Division** to ensure compliance with the City’s Comprehensive Zoning Ordinance. Plans are then reviewed by:

- **Building Plan Examiners** review plans for compliance with the New Orleans Building Code and the Life Safety Code. Occasionally plans are unable to meet City requirements due to unusual circumstances. If so, a Building Plan Examiner may suggest that you appeal the requirement to the Board of Building Standards and Appeals.
- **Electrical Plan Examiners** will review your plans to ensure compliance with the National Electrical Code, NFPA-20 and the New Orleans Building Code.
- **Mechanical Plan Examiners** review the plans for compliance with the New Orleans Mechanical Code and Gas Code.

For commercial projects, your plans must also be reviewed by the **State Fire Marshal**, to whom you should send or deliver one (1) set of stamped architectural plans. Upon completion of this review a letter will be forwarded to the applicant to state approval of your plans. When you and your Architect or Engineer receive the letter, you should confirm with Safety & Permits that the Building Plan Examiner has also received a copy of that letter. We cannot release your permit for construction until we have a copy of this approval letter in our files. It will expedite the Plan Review process if you call to confirm that Safety & Permits has received a copy of this letter. You may contact the State Fire Marshal’s office at (225) 925-4920.

If you are planning to open a food or drinking establishment, school or day care center, you must submit your plans to the **Orleans Parish Sanitarian Services** to ensure compliance with the State Sanitary Code. Normally a representative of that office will come to Safety & Permits to review your plans. You may be asked to take you plans to this office to obtain approval for cases in which plans may not be required by the City. This office is located at 1010 Common Street, Suite 750 and may be contacted by telephone at (504) 568-7970.

## How do I know when my plans have been approved?

When your plans are approved for permitting, you or your Architect or Engineer will be notified that your plans are ready to be released. One set of your plans will be kept on file at Safety & Permits and the other set of plans will be returned to you when you are issued your Building Permit. These can be picked up in Room 7E06 of City Hall. The plans that are released to you must be kept at the building site at all times and the Building Permit **must** be posted so as to be clearly visible from the street throughout construction.

## I have my Building Permit, what happens next?

Once your Building Permit has been approved and you have picked up your plans and permit placard, you should post your permit at the job site and begin construction.

During construction, there are several types of inspections that may be necessary. You should pick-up a copy of the brochure *Working with the Building Division*, which will explain when inspections are needed and how to schedule inspections through the Building Division.

This brochure is intended to generally answer questions on Demolition Permit requirements. Other requirements may apply depending on the location and complexity of your project. For more information, please call the Department of Safety & Permits at **(504) 658-7100**.

City of New Orleans  
Department of  
Safety & Permits

Rev. 5/10



Contact Us:  
City of New Orleans  
Department of Safety & Permits  
1300 Perdido Street  
Room 7E07  
New Orleans, Louisiana 70112  
(504) 658-7100

# Guidelines for: Working with the Plan Review Division



CITY OF NEW ORLEANS  
DEPARTMENT OF  
SAFETY & PERMITS

REV. 5/10

### **When do I need plans?**

Whenever your project requires a Building Permit, plans will most likely be required.

Two sets of certified, stamped plans are required for most commercial projects depending on the scope of the work to be performed. This is to be determined by the Chief Plan Examiner or his/her representative at the time you apply for your Building Permit. This decision is based upon the requirements of the International Building Code, the New Orleans Amendments to the International Building Code, the Life Safety Code and the State Sanitary Code.

---

### **What should my plans include?**

A typical set of plans include a **site plan**, **foundation plan**, **floor plan**, **building elevations** and a **cross section**. Information regarding mechanical and electrical work is also required. These plans are required to be certified by either a Louisiana Licensed Architect or Civil Engineer. Plans may also require certification by a Louisiana Registered Electrical or Mechanical Engineer depending on the work to be performed.

---

### **What should be included on my site plan?**

A site plan must show:

- The municipal address and legal description of the property.
- The scale of the drawings.
- Property lines (At times a survey from a Licensed Land Surveyor may be required.)
- The location of all streets, alleys, easements and driveways.
- The location and size of all existing and proposed structures on the property.
- The height of the structure at the roof ridge for any new construction or addition where the roof of an existing building will be raised.
- Location and dimension of all proposed off-street parking spaces.
- The distance between any existing or proposed buildings and the property lines.

### **What information should be shown on my foundation plan?**

If you are constructing a new building or an addition, you will need to provide a foundation plan. This plan should show the layout, dimensions and details of continuous concrete slabs, footings, reinforcing steel and the strength of the concrete to be used. The location of the crawl space access and the foundation vents must also be shown. The foundation plan must also detail the size and embedment of any piles to be used in the construction.

---

### **What needs to be included on the floor plan?**

A floor plan is required for each level of a building that is to be constructed or remodeled, and it must show:

- The location of all walls and doors and the size and proposed use of all rooms affected by the work.
  - The location and size of each type of window.
  - Any and all steps or stairs.
  - The location of bearing walls, headers and beams supporting loads from above.
- 

### **What are building elevations and cross sections? And what should be detailed?**

The building elevations are detailed drawings of each side of the structure. These drawings should detail building materials, doors and windows, roofing, and any other portions of the structure.

A cross section must show how the building is constructed, including types and sizes of materials.

---

### **How can I find out if my project requires plans?**

You should consult with a Louisiana Registered Architect or Civil Engineer who can advise and help you prepare your plans. If you believe that plans may not be necessary for your project you may apply for a Building Permit, at which time the Permit Analyst, in consultation with the Plan Review Division, will advise you.

### **Will my project require detailed Mechanical or Electrical plans?**

**Mechanical Plans** are required if the anticipated amount of work exceeds \$15,000. Plans should show details of the proposed work, including all HVAC, boiler installations, natural gas installations, water heaters, incinerators, elevators, kitchen appliances, components and all related work. Only a Mechanical Engineer currently licensed in the State of Louisiana is able to certify mechanical drawings.

If the cost of the proposed mechanical work is less than \$15,000 plans are not required, but in these cases a New Orleans Licensed Mechanical Contractor must provide an estimate of cost on their business stationary. This estimate should include specific details of the proposed mechanical work, the project address, telephone number, date of estimate, license number and the signature of the license holder. This estimate must include the cost of labor and materials, including all appliances to be installed.

**Electrical Plans** are required if the anticipated amount of work exceeds \$15,000. Plans should show details of the proposed work and the anticipated use of each room in which work will occur. Only an Electrical Engineer currently licensed in the State of Louisiana is able to certify electrical drawings.

If the cost of the proposed electrical work is less than \$15,000 plans are not required, but in these cases a New Orleans Licensed Electrical Contractor must provide an estimate of cost on their business stationary. This estimate should include specific details of the proposed electrical work, the project address, telephone number, date of estimate, license number and the signature of the license holder. This estimate must include the

---

### **How do I find a Louisiana Registered Architect or Engineer?**

The Department of Safety and Permits does not recommend Architects or Engineers.

You can find architects and professional engineers listed in any telephone directory. To ensure that they are properly registered, you should contact the licensing authority for that profession.

### **Architects:**

LA State Board of Architectural Examiners  
9625 Fenway Ave # B  
Baton Rouge, LA 70809  
(225) 925-4802

### **Engineers:**

Louisiana State Board of Registration  
9643 Brookline Avenue Suite 121  
Baton Rouge, LA 70809  
(225) 925-6291

Many people find architects or engineers by asking their friends and neighbors for the names of professionals that have had prepare drawings for them. In you choose a professional in this manner you should still contact the proper licensing authority to ensure proper registration.

---

### **How many sets of plans do I need and what do I do with them?**

When you apply for a Building Permit, you will need to bring two (2) sets of completed, stamped plans and specifications with you. The Permit Analyst will keep both sets of plans and specifications and forward them to the Plan Review Division.

Until the Plan Review process is completed and a Building Permit is issued, you may not start working on your project. For residential plans, the Plan Review process normally takes a week; for commercial projects, the initial Plan Review takes approximately 15-days.

During the Plan Review process, the Plan Examiner may direct questions about your plans to your Architect or Engineer. The Building Permit can not be issued until all questions are answered and requirements are met. It is important that your Architect or Engineer respond promptly to the Plan Examiner. Their failure to do so will delay the issuance of your permit.