
ARCHITECTURAL PLAN REVIEW CHECKLIST & FEE SCHEDULE

As an aid to streamline our architectural plan review process, we ask that you complete this checklist, and attach it to your Plan Review Application. Please address each checklist item in your package, whether the item is conveyed on the drawings, specifications, cover letter, etc. Any items not addressed may cause unnecessary delays or project "hold" on your review. Your help, up front, will facilitate a complete submittal package, shorten our review time, and help us to get your project reviewed and returned sooner. Please verify that each numbered item below is: A. in your submittal, B. correct, and C. is coordinated within the submittal (drawings match specifications). Then provide a check mark adjacent to each numbered item or print "N/A" for items not applicable to this submittal. Thank you for your help, in completing and coordinating the items in this checklist.

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.
4. Drawings and specifications shall comply with the Louisiana Revised Statutes (see Fire Marshal's Act at our web site home page or call this office for hardcopy), the Life Safety Code (NFPA 101) and all promulgated National Fire Codes, the Americans with Disabilities Act Accessibility Guideline (see ADA-AG, under Codes/Rules/Laws at our web site), and applicable parts of Standard Building Code (SBCCI). For applicable editions of the Life Safety Code, the National Fire Codes, and the Standard Building Code, for either new construction or renovated existing construction, please consult LA R.S. Title 55:V:103 (in the Fire Marshal's Act).
5. Additional information (addenda, revisions, change orders, etc.) cannot be added to submittals received and logged in, prior to concurrence from the review architect. Once a review is initiated, any additional information will be reviewed only as a complete new submittal, complete with Plan Review Application and fee (unless directed otherwise by the review architect). Some reviews of additional information may require submission of the entire project.
6. A Preliminary Architectural Plan Review is a service performed by this office, based on a "schematic design" or "design development" package submitted by a Professional of Record (POR). The intent of a Preliminary Review is to provide a life safety evaluation of a POR's preliminary package, prior to the subsequent required Architectural Plan Review. This service is primarily designed for larger, more complicated projects, to allow the State Fire Marshal's intervention, based on the package submitted.

PLAN REVIEW APPLICATION, CHECKLIST & FEE SCHEDULE, AND FEE

- 1. Completed Plan Review Application form and this completed checklist.
- 2. Calculate the required review fee from the Fee Calculation schedule on the reverse side of this page.
- 3. Check or money order (no cash accepted) for plan review fee, payable to the LA Department of Public Safety.
- 5. All items to be sent in one package, unless infeasible. Multiple packages shall be clearly marked as such.
- 6. Brief description of how building is to be used.
- 7. Include all existing documentation, if applicable (inspection report(s), appeal determination letter(s), etc.).

DRAWINGS AND SPECIFICATIONS

- 1. One set of drawings (and specifications, if separate) and, when applicable, stamped by the architect or civil engineer (POR) preparing the documents. Drawings shall be legible bluelines, photocopies, or computer plots (live ink or pencil applied by hand is

not acceptable). Submittals requiring a POR that are received without the POR stamped seal will be returned without benefit a review.

- ___ 2. Site plan drawn to scale showing project, distances to nearby buildings, fences, parking, handicapped access
- ___ 3. Location of hazardous features such as fuel storage tanks or incinerators.
- ___ 4. Floor plan(s) drawn to scale showing walls and partitions, fire barriers, smoke barriers, openings, door swings, built-in features, changes in elevation such as steps or ramps, dimensions, and the use of each space (room name).
- ___ 5. Details required to explain construction and/or other features.
- ___ 6. Exterior elevations, if appropriate.
- ___ 7. Stair and railing details, plans, & sections.
- ___ 8. Schedules for doors, windows, hardware, and room finishes.
- ___ 9. Drawings of heating and air conditioning systems.
- ___ 10. Electrical drawings showing service, fire alarm, exit lighting and emergency lighting where required.
- ___ 11. The drawings shall clearly indicate what is existing and what changes are proposed.
- ___ 12. Floor plans of the entire floor(s) for which work is proposed in this submittal. For all proposed work above the ground floor, (such as in multi-story buildings), provide a ground floor plan showing all required exits.

FEE CALCULATIONS

- 1. Money orders, cashier's checks, certified checks, and company checks are accepted (NO PERSONAL CHECKS ACCEPTED, EFFECTIVE 9-1-00).
- 2. All fees indicated below include a \$5.00 charge for postage and handling.
- 3. Postage and handling fees do not apply to facsimile and exemption requests.
- 4. State owned projects (projects contracted through LA Facility Planning and Control) are fee exempt (except for Preliminary Plan Reviews - see Item 7., below). Resubmittals, for Not-In Compliance reviews, will be charged a full review fee based on schedules, below. Resubmittals, based on major revisions to a project previously reviewed, will be charged a full review fee based on schedules, below.
- 5. Municipal projects (city, parish, federal) are charged a total \$20 flat review fee (except for Preliminary Plan Reviews - see Item 7., below). Resubmittals, for Not-In-Compliance reviews, will be charged a full review fee based on schedules, below. Resubmittals, based on major revisions to a project previously reviewed, will be charged a full review fee based on schedules, below.
- 6. 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.
- 7. Fees for Preliminary Plan Reviews are also based on the chart, below. State owned and municipal projects are not exempt from a full fee, when submitting for a Preliminary Plan Review.
- 8. Fees are based on the chart below, and each submittal must show square footage and occupancy classification.

| OCCUPANCY | SQUARE FEET | FEE \$ | SQUARE FEET | FEE \$ |
|--|--|--------|---------------------------------------|--------|
| ASSEMBLY | 0 - 2500 | 55 | 10001 - 50000 | 305 |
| ▪ Concentrated (Church, Theater, Stadium) | 2501 - 4500 | 85 | 50001 - 100000 | 405 |
| ▪ Less Concentrated (Restaurant, Gymnasium, Etc.) | 4501 - 10000 | 205 | 100001 - above | 555 |
| EDUCATIONAL and DAY CARE | 0 - 5000 | 55 | 30001 - 80000 | 225 |
| ▪ Kindergarten through High-School, Adult or Child Day Care Centers | 5001 - 10000 | 85 | 80001 - 150000 | 325 |
| | 10001 - 30000 | 125 | 150001 - above | 425 |
| HEALTH CARE, INSTITUTIONAL, and DETENTION | 0 - 10000 | 205 | 50001 - 100000 | 505 |
| ▪ Hospitals, Nursing Homes, Ambulatory Care, Prisons, Jails | 10001 - 20000 | 305 | 100001 - above | 705 |
| | 20001 - 50000 | 405 | High Rise - all new | 855 |
| HOTELS, DORMITORIES, APARTMENTS, LODGINGS, ROOMING HOUSES, and RESIDENTIAL BOARD AND CARE FACILITIES | 0 - 2500 | 55 | 30001 - 50000 | 305 |
| | 2501 - 10000 | 85 | 50001 - 150000 | 405 |
| | 10001 - 30000 | 205 | 150001 - above | 505 |
| | | | High Rise - all new | 705 |
| MERCANTILE | 0 - 3000 | 55 | 30001 - 50000 | 175 |
| ▪ Mall, Store, Restaurant with less than 50 occupants | 3001 - 10000 | 85 | 50001 - 150000 | 225 |
| BUSINESS | 10001 - 30000 | 115 | 150001 - above | 325 |
| ▪ Office Buildings, College Classrooms | | | High Rise - all new | 525 |
| INDUSTRIAL | 0 - 10000 | 55 | 50001 - 100000 | 145 |
| ▪ Manufacturing, Processing, Fabricating | 10001 - 20000 | 85 | 100001 - above | 225 |
| STORAGE and SPECIAL STRUCTURE | 20001 - 50000 | 115 | | |
| Storage Tank | | | Single Tank | 75 |
| ▪ Tanks within scope of NFPA 30 installation only | | | Multiple Tanks (each additional tank) | 30 |
| Perfomanced-based Review | Shall be twice the amount of the review fees imposed above plus an additional fee of \$100 (\$50 for resubmission) for smoke control reviews and timed egress. | | | |
| Facsimile Transmissions and Records Requests | Paper copies (per page) | | | 2 |
| | Facsimile transmissions (per page) | | | 4 |
| | Digital copies (per diskette) | | | 25 |
| | Database report (base fee) plus | | | 500 |
| | (add on fee per every 1000 records) | | | 100 |

