

# PARISH OF ASCENSION

## OFFICE OF PLANNING AND DEVELOPMENT

### BUILDING DEPARTMENT



#### REQUIREMENTS FOR COMMERCIAL PERMITS

1. Submit a **digital** Drainage Impact Study per the current Drainage Impact Study Policy as referenced in the Ascension Parish Drainage Ordinance to Stacie Webb [swebb@aggov.us](mailto:swebb@aggov.us) Department of Planning & Development (225) 450-1300.  
**Note:** A Final Inspection of the Drainage Impact Study shall be approved prior to a Certificate of Occupancy being issued.
2. A driveway permit from the Department of Transportation and Development is needed **ONLY** if your business will front a state highway. See page 3 for required information.
3. Contact the Department of Transportation and Development in reference to the Traffic Impact Policy for New Access Requests Affecting Traffic on State Highway. See pages 8-10 for required information.
4. You will need to also contact the Fire District in the District that your business will be located for Fire Hydrant information. See attached map page 6 for location of your project and with a contact person to call.  
**Note:** A Final Inspection of the fire hydrant(s) shall be approved prior to a Certificate of Occupancy being issued.
5. Plans must be prepared to meet the Louisiana State Uniform Construction Code:
  - 2012 IBC
  - 2012 IMC
  - 2011 NEC
  - 2012 International Plumbing Code
6. Building Plans must be submitted to the State Fire Marshall for their approval.
7. Approval is needed from the Department of Health & Hospital, Sanitation Division for the sewer system. Fire Marshall Office 8181 Independence Blvd. Baton Rouge, Louisiana (225) 925-4920 The Fire Marshall Approved Plans must be submitted to the Building Department for Review.
8. State of Louisiana Department of Environmental Quality Request for Preliminary Determination of LPDES (Louisiana Pollution Discharge Elimination System).
9. After **ALL** of the above requirements are met then you may submit your set of plans that have been stamped approve by the State Fire Marshall with letter of review to the Department of Planning & Development for their approval. **NO** set of plans will be accepted until all of the above requirements are met. \$150.00 Plan Review Fee.

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10. After approval from the Planning & Development Department, someone from that office will contact the person requesting the permit to let them know they have been approved and are ready to purchase their Development Permit and your Building Permit.
11. Submit a copy of the NOI (required if development disturbs more than 5 acres or is part of a larger common plan that cumulatively disturbs at least 5 acres), which was submitted to LDEQ to APG.
12. A SWPP plan shall be developed if the project disturbs more than 1 acre or is part of a larger plan of development that cumulatively disturbs more than 1 acre. A copy of this SWPP Plan shall be submitted to APG before the beginning of construction.

**\*NO CONSTRUCTION CAN BEGIN UNTIL ALL OF THE ABOVE HAVE BEEN MET AND APPROVED FOR PERMITTING. A COPY OF THE STAMPED SET OF PLANS AND THE SWPP PLAN MUST BE ON THE JOB SITE AT ALL TIMES.**

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#### REQUIRED INFORMATION FOR DRAINAGE

Below is the minimum amount of information that we need in order to conduct our review:

- 1) Existing drainage area map with runoff rates
- 2) Existing topographic survey
- 3) Grading plan with:
  - a) Proposed elevations for the site including all proposed grading and ditches. There should be more than enough proposed elevations to clearly depict the highs, the lows, and intermediate elevations.
  - b) All existing and any proposed servitudes.
  - c) Proposed runoff rates leaving the site

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**COMMERCIAL DRIVEWAY CHECKLIST**

The plans must include the following information:

- 1) Width of proposed driveway
  - a. Minimum width is 24 foot and Maximum width is 35 foot
  - b. One Way driveways are to be 16feet wide
  - c. Driveways are to be 90 degrees to the road way
  - d. Driveways are to slope down away from the roadway.
- 2) Size of each radius on all proposed driveways
  - a. Minimum 30foot radii outside and 10 foot inside minimum (unless specifically approved) Standard LADOTD One Way (R6-2) signs must be used. 4 signs per driveway
- 3) Information on drainage pipe to be used (type, size and length)
  - a. Reinforced Concrete Pipe is required.
  - b. Minimum pipe size is 18" diameter
  - c. Pipe length should be calculated for a 4:1 slope to invert of pipe at pipe ends.
  - d. No head walls over pipe ends.
- 4) Curb removal. Curb is to be replaced with driveway curb (unless specially approved).
- 5) Distance from proposed driveway to a State Highway.
- 6) Distance from property line to the proposed driveway.
- 7) Existing driveway with the distance between the existing driveway radii and proposed driveway radii.
- 8) Radii must start 5 foot off property line. If not, then a letter of "No Objection" must be signed by neighboring property owners and submitted with application.
- 9) Radii are to be a minimum of 10 feet off another driveway/road radii and/or 25 feet off property line adjoining existing roads.
- 10) Shoulder, all travel lanes, turn lanes and any roads/driveway s in the vicinity with all dimensions.
- 11) Striping Details with all dimension.
- 12) The North Arrow, P/L (property line) and R/W (State right of way) must be on sketch.
- 13) Either U.S. or LA is used to distinguish State Road and Parish Road.

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14) Final grade for site and driveways

15) Topography and proposed site drainage plans to be included on separate sheets. Plans should show runoff before and after development. Plans should also include a profile view of each driveway.

- ✓ Permit Application is to be signed in ink by the property owner or his designated agent.
- ✓ All information on the application is to be legible.
- ✓ Four (4) copies of plans showing how and where the driveway will be located within the property. ( Plans cannot be larger than 24" x 36")
- ✓ After the permit and sketch is received the District Permit Specialist will visit the site to determine pipe size and verify all information. Driveway must be MARKED to insure correct location.
- ✓ No deposit required.
- ✓ When the driveway is completed (as permitted), notify the District Permit Specialist so driveway can be inspected and released.

Approval of the permit takes approximately 3 to 6 weeks if the application is filled out correctly and plans have all information required. Unusual circumstances may require longer.

The permit application must be approved before the work can be started and the owner's copy of the approved permit is to be available at the site.

If you have any questions, call Mr. Mike Procell, District Permit Specialist, at (225) 231-4130. Office hours are from 7:00 a.m. to 3:30 p.m.

Mail Application to: Louisiana Department of Transportation and Development District 61 Permit Office P.O Box 831 Baton Rouge, LA 70821

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#### MINIMUM HYDRAULIC REQUIREMENTS FOR COMMERCIAL AND SUBDIVISION DRIVEWAY PERMITS

##### I. Site Location and Description

- Vicinity Maps
- Identify adjacent developments
- Identify major drainage outfalls
- Identify street and highways
- Describe predominate existing and future land use within project watershed
- Describe the proposed development
- Provide estimate of both pre and post development impervious area

##### II. Watershed Map and Information

- Source is latest USGS 7.5 Minute Quadrangle Map or Better
- Delineate drainage boundaries
- Identify existing channels, ditches, natural drains
- Inventory downstream structure to the outfall, including size, type and distance from proposed development

##### III. Hydrologic Design

- Existing (Pre- Development) Flow Rates(10-Year) ( 25-Year if near a cross drain)
- Future (Post Development) Flow Rates (10-Year) ( 25-Year if near a cross drain)
- Site Drainage Plan

##### IV. Hydraulic Capacities and Design

- Determine required size , type and capacity of proposed structure based on the contributing drainage area (Maximum allowable  $\Delta H+ 1.0$ , Outlet Control Condition)
- Provide a cross section of the proposed structure location (edge of road way, shoulder, top of bank, toe of slope, ditch bottom, toe of slope, top of bank and natural ground)

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**BUILDING CODE ANALYSIS**

1. Description of Project
2. List of all codes used on this project that the year version of each code.
3. Occupancy Group(s) - Type(s)
  - a. Single Occupancy
  - b. Mixed Occupancy
    - i. Separated Use
    - ii. Non-Separated Use
  - c. Incidental Use Areas
  - d. Accessory Area
4. Construction Types
5. Is the Building Equipped with a Sprinkler System?
  - a. NPPA13
  - b. NFPA13R
  - c. NP.PA13D
6. Allowable Area - Show calculations
  - a. Table 503
  - b. Area Modification
    - i. Frontage Increase
    - ii. Sprinkler Increase
7. Building Height
  - a. Height in Feet
  - b. Height in Stories
8. Fire – Resistance Rating Requirements used for all building elements as per table 601
9. Fire – Resistance Rating Requirements used for all exterior walls based on Fire Separation Distance –Table 602
10. Exterior Wall Openings
  - a. Openings that are protected
    - i. Rating of all protective openings
  - b. Opening that are unprotected
11. Occupant load for Building based on each room – Show calculations

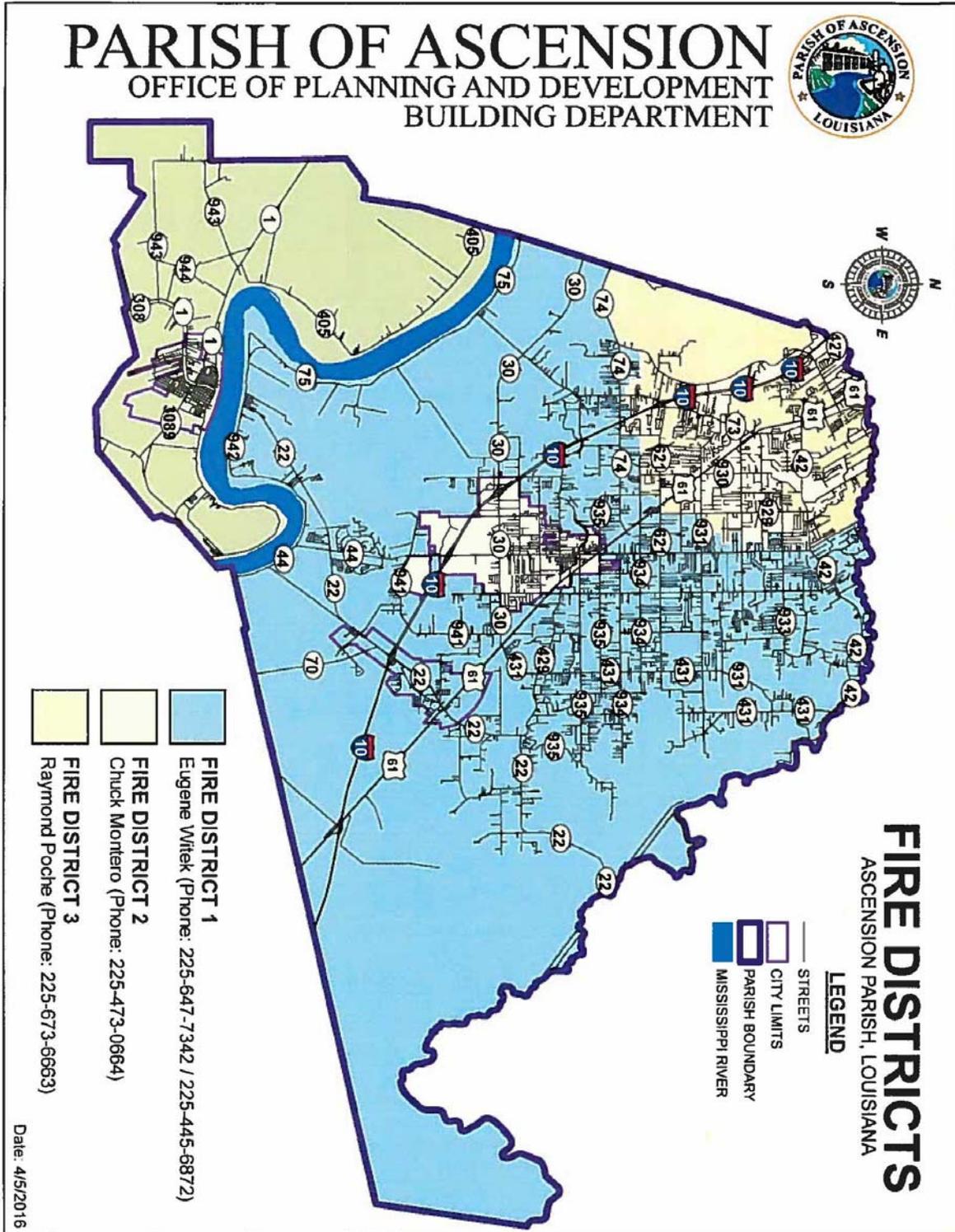
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12. Means of Egress Layout
13. Egress Requirements- Show calculations
14. Ratings of all Fire Rated Walls and Horizontal Assemblies
  - a. Show how the ratings is achieved –i.e. UL, Generic, Engineer Calculated
15. Plumbing Fixture Requirements- Show Calculations
16. Structural Design Information
  - a. Live Loads
  - b. Snow Loads
  - c. Wind Loads
  - d. Seismic Loads
17. Calculation of the sizing of the water distribution system
  - a. Use Appendix E of International Plumbing Code
18. Calculations of the design of the waste distribution system
19. Calculation of the design of the fuel gas system
20. Calculation of the design of the electrical system

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B. The Debarment Committee shall conduct a hearing and consider the arguments of the applicant for requalification. The applicant may appear in person.

C. The Debarment Committee may terminate a debarment or may reduce the period or extent of a debarment upon application of the contractor/consultant for reasons considered appropriate by the committee, such as:

1. newly discovered relevant evidence;
2. reversal of the conviction or judgment upon which debarment was based;
3. a bona fide change in ownership or management of the contractor/consultant; or
4. elimination of the cause or causes for which debarment was imposed.

D. The Debarment Committee shall render a decision concerning requalification within 14 days of the hearing.

AUTHORITY NOTE: Promulgated in accordance with R.S. 48:295 et seq.

HISTORICAL NOTE: Promulgated by the Department of Transportation and Development, Office of Highways/Engineering, LR 30:1490 (July 2004).

### Chapter 11. Traffic Impact Policy for New Access Requests Affecting Traffic on State Highways

#### §1101. Traffic Impact

##### A. Purpose

1. The Louisiana Department of Transportation and Development (LADOTD) has a responsibility to design, operate and maintain highway facilities that are reasonably safe and efficient for prudent drivers using the highway system. At the same time DOTD must allow all property owners reasonable access to the highway system.

2. In an effort to balance these often conflicting needs, this Section was developed to ensure that new or expansion of existing developments generating significant traffic on state highways are evaluated in a consistent manner by using objective data to facilitate decision-making.

3. The department shall review the effectiveness, applicability and efficiency of this rule annually. Changes to this Section shall be promulgated as applicable. Recommendations for change shall be forwarded to the DOTD traffic impact engineer.

##### B. Applicability

1. This Section applies to new or expanding developments, typically generating 100 hourly trips in the peak direction on state highways.

2. This Section also applies to developments on local public or private streets, with an access point within 0.25 of a mile of a state highway.

3. These developments include, but are not limited to:

- a. new businesses;
- b. new subdivisions;
- c. new apartment complexes;
- d. additions to existing subdivisions;
- e. additions to existing apartment complexes;
- f. new streets and/or traffic control devices;
- g. new schools;
- h. minor developments in traffic networks that are already congested;
- i. hospitals; and
- j. large commercial or industrial complexes.

4. Additional requirements (such as analysis of nearby major intersections as determined by DOTD) may be necessary for large commercial centers and regional shopping malls.

5. This Section, in certain situations, may apply to new, smaller developments located on congested highway corridors, as determined by the district traffic operations engineer. Congested highways are discussed in the traffic impact policy referenced in Paragraph E.1.

6. The district traffic operations engineer may, in his discretion, waive the requirement for a traffic impact study for developments marginally meeting minimum traffic thresholds.

##### C. This Section does not apply to the following:

1. access to interstate and other controlled-access facilities;
2. individuals requesting single-family residential access; or
3. access to local public and private streets for developments which are greater than 0.25 of a mile from the state system.

##### D. Pre-Application Procedure

1. Prior to any permit requests, land developers shall meet with the DOTD district traffic operations engineer and the district permit specialist for a pre-application meeting during preliminary site planning for the development. The purpose of this meeting is to discuss the proposed development and determine if a traffic impact study is warranted.

2. The developer shall be notified within seven calendar days after the pre-application meeting whether or not a traffic impact study is required. The decision will be based on the preliminary site plan layout and anticipated additional traffic.

3. The DOTD will coordinate with the appropriate local authorities for developments not abutting the state highway system.

##### E. Traffic Impact Study

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#### TRANSPORTATION

1. When a traffic impact study is required by DOTD, it shall be prepared and sealed by a professional engineer licensed by LAPELS, before an application for access is submitted. The study will include all information as outlined in the DOTD traffic impact policy, a detailed guidance document which includes forms, roadway classification, traffic volume criteria and mitigation strategies. This document may be obtained from the district office, or the department's website, or from DOTD headquarters in the office of the traffic impacts engineer. The purpose of the traffic impact study is to:

- a. determine existing traffic conditions on the network surrounding the proposed development;
- b. estimate the traffic likely to be generated by the proposed development which is within the sole purview of the Department of Transportation and Development;
- c. assess the impact of additional traffic on the existing and future road network system at full build out and the anticipated construction phasing; and
- d. identify effective roadway improvements and/or changes in the site plan of the proposed development that will minimize impact to the state highway system.

#### F. Responsibilities of the Developer

1. The developer is responsible for mitigating traffic caused by the development.
2. All road improvements constructed by the developer shall comply with the latest DOTD standards and specifications.

#### G. Letters of Compliance

1. No permit applications will be accepted until DOTD provides the developer with a letter of compliance indicating the approval of the traffic impact study and the traffic mitigation required.
2. The letter shall be attached to any permit application.

#### H. Traffic Mitigation

1. Traffic Mitigation is a roadway improvement or improvements designed to minimize congestion and improve the safety of the highway system.
2. The required mitigation shall be constructed prior to completion of the new development.
3. Types of mitigation include, but are not limited to:
  - a. turn lanes;
  - b. traffic signal upgrades;
  - c. traffic control devices;
  - d. signal phasing/timing/interconnect;
  - e. raised medians;
  - f. roadway widening;
  - g. restricted turning movements;

- h. right-of-way donation; and
- i. roadway resurfacing.

#### I. Approval Process

1. The office of the DOTD district traffic operations engineer and the DOTD Headquarters (HQ) traffic impact engineer, if requested for a joint review, will review the traffic impact study. The department shall take one of the following actions.

- a. Approve the traffic impact study submitted by the developer and recommend mitigation to minimize traffic impacts. The DOTD HQ traffic impact engineer will provide the developer with a letter of compliance to indicate approved traffic impact study and mitigation. The developer may apply for access, driveway, project, or traffic signal permits.
- b. Recommend alternative mitigation procedures to minimize traffic impacts.
- c. Deny the traffic impact study and/or the recommended mitigation. If it is denied, no further reviews will be made. The developer may request a new review based on revisions to the traffic impact study and recommended mitigation for the proposed development, or the developer may appeal the decision.

#### J. First Level Appeals Process

1. Following are provisions for a first level appeal of the traffic impact review process for developers which disagree with the DOTD decision on traffic mitigation.
2. The traffic impact review committee shall be composed of representatives of the following divisions within the DOTD. Each member may appoint a substitute if he or she is unable to attend a meeting:
  - a. maintenance (access management engineer or his designee) (nonvoting);
  - b. legal;
  - c. traffic engineering (two or more personnel/designees); and
  - d. district traffic operations engineer or his designee from the particular district in which the development is located (nonvoting).
3. The traffic impact review committee, pursuant to a majority vote, may arbitrate and resolve disputes which arise during the review process and grant or deny relief to appealing parties.
4. The appealing party must bring his/her complaint before the traffic impact review committee no later than 30 calendar days after notification of the decision of DOTD.
5. Upon receipt of the appeal, the traffic impact review committee will schedule a meeting to review the appeal. The meeting will be scheduled not earlier than 14 calendar days and not more than 39 calendar days after receipt of the appeal. The traffic impact review committee shall give due notice of the meeting time and place to those

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filing the appeal and shall render a decision on its action within 14 calendar days of its meeting. The maintenance division shall also be notified of the pending requirements for permit purposes.

6. The party appealing the decision shall submit the written reason for the appeal, together with any supporting documents deemed applicable by the developer, to the Department of Transportation and Development, Traffic Engineering Development Section, 1201 Capitol Access Road, Baton Rouge, LA 70802. Such submittal must be received at least 14 calendar days before the Traffic Impact Review Committee meeting.

7. The submittal will be checked by the department within 14 calendar days of its receipt. If the information deemed necessary for a proper review is not complete, the appealing party will be notified and the appeal will then be postponed at least one month.

8. The party submitting the appeal may appear before the traffic impact review committee to offer a brief explanation of the complaint.

9. Failure to submit an appeal in a timely manner shall constitute a denial of the traffic impact appeal.

#### K. Second Level Appeals Process

1. Should the appeal of the developer be rejected by the traffic impact review committee, the developer may appeal the decision in writing within 30 calendar days from receipt of the initial decision to the Department of Transportation and Development, Attn: Deputy Secretary, 1201 Capitol Access Road, Baton Rouge, LA 70802.

2. The second traffic impact review committee shall be composed of the following:

- a. the chief engineer or his designee;
- b. the deputy secretary or his designee; and
- c. the general counsel or his designee.

3. A decision will be based upon a majority vote and shall be made within 14 calendar days from the date that the appeal was received. It shall be served on the appealing party by registered or certified mail.

4. The second level appeal shall include any correspondence from the first level traffic impact review committee.

#### L. Third Level Appeals Process—the Secretary

1. The secretary or his designee shall have the authority to review any appeal by an aggrieved party from a determination pursuant to the foregoing appeals processes.

2. Such review may be made pursuant to an appeal filed by the developer within 30 calendar days from his receipt of the second level decision or it may be made on the secretary's own motion.

3. A decision shall be made within 14 calendar days from the day that the appeal was received and shall be served on the appealing party by registered or certified mail.

4. This appeal shall include any correspondence from the first and second level traffic impact review committees.

**AUTHORITY NOTE:** Promulgated in accordance with R.S. 32:2, and R.S. 48:344 et seq.

**HISTORICAL NOTE:** Promulgated by the Louisiana Department of Transportation and Development, Office of Highways/Engineering, LR 33:533 (March 2007).