



REQUIREMENTS FOR COMMERCIAL PERMITS

1. The first thing that must be done by any applicant wishing to apply for a commercial permit is submit a Drainage Plan for Review to this office. See page two for required information.
2. A driveway permit from the Department of Transportation and Development is needed **ONLY** if your business will front a state highway. See page three for required information.
3. 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 4 for location of your project and with a contact person to call.
4. Plans must be prepared to meet the Louisiana State Uniform Construction Code
 - 2006 IBC
 - 2006 IMC
 - 2005 NEC
 - 2000 Louisiana State Plumbing Code
4. Building Plans must be submitted to the State Fire Marshal for their approval and approval is also needed from the Department of Health & Hospital, Sanitation Division for the sewer system. Fire Marshal Office 8181 Independence Blvd. Baton Rouge, Louisiana (225) 925-4920 The Fire Marshal Approved Plans must be submitted to the Building Department for Review.
5. State of Louisiana Department of Environmental Quality Request for Preliminary Determination of LPDES (Louisiana Pollution Elimination System)
6. 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 to the Department of Planning & Development for their approval. **NO** set of plans will be accepted until all of the above requirements are met.
7. After approval from the Planning & Development Department, someone form 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 then your Building Permit.

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



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 parking lot, grading, ditches, subsurface pipes etc.
 - b) There should more than enough proposed elevations to clearly depict the highs, the lows, and intermediate elevations of the parking lot.
 - c) Grading Plan shall also show existing servitudes and any proposed.
 - d) d. show proposed runoff rates leaving the site
4. Calculations to support proposed Subsurface pipe sizes



COMMERCIAL DRIVEWAY CHECKLIST

The plans must include the following information

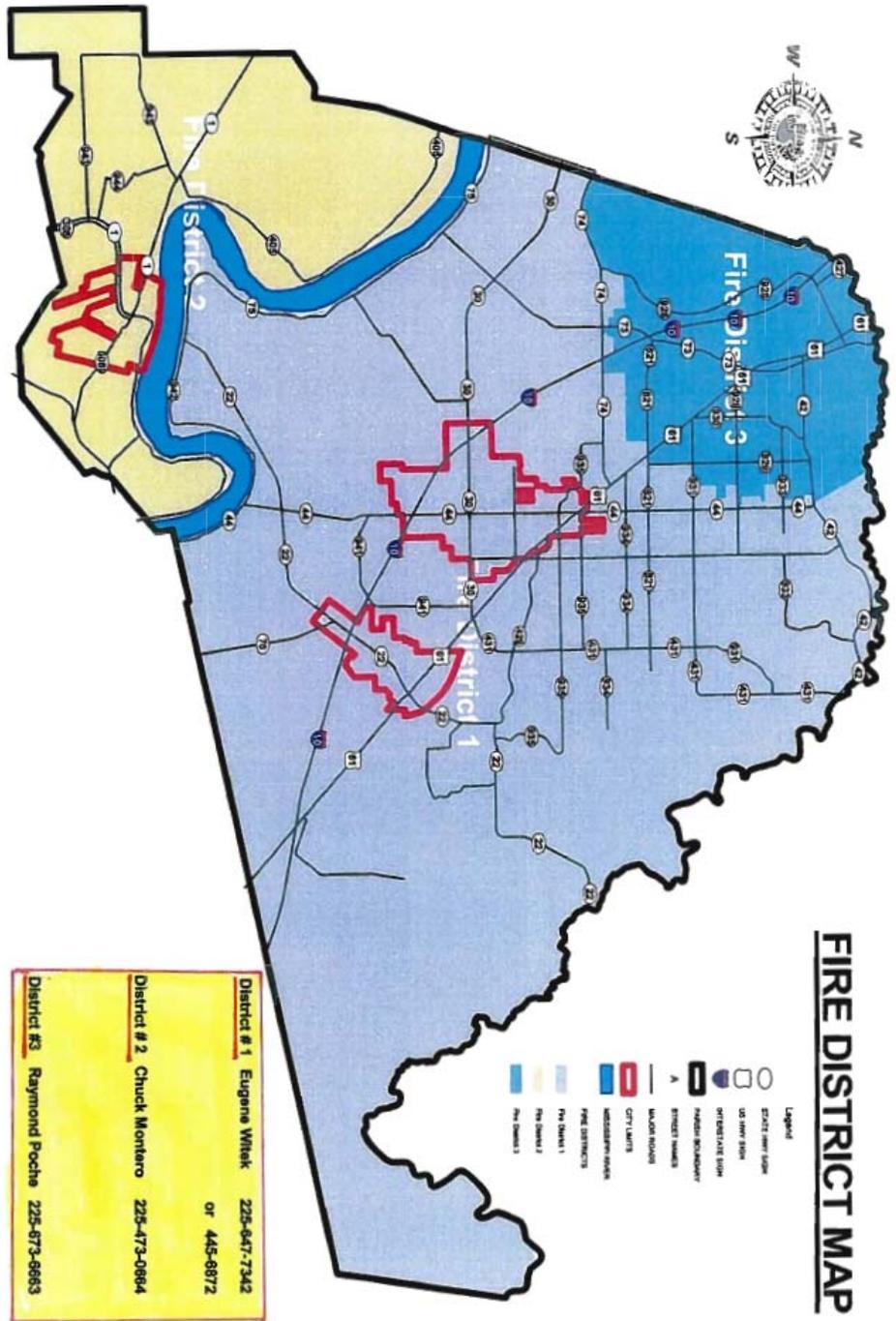
- 1) Width of proposed driveway
 - a. Minimum width is 24 foot and Maximum width is 35 foot
 - b. One Way driveways are to be 16feet wide
 - c. Driveways are to be 90 degrees to the road way
 - d. Driveways are to slope down away from the roadway.
- 2) Size of each radius on all proposed driveways
 - 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.
- 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





DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
INTRADEPARTMENTAL CORRESPONDENCE

July 21, 1994

REFERRED TO

- _____ REFERRED FOR ACTION
- _____ ANSWER FOR MY SIGNATURE
- _____ FOR FILE
- _____ FOR YOUR INFORMATION
- _____ FOR SIGNATURE
- _____ RETURN TO ME
- _____ PLEASE SEE ME
- _____ PLEASE TELEPHONE ME
- _____ FOR APPROVAL
- _____ PLEASE ADVISE ME

BY _____ DATE _____
 BY _____ DATE _____
 BY _____ DATE _____

Memorandum To:

- Division Administrators
- District Administrators
- Design Section Heads
- District Design Engineers

Re: Permit Request to "Tie-in" to Drainage Systems of Existing State Highways

As areas urbanize, the development of property adjacent to state highways presents a problem in the disposal of the increased runoff. Request to "tie-in" to the existing highway drainage system are routinely submitted by owners of property that has been developed or will be developed.

Controlling the quantity of stormwater runoff from developed property can provide numerous benefits such as: mitigation of downstream drainage capacity problems, prevent compounding of existing drainage problems and the improvement of water quality by decreasing downstream erosion and controlling sediment deposition.

It is the Department's policy that the peak runoff to be received into the DOTD drainage system from property adjacent to an existing state highway, will be limited to the peak runoff from the "pre-development" condition. The "pre-development" condition of the property is defined as the existing or un-developed condition at the time the highway project was constructed. The peak runoff will be calculated for the design storm frequency for the particular class of highway in question, according to the DOTD Hydraulics Manual. The contributing drainage area for the property under development is limited to the area that has historically drained toward the highway right-of-way.

R. E. Dillon, Jr.
DOTD Chief Engineer

RECOMMENDED FOR APPROVAL _____ DATE _____

RECOMMENDED FOR APPROVAL _____ DATE _____

RECOMMENDED FOR APPROVAL _____ DATE _____

APPROVED _____ DATE _____

AN EQUAL OPPORTUNITY EMPLOYER
A DRUG FREE WORKPLACE



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 form 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)



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 Areas
4. Construction Types
5. Is the Building Sprinklered?
 - 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
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



STATE OF LOUISIANA
DEPARTMENT OF ENVIRONMENTAL QUALITY
 MAIL COMPLETED FORM TO:
 Office of Environmental Services, Water Permits Division
 Post Office Box 4313
 Baton Rouge, La 70821-4313
 Phone#: (225) 219-3181

**REQUEST FOR PRELIMINARY DETERMINATION
 OF LPDES PERMIT ISSUANCE
 SECTION I – SITE CONTACT INFORMATION**

Name _____
 Address _____
 City _____
 Zip _____ Phone _____ e-mail _____

If the wastewater treatment facility is to be owned and/or operated by a separate entity once constructed, please provide contact information for that entity.

SECTION II – SITE INFORMATION

Name of Project _____
 Physical Location of Project _____
 Latitude- ____ deg. ____ min. ____ sec. Longitude- ____ deg. ____ min. ____ sec.
 Parish _____ Anticipated Date of Discharge _____
 Total No. of Planned Dwellings _____ No. Phases/Filings in Development _____

SECTION III – SITE DISCHARGE INFORMATION

Provide the proposed discharge route to the first named waterbody.

SECTION III – SITE MAP

Attach to this form a topographic map which has been highlighted to show the proposed path of the wastewater from the proposed facility to the first named waterbody. Include on the map the area extending at least one mile beyond your property boundaries. Indicate the outline of the facility and the location of each proposed discharge structure.

SECTION IV – CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who are directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations.

Print Name _____ Date _____

Signature _____