

PARISH OF ASCENSION

BUILDING DEPARTMENT



REQUIRED DOCUMENTS FOR COMMERCIAL CONSTRUCTION PERMIT APPLICATIONS

1. **Drainage Plan Approval**- Submit a **digital** Drainage Impact Study per the current Drainage Impact Study Policy as referenced in the Ascension Parish Drainage Ordinance to Jamaica Banker JBanker@apgov.us Department of Planning & Development (225) 450-1373.
Note: A Final Inspection of the Drainage Impact Study shall be approved prior to a Certificate of Occupancy being issued.
2. **D.O.T.D. Approval**- 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.
Note: Contact the Department of Transportation and Development in reference to the Traffic Impact Policy for New Access Requests Affecting Traffic on State Highway.
3. **Hydrant Approval**-Contact the Fire District in the District that your business will be located for Fire Hydrant information.
4. **Fire Marshall Stamped Plans**- Plans must be prepared to meet the Louisiana State Uniform Construction Code Council requirements and be stamped by Louisiana Fire Marshal's Office. Please submit approval review letter from Fire Marshal's office separately.
 - 2021 International Building Code
 - 2021 International Mechanical Code
 - 2020 National Electrical Code
 - 2021 International Plumbing Code
 - 2021 International Fuel Gas Code
5. **Louisiana Department of Health (LDH) Approval**- Approval or letter of no objection is needed from the Department of Health & Hospitals. For new businesses, a plans packet can be emailed, picked up from their office, or obtained online by visiting <https://ldh.la.gov/index.cfm/page/632>. If there are questions regarding submittals or plans packets, please contact Chantelle Jones at 225-644-9039 or Chantelle.Jones@la.gov.
6. **S.W.I.P.P.P. Approval**- Permitting approval letter or letter of no objection shall be submitted. This information can be provided by the Ascension Parish Stormwater Program Manager, Michael Picou. He can be reached at 225-450-1673 or Michael.Picou@apgov.us.
7. **Special Inspection Packet**- As part of the general requirements in Section 1704 of the *International Building Code*, Special Inspections and a *Statement of Special Inspections* (which includes a *Schedule of Special Inspection Services*) prepared by the Registered Design Professional in Responsible Charge shall be submitted to the Building Official at time of permit application.

****NOTE: ALL DOCUMENTS ABOVE MUST BE SUBMITTED AT THE TIME OF APPLICATION OR YOUR APPLICATION WILL BE RETURNED. IF YOU HAVE QUESTIONS REGARDING THIS PROCESS, PLEASE CALL 225-450-1002.**

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REQUIRED INFORMATION FOR DRAINAGE STUDY REVIEW

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 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

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 30-foot 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

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- 15) Topography and proposed site drainage plan 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

MINIMUM REQUIREMENTS FOR COMMERCIAL 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

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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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OFFICE OF PLANNING AND DEVELOPMENT
BUILDING DEPARTMENT



Provide the following information with the required additional information listed below to the Department of Planning and Development in accordance with the Traffic Impact Analysis Policy.

Property Owner Information

Name _____ Company (if applicable) _____

Mailing Address _____

Phone _____ E-mail _____

Designated Contact Information (If Primary Contact is not the Owner)

Name _____

Company/Entity (if applicable) _____

Mailing Address _____

Phone _____ E-mail _____

Relationship to Owner _____

Property Information

Property 911 Address _____

City, State, Zip Code _____

Roadway adjacent to Property _____

Property is located on the (circle applicable) N S E W side of the roadway ____ miles

(circle applicable) N S E W from (nearest major roadway) _____

Existing or Dedicated public streets, roads highways, or access easements bordering or within the property. _____

List nearest Signalized Intersections _____

Are signals interconnected? _____ What signals are coordinated? _____

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TIA Preparer Contact Information (Registered LA Professional Engineer with PTOE certification)

Name _____

Company/Entity (if applicable) _____

Mailing Address _____

Phone _____ E-mail _____

Development Information

Development Type _____

If commercial development, indicate number and types of business and square footage of each:

If residential development, indicate types and number of units (single family, apartment, townhome, etc.):

Estimated Number of New Vehicle Trips: _____

Estimate Start/Completion Dates:

1st Phase _____ / _____
2nd Phase (if applicable) _____ / _____
3rd Phase (if applicable) _____ / _____

Required Additional Information

- ☐ Vicinity Map
- ☐ Site Plan (Show access locations, adjacent roadways, and internal circulation)
- ☐ Trip Generation
- ☐ List of suggested intersections for inclusion in the study area



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) 219-9371 Fax# (225) 219-3309

REQUEST FOR PRELIMINARY DETERMINATION (RPD)
OF LPDES PERMIT ISSUANCE FOR NEW OR INCREASED
DISCHARGES TO WATERS OF THE STATE

The RPD is for facilities that do not have a current LPDES permit and the project will result in a future wastewater discharge other than construction stormwater (e.g. exterior vehicle washwater, treated sanitary wastewater, process wastewater, etc.) or for facilities that have a current LPDES permit which will require a modification for an increased or additional wastewater discharge.

Please note that if you have been required to obtain permit coverage from LDEQ, submitting this form **WILL NOT** grant you permit coverage. Please visit <http://deg.louisiana.gov/page/lpdes-water-permits> to obtain a permit application to adequately address your discharge permit needs.

Also, note if you have already submitted a permit application to the Department or are planning on submitting a permit application to the Department with this form, this RPD form is not necessary. Please only submit the permit application form.

SECTION I – FACILITY INFORMATION

A. Company Name _____
Mailing Address _____
City _____ State _____ Zip _____
Phone _____ e-mail _____
Permit No. _____
AI# (if applicable) _____ (if applicable) _____
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.

B. Name and Address of responsible representative who completed the request for preliminary determination:
Name and Title _____
Company _____
Address _____
phone _____ email _____

SECTION II – SITE INFORMATION

A. Name of Project _____
B. Physical Location of Project _____
City _____ Zip code: _____ Parish _____
Latitude _____ deg. _____ min. _____ sec. Longitude _____ deg. _____ min. _____ sec.
C. Anticipated Date of Discharge _____

SECTION II – SITE INFORMATION (continued)

- D. Facility type: _____
- E. Type of discharge(s): _____
- F. Volume of discharge(s): _____
- G. If residential, please complete the following:
- | | | | |
|--|-------|--------------------------------|-------|
| No. Phases/Filings in Development | _____ | Total No. of Planned Dwellings | _____ |
| Size of Treatment Plant after all Phases/Filings are complete (in gpd) | _____ | | |
- H. If community/municipal wastewater treatment is available, please explain why you are not connecting to the existing treatment facility?

SECTION III – SITE DISCHARGE INFORMATION

Indicate how the storm water run-off reaches state waters (named water bodies). This will usually be either *directly*, by *open ditch* (if it is a highway ditch, indicate the highway), or by *pipe*. Please specifically name all of the minor water bodies that your discharge will travel through on the way to a major water body. This information can be obtained from U.S.G.S. Quadrangle Maps. Maps can also be obtained online at <http://map.deq.state.la.us/>. Private map companies can also supply you with these maps. If you cannot locate a map through these sources you can contact the Louisiana Department of Transportation and Development at the address on the first page of this form.

By _____ (effluent pipe, ditch, canal, etc.);
thence into _____ (next larger named water body);
thence into _____ (named bayou, creek, stream, etc.)

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. **THIS MUST BE ATTACHED TO THE RPD IN ORDER FOR THE FORM TO BE CONSIDERED COMPLETE!**

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 _____