

DEPARTMENT OF SAFETY AND PERMITS
CITY OF NEW ORLEANS

MITCHELL J. LANDRIEU
MAYOR

JARED E. MUNSTER, PH.D.
DIRECTOR

DEPARTMENTAL POLICY MEMORANDUM

DATE: June 22, 2015

FROM: Jared Munster, Ph.D., Director

RE: Standards for Complete Permit Applications

Effective immediately, a permit application will not be considered “complete” by the Department of Safety and Permits unless such application is submitted with information sufficient for review. The Department appreciates the uniqueness of every project submitted to us for review and permitting; however, the standards below are included to provide general guidance on the type(s) of information the Department needs to conduct a substantive initial review of a permit application.

New Construction

- Complete paper or online permit application with all project details completed.
- Complete site plan, floorplan, and building elevations with all dimensions clearly indicated.
- Complete foundation drawings.
- Architectural drawings completed to at least Design Development Phase (60%) per the standards of the American Institute of Architects.
- Electrical and Mechanical drawings, when required, completed to at least Design Development Phase (60%) per the standards of the American Institute of Architects.

Renovation (Structural or Non-Structural) and Change of Use

- Complete paper or online permit application with all project details completed.
- Complete floorplan, when required.
- Complete site plan and building elevations with all dimensions clearly indicated, when the scope of work includes alterations to exterior properties which will change existing setbacks or building elevations.
- Complete foundation drawings, as dictated by the proposed scope of work.
- Architectural drawings, when required, completed to at least Design Development Phase (60%) per the standards of the American Institute of Architects.
- Electrical and Mechanical drawings, when required, completed to at least Design Development Phase (60%) per the standards of the American Institute of Architects.

Under no circumstance shall the application for or issuance of a demolition, interior demolition, or exploratory demolition permit constitute a “completed application” for the purpose of development which will occupy a building or property following such activity.

Applications to a separate agency or department do not constitute a “complete application” to the Department of Safety and Permits for the purpose of development which will occupy a building or property subsequent to approval by that agency or department.

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