

DEPARTMENT OF SAFETY AND PERMITS
CITY OF NEW ORLEANS

LATOYA CANTRELL
MAYOR

TAMMIE JACKSON
DIRECTOR

Date: December 27, 2023

From: Tammie Jackson, Director, Department of Safety and Permits

By: Jay Dufour, Chief Building Official

CC: Ashley Becnel, Chief Zoning Official; Eneida Allison, Addressing Administrator

Re: Addressing and Meter Standards for Hotels and Mixed-Use Developments That Include Hotels

The Department has seen an increase in hotel use applications which include characteristics that require special consideration by the Department, such as hotels spread across multiple structures or a mixed-use structure containing both hotel and residential uses. While both are permitted by the zoning and building codes, questions remain regarding metering and addressing for these developments. After consultations with subject matter experts, the Department will treat hotel applications as follows for metering and addressing purposes:

1. Hotels occupying more than one structure with multiple points of entry:
 - a. Addressing: Due to the need for first responders to accurately understand and locate an emergency situation, each building may retain a separate address if desired. For occupational license purposes, the building where the lobby is located should serve as the business address. If structures contain two units and were originally developed as two-family residences, they may maintain their separate units, but new construction should have one address per structure.
 - b. Metering: Each unit that bears a separate address as a result of the above determination may install or retain its own meter. New construction may have one meter per structure. Such hotels must have a house meter to power outdoor lights, security alarms, and sprinkler systems, among other common elements.
2. Hotels occupying more than one structure with a single point of entry:
 - a. Addressing: Because there is a single point of entry, the above concerns related to emergency location do not apply and therefore these developments should use a single address.
 - b. Metering: Because there is a single address, all structures should share a single meter. Such hotels must have an additional house meter to power outdoor lights, security alarms, and sprinkler systems, among other common elements.
3. Mixed-use structures containing both residential dwelling units and hotel uses:
 - a. Addressing: Apartments that are used and licensed/permitted as residential dwelling units, including both long-term and short-term rentals, can be addressed separately. The portions of the structure dedicated to hotel use should share a single address. Accessory uses, such



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as restaurants, may have a separate address. Use is determined at the time of permitting and addressing, and will not take into account future use, at which point conversion may be permitted and different addressing and metering standards applied based on the post-conversion plans.

- b. Metering: Apartments that are addressed separately in accordance with this memorandum may have their own meter. Portions used as a hotel should share a single meter, with the exception of a separate meter for common elements, as described in 1(b) and 2(b), or accessory uses as described in 3(a).

See also, <https://nola.gov/nola/media/One-Stop-Shop/Safety%20and%20Permits/Interpretation-Memo-Plan-Meters-B-22-1.pdf>

