

**INFORMATION ON  
ARCHITECTURE AND ENGINEERING  
LICENSURE LAWS AND RULES IN  
LOUISIANA**



**PREPARED BY:**

**LOUISIANA STATE BOARD OF  
ARCHITECTURAL EXAMINERS**

**AND**

**LOUISIANA PROFESSIONAL  
ENGINEERING AND LAND SURVEYING BOARD**

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## **FORWARD**

This document has been jointly published by the Louisiana State Board of Architectural Examiners and the Louisiana Professional Engineering and Land Surveying Board to aid in understanding the laws and rules governing architecture and engineering in Louisiana.

This document is a guideline intended as a source of basic information and does not attempt to address all of the questions concerning the practices of architecture or engineering. Section VI of this document addresses the questions most often asked. If you need further information or assistance concerning requirements of the two state boards, please write or call:

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## INTRODUCTION

Building codes and professional registration/licensure laws are meant to work together. Building officials and architectural and engineering registration/licensure boards each exist to protect the public against unsafe structures or facilities. Registration/licensure officials protect by ensuring that all design professionals have proper education and training and pass a rigorous examination on technical and practice issues. The Louisiana State Uniform Construction Code Council (LSUCCC) adopts and amends, and local municipalities and parishes enforce, building code requirements that are intended to protect the public's health and safety.

Louisiana state law requires ALL structures, excluding one-family and two-family dwellings, to be submitted to and approved by the Office of the State Fire Marshal (OSFM) prior to permitting by a local parish or municipal authority. The OSFM is the first step in the approval process. The OSFM provides coordination and uniform application of state-mandated laws, rules and codes governing construction of all commercial structures statewide in order to ensure that a consistent minimum level of safety can be expected in commercial buildings. Codes and laws that are enforced by the OSFM pertain to fire protection and means of egress (life safety code and IBC provisions), handicap accessibility (ADA-ABA and the Fair Housing Act), energy conservation (ASHRAE and IECC), state licensing laws and rules, and various referenced standards.

The OSFM also provides enforcement of the Louisiana State Uniform Construction Code, in whole or in part, for all industrialized buildings, for parishes and municipalities requesting enforcement through contractual agreements, for state-owned buildings as requested by the Office of Facility Planning and Control, and as requested by commercial building owners or contractors to provide enforcement as a third party (in certain parishes). In addition, a parish or municipality may accept determinations made by the OSFM as they pertain to life safety and fire protection as required by the Louisiana State Uniform Construction Code.

While our state has limited exemptions permitting unregistered/unlicensed persons to prepare plans for single-family houses, farm buildings and other structures of limited scope, it is clear public policy in our state, and indeed all states, that structures of significant size or complexity must be designed by registered/licensed professionals. In addition, to these laws, some local governing bodies have adopted other codes and regulations which require design professionals for structures and facilities.

As per LAC Title 55, Part VI, in accordance with La. R.S. 40:1730.28, the following codes have been adopted for mandatory use statewide as the Louisiana State Uniform Construction Code, as of July 1, 2012:

International Building Code (IBC), 2009 edition (excluding Chapter 1 (Administration), Chapter 11 (Accessibility), Chapter 27 (Electrical), and Chapter 29 (Plumbing Systems), with several other amendments)  
International Existing Building Code (IEBC), 2009 edition (excluding Chapter 1 (Administration))  
International Residential Code, 2009 edition (excluding Parts I (Administrative), V (Mechanical), VII (Plumbing), and VIII (Electrical), with several other amendments)  
International Mechanical Code (IMC), 2009 edition  
Louisiana State Plumbing Code [Part XIV (Plumbing) of the State Sanitary Code] (La. Dept. of Health and Hospitals retains enforcement and regulation)  
International Fuel Gas Code, 2009 edition  
National Electrical Code (NEC), 2008 edition

The International Building Code [Chapter 1 (Administration)] and International Existing Building Code [Chapter 1 (Administration)] state:

Submittal documents consisting of *construction documents*, statement of *special inspections*, geotechnical report and other data shall be submitted in two or more sets with each *permit* application. The *construction documents* shall be prepared by a *registered design professional* where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the *building official* is authorized to require additional *construction documents* to be prepared by a *registered design professional*.

The *building official* is authorized to waive the submission of *construction documents* and other data not required to be prepared by a *registered design professional* if it is found that the nature of the work applied for is such that review of *construction documents* is not necessary to obtain compliance with this code.

**REGISTERED DESIGN PROFESSIONAL.** An individual who is registered or licensed to practice their respective design profession as defined by the statutory requirements of the professional registration laws of the state or jurisdiction in which the project is to be constructed.

This document has been prepared in the spirit of service to the public and to assist the professions in better understanding the professional authorship requirements of our law, rules and codes.

## **I. DEFINITION OF ARCHITECTURE AND ENGINEERING**

The Louisiana statutes define the practice of architecture and the practice of engineering as follows:

### **A. Architecture**

#### **La. R.S. 37:141. Policy and definitions**

A. In order to safeguard life, health, and property and to promote the public welfare, the practice of architecture in this state is reserved to those persons who have the proper qualifications and have been registered by the board.

B. As used in this Chapter:

(1) “Architect” means a person who is technically and legally qualified to practice architecture.

. . . .

(3) "The practice of architecture" is the rendering or offering of the services specified in this Paragraph in connection with the design, construction, enlargement, or alteration of a building, a group of buildings, or the space within and surrounding buildings which have human occupancy or habitation as their principal purpose. Such services shall include the following: planning; providing preliminary studies, designs, drawings, specifications, and other technical submissions; administration of construction contracts; and the coordination of any element of technical submissions prepared by others, including but not limited to engineers and landscape architects, as appropriate. The practice of architecture shall not include the practice of engineering as defined in R.S. 37:682; however, a registered architect may perform such engineering work as is incidental to the practice of architecture.

C. The definition of the practice of architecture set forth in Paragraph B (3) of this Section may include, but shall not be construed as precluding non-licensed persons from performing the following services: project development; feasibility studies; planning; energy consumption analysis; and interior design.

## **B. Engineering**

### **La. R.S. 37:681. General provisions**

In order to safeguard life, health, and property and to promote the public welfare, any individual in either public or private capacity, or foreign or domestic firm, practicing or offering to practice professional engineering . . . , shall be required to submit evidence that he is qualified to so practice and shall be licensed as hereinafter provided. It shall be unlawful for any person to practice or to offer to practice in this state engineering . . . , as defined in this Chapter, or to use in connection with his name or otherwise assume, use, or advertise any title or description tending to convey the impression that he is a professional engineer . . . , unless such person has been duly licensed under the provisions of this Chapter.

**La. R.S. 37:682. Definitions**

The following words and phrases when used in this Chapter shall have the following meaning, unless the context clearly requires otherwise:

. . . .

(4) "Engineer" or "professional engineer" shall mean an individual who, by reason of his special knowledge and ability to apply the mathematical, physical, and engineering sciences and the principles and methods of engineering analysis and design, acquired by an engineering education and engineering experience, is qualified to practice engineering, as evidenced by his licensure as such by the board.

. . . .

(12)(a) "Practice of engineering" shall mean responsible professional service which may include consultation, investigation, evaluation, planning, designing, or inspection of construction in connection with any public or private utilities, structures, machines, equipment, processes, works, or projects wherein the public welfare or the safeguarding of life, health, and property is concerned or involved, when such professional service requires the application of engineering principles and the interpretation of engineering data.

(b) A person shall be construed to practice or offer to practice engineering: who practices in any discipline of the profession of engineering; or who, by verbal claim, sign, advertisement, letterhead, card, or in any other way represents himself to be a professional engineer; or who represents himself as able to perform; or who does perform any engineering service or work or any other professional service designated by the practitioner or recognized by educational authorities as engineering. The practice of engineering shall not include the work



ordinarily performed by a person who himself operates or maintains machinery or equipment.

. . .

- (15) "Responsible professional services" shall mean the technical responsibility, control, and direction of the investigation, design, or construction of engineering service or work requiring initiative, engineering ability, and its use of independent judgment.

## **II. EXEMPTIONS – ARCHITECTURE**

### **La. R.S. 37:155. Exemptions**

- A. The provisions of this Chapter, except as provided in this Section, requiring persons to be registered and licensed and forbidding the practice of architecture by unlicensed persons shall not apply to:
  - (1) Officers and employees of the United States in the execution of their official duties in the practice of architecture for the federal government.
  - (2) Civil engineers licensed in accordance with the terms of R.S. 37:681 through 703 or acts amendatory thereto, if such engineers do not use the designation "architect" or any term derived therefrom.
  - (3) Registered architects of other states when associated with any registered architect of this state who will seal or stamp and bear professional responsibility for all specifications and other construction documents pertaining to work in this state.
  - (4) Persons acting as designers for:
    - (a) Single family residences.

- (b) Buildings or projects that are to be constructed for personal use, provided such buildings are not intended, or adaptable for public employment, assembly or other occupancy by the public.
- (c) Renovations or alterations of any size building which do not affect the structural integrity, or life safety, exclusive of building finishes and furnishings, or which have been preapproved by the state fire marshal where life safety is affected and does not exceed one hundred and twenty-five thousand dollars. "Life safety" as used in this Subsection shall be governed by the interpretation of the state fire marshal in accordance with the authority of R.S. 40:1561 et seq.
- (d) New buildings and buildings with changes in occupancy classifications which do not exceed the gross floor areas in Subsection (f) of this Section.
- (e) Building additions that do not cause the gross floor areas to exceed those in Subsection (f) of this Section.

(f)(i) Occupancy Classifications and Gross Floor Area Sq. Ft.

Storage	6250
Factory and Industrial	5000
Mercantile	4000
Residential *	4000
Education	2500
Institutional	2500
High Hazard	1500
Assembly	2650
Business	4000

- (ii) Occupancy classifications and gross floor areas are as defined in the current editions of the codes which comprise the state uniform construction code and which are identified in R.S. 40:1730.28.
- (5) Routine maintenance projects that do not exceed the contract limit for public bidding as defined in R.S. 38:2212(A)(1)(d).

. . .

*\* LSBAE commentary: IBC, Chapter 3, Section 310 defines "Residential" to include, among others, the use of a building or structure, or a portion thereof, for sleeping purposes when not classified as an Institutional Group I or when not regulated by the International Residential Code in accordance with Section 101.2. These include, but are not limited to: transient uses such as boarding houses, hotels and motels, apartment houses, dormitories, fraternity and sorority houses, adult, congregate living facilities, and residential care and assisted living facilities.*

**Rule §1309. Calculating Gross Floor Area under R.S. 37:155(4) Where Building Contains Mixed Occupancy Classifications**

- A. When a building contains more than one of the occupancy classifications set forth in R.S. 37:155(4)(f), the gross floor area shall be calculated by performing the following calculations.
  - 1. Divide the gross floor area of each of the occupancy classifications by the corresponding threshold of each, as established in R.S. 37:155(4)(f). Round off the resultants to four decimal points.
  - 2. Add the results of each of the above calculations.

3. If the total exceeds 1.0000, the building shall be determined to exceed the gross floor areas established in R.S. 37:155(4)(f).

a. For example, calculating the gross floor area of a building containing 3,126 square feet of storage occupancy and 2,000 square feet of business occupancy shall be performed as follows:

3,126 actual storage sq. ft.	=	0.5002
divided by 6,250 threshold		
2,000 actual business sq. ft.	=	0.5000
divided by 4,000 threshold		
Total	=	1.0002

b. In this example, the threshold square footage of this mixed occupancy building would be exceeded and, therefore, would not be exempt under R.S. 37:155(4).

**Rule §1311. Interpretation of R.S. 37:155(4)(c)**

A. As set forth in R.S. 37:155(4)(c), renovations or alterations of any size building which do not affect the structural integrity or life safety, exclusive of building finishes and furnishings, are exempted from the Licensing Law, R.S. 37:141 et seq. Renovations or alterations which exceed \$125,000 are exempted from the Licensing Law only if the applicant documents to the satisfaction of the state fire marshal that the project does not affect structural integrity or life safety.

## **II. EXEMPTIONS – ENGINEERING**

### **La. R.S. 37:702. Saving Clause**

This Chapter shall not be construed to prevent or to affect:

- (1) Other professions or trades including the practice of architecture as defined in Chapter 3 of this Title; or the practice of any legally recognized profession or trade; or the professional practice of the physical sciences, such as: chemistry, physics, geology, mathematics, so long as they do not involve the practice of engineering or land surveying; or
- (2) The practice of a person not a resident of and having no established place of business in this state, practicing or offering to practice herein the profession of engineering, when such practice does not exceed one hundred twenty consecutive days in any calendar year, provided such person is legally qualified by licensure to practice the said profession in his own state, territory, or possession of the United States, or the District of Columbia, in which the requirements and the qualifications for obtaining a license are not lower than those specified in this Chapter, and provided further, that before beginning such temporary practice in this state, the person shall have applied to the board, paid the prescribed fee, and received a temporary permit, and upon the conclusion of such work he shall advise the board as to the period of time that he has practiced in this state under such temporary permit.
- (3) The practice of officers and employees of the government of the United States while engaged within this state in the practice of engineering or land surveying, for said government.
- (4) Cooperatives under the rural electrification administration; engineering performed by cooperatives under the Rural Electrification Acts.

- (5) The practice of engineering exclusively as an officer or employee of a public utility corporation authorized to do and doing business in this state, by rendering to such corporation such service in connection with its facilities and property which are subject to regulation with respect to safety and security thereof by the Public Service Commission of the state of Louisiana, or other duly authorized utility regulatory body, and so long as such individual is thus actually and exclusively employed, and no longer, and the practice of engineering as an officer or employee of a person furnishing products, services, or facilities used primarily by a public utility corporation regulated by the Public Service Commission of the state of Louisiana, or other duly authorized utility regulatory body, and so long as such officer or employee is thus actually and exclusively employed and no longer, provided this does not apply to the practice of civil engineering or land surveying.
- (6) Engaging in engineering as an employee under the responsible charge of a professional engineer or engaging in land surveying as an employee under the responsible charge of a professional land surveyor.
- (7)(a) The practice of evaluation of oil and gas resources, when performed by an engineer in good standing licensed pursuant to this Chapter, and which evaluation includes the quantification of the volume of oil and gas reserves and resources in the subsurface of the earth, the determination of production forecasts for the reserves or resources, and the evaluation of the economic impact of production forecasts, provided such evaluation does not apply to the practice of civil engineering or land surveying, does not involve design, construction, or engineering assessments of any kind on the surface, and does not present a risk to public health or safety. [effective August 1, 2012]
- (b) This Paragraph shall not prevent the practice of evaluation of oil and gas resources if the evaluation is performed by a person who is a licensed engineer in good standing practicing within the jurisdiction of his licensure. [effective August 1, 2012]

- (c) This Paragraph shall not prevent the application of this Chapter to the practice of evaluation of oil and gas resources if the evaluation is performed by an engineer licensed in a state that prohibits engineers licensed under this Chapter from engaging in the evaluation of oil and gas resources in that state. [effective August 1, 2012]

#### **IV. THE ARCHITECT AND THE PROFESSIONAL ENGINEER**

Presented in this section are descriptions of the general areas of responsibility for architects and professional engineers which elaborate on the statutory definitions of architecture and engineering mentioned above. The descriptions are not all inclusive, but are intended to give general guidance on the practice of the two professions.

##### **A. Overlap of Practice of Architects and Professional Engineers**

###### **Architects Licensing Board Rule**

###### **Rule §1307. Architect or Professional Engineer**

- A. It is recognized that in certain fields of practice there is a broad overlap between the work of architects and engineers. This is particularly true in the field of buildings and similar structures. It is recognized that an architect, who has complied with all of the current laws of Louisiana relating to the practice of architecture has a right to engage in activities properly classifiable as professional engineering insofar as it is necessarily incidental to his work as an architect. Likewise, it is recognized that the professional engineer, who has complied with all of the current laws of Louisiana, and is properly registered in that branch of engineering for which he may be qualified, has a right to engage in activities classifiable as architectural insofar as is necessarily incidental to his work as an engineer. Furthermore, the architect or the professional engineer, as the case may be, shall assume all responsibility for compliance with all laws or ordinances relating to the designs of projects with which he may be engaged.

## Professional Engineers Licensing Board Rule

### Rule §105. Definitions

- A. The words and phrases defined in R.S. 37:682 shall apply to these rules. In addition, the following words and phrases shall have the following meanings, unless the content of the rules clearly states otherwise.

. . .

#### *Practice of Engineering --*

- a. practice of engineering is defined in R.S. 37:682. The board recognizes in the design of buildings and similar structures that there is overlap between the work of architects and engineers. It is recognized that an architect who has complied with all of the current laws of Louisiana relating to the practice of architecture has a right to engage in some activities properly classifiable as professional engineering insofar as it is necessarily incidental to his/her work as an architect. Likewise, it is recognized that the professional engineer who has complied with all of the current laws of Louisiana and is properly licensed has the right to engage in some activities properly classifiable as architecture insofar as it is necessarily incidental to his/her work as an engineer. Furthermore, the architect or the professional engineer, as the case may be, shall assume all responsibility for compliance with all the laws or ordinances relating to the designs or projects in which he/she may be engaged;

. . .



## **B. Architects**

Architects must be concerned with the basic concepts of the full spectrum of design considerations. Architects must develop a comprehensive package of design documents for submittal to the building department, taking all aspects of the project into account and coordinating various submissions prepared by other project team members. Listed below are examples of the matters architects typically address:

1. Site layout (*e.g.*, parking, zoning requirements, grading, landscaping, building layout).
2. Aesthetics and overall design.
3. Building classification (*e.g.*, occupancy, type of construction).
4. Building circulation and exiting (*e.g.*, stairway, exit width, travel distances, corridors).
5. Life safety considerations (*e.g.*, requirements for sprinklers, fire ratings, fire walls, separations, fire alarms, smoke control).
6. Interior space planning.
7. Interior and exterior finish materials (*e.g.*, durability, function, aesthetics, fire ratings).
8. Environmental impacts (*e.g.*, sound attenuation, quality of living, impact on natural surroundings).
9. Accessibility by disabled persons.
10. Overall project coordination.
11. Cost estimates
12. Client relations

### **C. Professional Engineers**

Professional engineers are concerned with the planning, analysis and design of particular building systems. Through education and training they have detailed knowledge of how specialized components of a building must work. Listed below are examples of matters professional engineers typically address:

1. Structural systems (*e.g.*, framing, structural connections, foundations).
2. Electrical systems (*e.g.*, power distribution, security, fire alarm and smoke detection).
3. Mechanical systems (*e.g.*, drains and venting, water distribution systems, HVAC, fire protection systems).
4. Soils analysis (*e.g.*, soils reports, soil stabilization, geotechnical investigations).
5. Civil work (*e.g.*, site work, site drainage, grading, utilities, circulation).
6. Coordination of engineering works (*e.g.*, power stations, dams, bridges, sewage treatment facilities).

### **V. SEALING PROFESSIONAL WORK**

Registered architects and professional engineers are, and should be, responsible for their professional design services. The public, as well as building officials, rely on their professional expertise. As a result, professional submissions such as plans, specifications and calculations shall clearly show the identity of the professional who prepared them by having affixed a seal and otherwise complying with the requirements of state law. Without proper identification of the professional, ultimate responsibility for any deficiencies may not be clear.

The law and applicable codes in Louisiana have requirements that professional submissions must be sealed by the professional who prepared them or properly supervised their preparation.

### **Architects Licensing Board Statute and Rule**

#### **La. R.S. 37:152. Use of title “architect”; seal or stamp**

- A.(1) The name of the architect followed by the title “architect” shall appear on every publication, announcement, and letterhead used by a person practicing architecture in connection with his practice.
- (2) Every registered architect shall have a seal or stamp. This shall contain his name, the words “Registered Architect, State of Louisiana,” and the architect’s license number. All contract drawings and specifications issued by the architect for use in this state shall be stamped or sealed. The removal of an architect’s seal or stamp, and/or use of an architect’s plans, unless otherwise provided by law or by written approval of the architect, shall be a violation of this Chapter and shall be subject to the penalties delineated in R.S. 37:154(B).
- B. Except in the cases contemplated by R.S. 38:2317, no architect shall affix his seal or stamp or permit it to be affixed to any specification, drawing, or other related document which was not prepared either by him or under his responsible supervision. In those cases contemplated by R.S. 38:2317, the design professional reviewing state-owned plans, designs, specifications, or other construction documents shall remove the stamp or seal of the original architect and shall affix his stamp or seal to those documents that he has reviewed and approved for reuse. The design professional affixing his stamp or seal to documents approved for reuse shall assume all responsibilities for the documents which bear his stamp or seal. No architect shall use his seal or stamp or do any other act as an architect unless his is at the time duly registered.

## **Rule §1305. Placing of Seal or Stamp**

- A. An architect shall affix his or her seal or stamp to all contract drawings and specifications requiring the services of an architect which were prepared by the architect or under the architect's responsible supervision. Contract drawings and specifications prepared by a consulting electrical, mechanical, structural, or other engineer shall be sealed or stamped only by the consulting engineer.
  
- B. An architect shall clearly identify the specification sections prepared by that architect or under that architect's responsible supervision and distinguish such sections from those prepared by consulting engineers. An architect shall affix his or her seal or stamp either to:
  - 1. each specification section, page, or sheet prepared by or under the responsible supervision of the architect; or
  - 2. the appropriate portion of any seals/stamp page in the specification document which identifies the specification sections prepared by the architect or under his or her responsible supervision and those sections prepared by consulting engineers. Consulting engineers shall affix their seal or stamp either to each specification section, page, or sheet prepared by that consultant, or to that portion of any seals/stamp page which identifies the specification sections prepared by that consultant.
  
- C. If a public or governmental agency requires further certification by the architect (such as that the title or index page of the specifications be certified by the architect), the architect's further certification shall include a description of exactly what drawings and what portions or sections of the specifications were prepared by or under the architect's responsible supervision, and what drawings and what portions or sections of the specifications were prepared by others. In addition, the architect shall include a

certification from any consulting engineers as to what drawings and what portions or sections of the specifications were prepared by or under the responsible supervision of the consulting engineers.

## **Professional Engineers Licensing Board Rule**

### **Rule §2701. Seal and Signature**

A. The following rules for the use of seals to identify work performed by a professional engineer . . . shall be binding on every licensee.

#### 1. Seal Possession

a. Each professional engineer . . ., upon licensure, shall obtain an official seal.

i. Firms are not authorized to possess seals.

ii. In the case of a temporary permit issued to a licensee of another state, territory, or possession of the United States, or the District of Columbia, the licensee shall affix the seal of his/her jurisdiction of licensure, his/her signature, the date of execution, and his/her Louisiana temporary permit number to all of his/her work.

#### 2. Seal Design and Signature Requirements

a. The design of the seal shall have the following minimum information:

i. State of Louisiana;

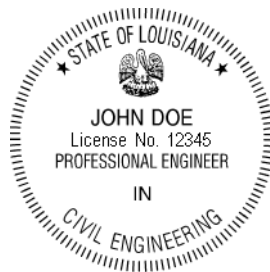
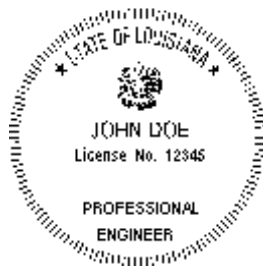
ii. licensee's name;

iii. license number;

- iv. contain the words "Professional Engineer" or "Professional Engineer in \_\_\_\_\_ Engineering," . . .

Seals issued prior to promulgation of these rules may use the word "registered" in lieu of "license". If a seal is replaced, the new seal shall use the word "license" in lieu of "registered".

- b. Indicated below is a sample of the seal design authorized by the board.
- c. Seals of two sizes are acceptable:
- i. 1-5/8 inch seal commonly used in pocket seals; and
  - ii. 2-inch seal commonly used in desk seals.
- d. Rubber seals of the same design and size are acceptable for use.
- e. Computer generated seals of the same design and size may be used.
- f. A seal must always be accompanied by the licensee's signature and date. The signature and date must be placed adjacent to or across the seal.



. . .

### 3. Seal Responsibility

- a. The application of the licensee's seal, signature, and date shall constitute certification that the work thereon was done by the licensee or under his/her responsible charge. The licensee shall be personally and professionally responsible and accountable for the care, custody, control and use of his/her seal, professional signature and identification. A seal which has been lost, misplaced or stolen shall, upon discovery of its loss, be reported immediately to the board by the licensee. The board may invalidate the licensure number of said licensee, if it deems this necessary, and issue another licensure number to the licensee.
- b. Responsible Charge
  - i. Plans, specifications, drawings, reports or other documents will be deemed to have been prepared under the responsible charge of a licensee only when:
    - (a). the client or any public or governmental agency requesting preparation of such plans, specifications, drawings, reports or other documents makes the request directly to the licensee or the licensee's employee as long as the employee works in the licensee's place(s) of business;
    - (b). the licensee supervises the initial preparation of the plans, specifications, drawings, reports or other documents and has continued input into their preparation prior to their completion;
    - (c). the licensee reviews the final plans, specifications, drawings, reports or other documents; and
    - (d). the licensee has the authority to, and does make any necessary and appropriate changes to the final plans, specifications, drawings, reports or other documents:

- (i). if the plans, specifications, drawings, reports, or other such documents are prepared outside the licensee's office, the licensee shall maintain all evidence of the licensee's responsible charge including correspondence, time records, check prints, telephone logs, site visit logs, research done for project, calculations, changes, and all written agreements with any persons preparing the documents outside of the licensee's office accepting professional responsibility for such work;
  - (ii). a licensee failing to maintain written documentation of the items set forth above, when such are applicable, shall be considered to be in violation of R.S. 37:698(A)(6), and the licensee shall be subject to the disciplinary action procedure as set forth in the licensure law.
- ii. No licensee shall affix his/her seal or signature to reports, plats, sketches, working drawings, specifications, design calculations, or other engineering . . . documents developed by others not under his/her responsible charge and not subject to the authority of that licensee, except:
  - (a). in the case of an individual licensee checking the work of and taking the professional responsibility for an out-of-state individual licensee, the Louisiana licensee shall completely check and have responsible charge of the design. Such responsible charge shall include possession of the sealed, signed and dated reproducible construction drawings, with complete sealed, signed and dated design calculations indicating all changes in design;
  - (b). certification of standard design plans which are initially prepared and sealed by a professional engineer properly licensed in the jurisdiction of origin of such plans. Standard design plans may then



be reviewed by a Louisiana resident professional engineer for code conformance, design adequacy, and site adaption for the specific application within Louisiana. The professional engineer licensed in Louisiana assumes responsibility for such standard designs. Standard plans, which bear the seal of a professional engineer licensed in another state, territory, or possession of the United States, or the District of Columbia, shall be sealed, signed and dated by the Louisiana resident professional engineer who is assuming responsibility. In addition to the seal, signature and date, a statement shall be included as follows:

"These plans have been properly examined by the undersigned. I have determined that they comply with existing local Louisiana codes, and have been properly site adapted to use in this area."

- (c). certification of single family residential design plans for conformance with applicable state and local building codes. Such plans shall be sealed, signed and dated by the professional engineer who is making such certification. In addition to the seal, signature and date, a statement shall be included as follows:

"These plans have been properly examined by the undersigned. I have determined that they comply with the following existing state and local building codes for the jurisdiction in which the residence is to be located (*check all that apply*):  structural;  mechanical;  electrical;  plumbing."

- iii. No licensee shall affix his/her seal, signature or date to documents having titles or identities excluding the licensee's name unless:

- (a). such documents were indeed developed by the licensee under the licensee's responsible charge;
- (b). the licensee shall exercise full authority to determine his/her development; and
- (c). except as set forth in §2701.A.3.b.i.(a).

#### 4. Seal Use

##### a. Completed Work

- i. The licensee shall affix his/her seal, sign his/her name, and place the date of execution on all engineering documents that have been issued by the licensee to a client or any public or governmental agency as completed work.
  - (a). In the case of a temporary permit issued to a licensee of another state, territory, or possession of the United States, or the District of Columbia, the licensee shall affix the seal of his/her jurisdiction of licensure, his/her signature, the date of execution, and his/her Louisiana temporary permit number to all of his/her work.

. . .

##### iii. Drawings and Plats

- (a). In the case of multiple sealings, the first sheet or title page shall be sealed, signed and dated by the licensee or licensees in responsible charge. In addition, each sheet shall be sealed, signed and dated by the licensee or licensees responsible for each sheet.

##### iv. Specifications, Reports, Design Calculations and Information

(a). In the case of specifications or reports of multiple pages, the first sheet or title page of each document shall be sealed, signed and dated by the licensee or licensees in responsible charge. Subsequent revisions shall be dated and initialed by the licensee in responsible charge whose seal, signature and date appears on the first sheet or title page.

b. Preliminary Work

i. All preliminary documents, so marked in large bold letters, shall contain a statement that the documents are not to be used for construction, bidding, recordation, conveyance, sales, or as the basis for the issuance of a permit. Preliminary documents are not required to have the licensee's seal, signature and date affixed, but must bear the name and licensure number of the licensee, and the firm's name, if applicable.

c. Exempt Work

i. No seal, signature nor date shall be required in any of the following situations:

(a). on any sewage facility project in which the estimated number of gallons of sewage affected does not exceed 3,000 per day, as calculated by agency engineers reviewing the project;

(b). on any water facility project in which the estimated number of gallons of water affected does not exceed 3,000 per day, as calculated by agency engineers reviewing the project; provided that such project does not cause a change in treatment, chemical addition, or any other process affecting either the quality or quantity of water being produced;

- (c). on any project for the construction of individual/private water wells;
- (d). on any project involving both water and sewage facilities, provided that the estimated number of gallons of water affected does not exceed 3,000 per day nor the estimated number of gallons of sewage affected does not exceed 3,000 per day, as calculated by agency engineers reviewing the project; or
- (e). in-kind replacement of water or sewage facilities in which the estimated number of gallons of water affected does not exceed 3,000 per day and the estimated number of gallons of sewage affected does not exceed 3,000 per day, as calculated by agency engineers reviewing the project.

#### 5. Electronic Transmission

- a. Drawings, specifications, plans, reports or other documents which require a seal may be transmitted electronically provided the seal, signature and date of the licensee is transmitted in a secure mode that precludes the seal, signature and date being produced or modified.
- b. Originally-sealed drawings, specifications, plans, reports or other documents which no longer require a seal may be transmitted electronically but shall have the generated seal, if any, removed before transmitting and shall have the following inserted in lieu of the signature and date:

"This document originally issued and sealed by (name of licensee and license number) on (date of sealing). This document should not be considered a certified document."

## **VI. COMMON QUESTIONS AND ANSWERS**

***1. I have a set of plans stamped and signed by an architect registered in a state other than Louisiana. Does the plan submittal meet the requirements in Louisiana?***

No. Only design professionals currently registered/licensed with the appropriate Louisiana board have authority to practice in Louisiana. Professionals registered in other states must obtain registration/licensure in Louisiana in order to practice in this state. Design professionals properly authorized to practice in Louisiana can be found on the appropriate Louisiana board website as follows:

Architects - <http://lastbdarchs.com/roster.htm>

Professional engineers - <https://renewals.lapels.com/Lookup/LicenseLookup.aspx>

***2. Can a Louisiana licensed architect “over-stamp” plans prepared and stamped by an out-of-state architect for submittal in Louisiana?***

No. A Louisiana licensed architect may only prepare and seal drawings prepared by him or her or under his or her direct supervision.

***3. Can an owner/builder/contractor/building official make changes to an architect’s or professional engineer’s plans?***

No. When plans are prepared by a Louisiana licensed professional, no changes may be made except by the professional (or under certain conditions by another appropriately licensed professional).

***4. May a Louisiana professional engineer prepare and stamp architectural plans? May a Louisiana registered architect prepare and stamp engineering documents?***

No. Only in limited circumstances – see OVERLAP OF PRACTICE OF ARCHITECTS AND PROFESSIONAL ENGINEERS (Section IV.A. above).

***5. May anyone other than a licensed architect or professional engineer prepare and submit plans to building officials?***

Yes, in limited instances where exceptions in state law noted above permit submission of plans not sealed by a registered/licensed professional. Building officials should document for the record at the time a permit is granted based on unsealed plans the exception in the law that allows design of the structure by an unlicensed person.

***6. Do shop drawings have to be sealed by a professional engineer and submitted to the building official for approval?***

No, typically shop drawings are intended as contractor or fabricator details. These are not part of the filed plans.

***7. What are examples of component designs which are required to be sealed by an appropriate design professional when submitted to the building official for approval?***

Component, or “manufactured”, buildings are treated no differently than other buildings. The plans must be prepared and sealed by an appropriate professional registered/licensed in this state. Examples of such designs are: prefabricated metal buildings, roof truss systems, post tension or pre-stress designs and precast concrete building components. Refer to the Industrialized Building Program as enforced by the OSFM.

***8. Can a contractor sign the cover sheet of a set of plans prepared by an out-of-state architect or engineer and comply with the law?***

No. See SEALING PROFESSIONAL WORK (Section V above).

***9. If an unregistered/unlicensed designer or owner prepares plans for a non-exempt building and applies for a building permit, should the building official suggest the designer or owner contact an architect or professional engineer, whichever is appropriate, and have the drawings and specifications reviewed and sealed?***

No. Such action on the part of a registered architect or professional engineer would be contrary to law and would put the professional's license in jeopardy. A registered architect or professional engineer may seal only plans prepared by him or her or under his or her direct supervision.

***10. Who may issue change orders and addenda to building permit construction documents which have been filed for non-exempt structures?***

Change orders, additional drawings and/or addenda that alter documents required to be filed with the building department for non-exempt structures must bear the seal of the registered architect or professional engineer responsible for the modifications.

***11. Who can be the applicant for a building permit?***

The applicant can be the owner, contractor or the architect or professional engineer as appropriate. However, the registered/licensed professional's name shall be listed on the application. All modifications or revisions to the sealed plans required by the building official shall be issued to the registered/licensed professional by the building official.

**VII. MINIMUM STANDARDS FOR CODE SUBMISSIONS**

Plans and specifications submitted to the building official must be of sufficient nature to clearly show the project in its entirety with emphasis on the following:

1. Structural integrity
2. Life Safety
3. Architectural barriers
4. Building code compliance
5. Definition of scope of work

The required drawings will depend upon the size, nature and complexity of the project. Following is a suggested standard of minimum required drawings for review by building officials. Additions and remodels may not require all of

the following for plan submittal and review. (The following checklists are taken from the OSFM's website at [http://sfm.dps.louisiana.gov/doc/pr/prbcr\\_prchecklist.pdf](http://sfm.dps.louisiana.gov/doc/pr/prbcr_prchecklist.pdf) and are current as of July 1, 2012. Please check the OSFM's website for any updates to these checklists).

**Typical submittals for new construction and additions may include the following:**

**COVER SHEET INFORMATION**

- \_\_\_ Identify the proposed occupancy classification(s) [IBC Chapter 3];
  - \_\_\_ Where the building contains multiple occupancy classifications (not classified as "Accessory" to the main occupancy), indicate whether it's designed as "Separated Occupancies" or "Nonseparated Occupancies" [IBC Section 508];
  - \_\_\_ Identify any "Accessory Occupancies" [IBC Section 508.2] (*other occupancy types less than 10% of the main occupancy*), and any "Incidental Use Areas" [IBC Table 508.2.5];
  - \_\_\_ Indicate if any "Special Detailed Requirements" based on use and occupancy apply [IBC Chapter 4];
- \_\_\_ Identify the new construction type (and existing if an addition) [IBC Table 601 (and IEBC Chapter 10 if an addition)];
- \_\_\_ Indicate the gross square footage of each floor, including any covered open areas that are subject to occupancy. If the project is an addition, identify the existing building area separately [IBC Section 502 and IEBC Section 1002];
- \_\_\_ Document compliance with the allowable height and building area limitations [IBC Chapter 5]. Provide calculations if area modifications are used [IBC Section 506];
- \_\_\_ Identify any Fire Protection Systems that are to be provided [IBC Chapter 9];



- \_\_\_ Automatic sprinkler system type and extent [IBC Section 903];
- \_\_\_ Alternative extinguishing systems [IBC Section 904];
- \_\_\_ Standpipe system [IBC Section 905];
- \_\_\_ Portable fire extinguisher size, type and locations [IBC Section 906];
- \_\_\_ Automatic or manual fire alarm system and extent [IBC Section 907];
- \_\_\_ Other fire protection / suppression systems..

**Structural Design Data: (May also be indicated on the structural drawings):**

- \_\_\_ Design loads must be included within the construction documents in a manner such that the design loads are clear for all parts of the structure [IBC Section 1603]. This information is required on ALL projects regardless of the involvement of a registered design professional.

**Design Loads:**

- \_\_\_ Indicate the load values used in the design of the structural components, as applicable:
  - \_\_\_ Floor Live load [IBC Table 1607.1];
  - \_\_\_ Roof Live load [Table 1607.1];
  - \_\_\_ Roof (ground) snow load [IBC Figure 1608.2];

**Wind Design Data:**

- \_\_\_ Indicate the following:
  - \_\_\_ Basic wind speed (3-second gust) for the site location [IBC Figure 1609 or ASCE 7-05 Figure 6-1];
  - \_\_\_ Wind Importance Factor [ASCE Table 6-1];
  - \_\_\_ Occupancy Category [IBC Table 1604.5 or ASCE 7-05 Table 1-1];
  - \_\_\_ Wind Exposure Category [IBC Section 1609.4.3] and applicable governing wind direction;
  - \_\_\_ Applicable Internal Pressure Coefficient [ASCE 7-05 Figure 6-5];

- \_\_\_ Indicate the design wind pressures in terms of psf used for the design of exterior Component and Cladding materials.
  
- \_\_\_ Indicate the design method used to determine the wind loads (Take note of the specific limitations of each):
  - \_\_\_ Conventional Light-Frame Construction provisions of IBC Section 2308 (limited applicability),
  - \_\_\_ ASCE 7-05 Method 1 - Simplified Method [ASCE 7-05 Section 6.4],
  - \_\_\_ ASCE 7-05 Method 2 - Analytical Method [ASCE 7-05 Section 6.5],
  - \_\_\_ ASCE 7-05 Method 3 - Wind Tunnel Procedure [ASCE 7-05 Section 6.6],
  - \_\_\_ AF&PA Wood Frame Construction Manual (limited applicability),
  - \_\_\_ SSTD-10 (limited applicability),
  - \_\_\_ Other methods or manuals as allowed or required by the code for specific building construction methods.

**Earthquake Design Data:**

- \_\_\_ The following shall be shown regardless of whether seismic loads govern the design of the lateral-force-resisting system of the building [IBC Sections 1603.1.5 and 1613]:
  - \_\_\_ Seismic importance factor [ASCE 7005 Section 11.5];
  - \_\_\_ Occupancy category [IBC Table 1604.5 or ASCE 7-05 Table 1-1];
  - \_\_\_ Mapped spectral response accelerations [[BC Section 1613.5.1];
  - \_\_\_ Site class [IBC Table 1613.5.2 and ASCE 7-05 Chapter 20];
  - \_\_\_ Spectral response coefficients [IBC Tables 1613.5.3(1) & 1613.5.3(2)];
  - \_\_\_ Seismic design category [IBC Tables 1613.5.6(1) & 1613.5.6(2) – Highest of the two];

- \_\_\_ Identify the basic seismic-force-resisting system(s) [ASCE 7-05 Section 12.2 or Section 12.14.4];
- \_\_\_ Indicate the design base shear [ASCE 7-05 Section 12.8.1 or Section 12.14.8.1];
- \_\_\_ Seismic response coefficient(s) and Response modification factor(s) [ASCE 7-05 Table 12.2-1];
- \_\_\_ Analysis procedure used [ASCE 7-05 Section 12.6 or Section 12.14].

**Flood Design Data:**

- \_\_\_ Indicate the elevation of the lowest floor of the structure and grade elevation [IBC Section 1612];
- \_\_\_ Identify the flood hazard zone, including feet of water in the zone, where indicated on the FIRM maps;
- \_\_\_ Indicate the Design Flood Elevation of the building [IBC Section 1612.2];

In ALL Flood Hazard Zones (A, B, C, D, M, N, P, E, V, and X including modifiers in each designation), the following documentation shall be prepared and sealed by a registered design professional. (Surveyor, Architect, or Civil Engineer)

Note: FEMA Form 81-31, *Elevation Certificate*, and FEMA Form 81-65, *Floodproofing Certification*, recommended for this use in the *IBC Commentary* are available at <http://www.fema.gov/pdf/nfip/elvcert.pdf> and <http://www.fema.gov/plan/prevent/fhm/dlfpc.shtm>. Verify acceptance of these forms with the local authority. Also visit the Department of Transportation and Development’s Floodplain Management website at <http://floods.dotd.la.gov> for additional information.

- \_\_\_ For construction in an area NOT subject to high-velocity wave action (All zones except V):

Construction documents shall include a statement to indicate that the design will provide for equalization of hydrostatic flood forces in accordance with Section 2.6.2.2 of ASCE 24 if fully enclosed areas below the design flood elevation are provided and do not meet the minimum requirements in Section 2.6.2.1 of ASCE 24. For dry floodproofed nonresidential buildings, construction documents shall include a statement that the dry floodproofing is designed in accordance with ASCE 24.

\_\_\_ For construction located in an area subject to high-velocity wave action (Zones V, VO, VE or V1-30.):

Construction documents shall indicate the elevation of the lowest horizontal structural member and shall include a statement that the building is designed in accordance with ASCE 24, including that the pile or column foundation and building or structure to be attached thereto is designed to be anchored to resist flotation, collapse and lateral movement due to the effects of wind and flood loads acting simultaneously on all building components, and other load requirements of Chapter 16.

\_\_\_ In designs for required breakaway walls to resist a nominal load of less than 10 psf or more than 20 psf, construction documents shall include a statement that the breakaway wall is designed in accordance with ASCE 24.

#### **SITE PLAN INFORMATION:**

Provide a site plan drawn to a scale indicated on the plan and in accordance with an accurate boundary line survey. Plan should indicate as a minimum:

\_\_\_ Distances of the proposed building from the property lines (when the building stands alone on the property);

- \_\_\_ Distances from “Assumed property lines” (where the building stands with other buildings on the same site.) [IBC Section 503.1.2];
- \_\_\_ Identify adjacent buildings and structures and indicate their distances from the subject building. Indicate any potentially hazardous uses (Storage, Industrial occupancies);
- \_\_\_ Adjacent roads, drives, alleys, easements or other public ways;
- \_\_\_ Parking areas, including parking layouts, features of accessibility, fence and gate locations;
- \_\_\_ Design flood elevation, proposed finished floor elevations of the lowest floor and of the lowest finished floor if different, proposed finished grade elevations;
- \_\_\_ Flood zone established for the specific site;
- \_\_\_ Location of utilities (water, gas, sewer, electrical, sprinkler water, etc.);
- \_\_\_ Indicate topographic features of the site.

### **FOUNDATION PLAN INFORMATION:**

Provide a foundation plan drawn to the scale indicated on the plan, dimensioned, and keyed to the floor plan(s). Indicate the design method / manual used for the building foundation / slab. Take note of the specific limitations of each:

- \_\_\_ IBC Chapter 18 (may be used in areas not subject to wave action);
- \_\_\_ ASCE 24 (Flood resistant design standard);
- \_\_\_ Other standards or references as allowed, or required, by the code for specific building foundation types.

- \_\_\_ Identify soil types in the foundation area and the design bearing capacity used for the foundation design. Provide test reports where required [IBC Section 1802];

Plan should indicate as a minimum:

- \_\_\_ Foundation types, locations, sizes, depths, shapes, thicknesses, and materials (piers, piles, footings, walls, slabs, etc);
- \_\_\_ Specifications for the type, mix ratio, and minimum compressive strength of concrete (where applicable) [IBC Chapter 19];
- \_\_\_ Locations of air entrained concrete (where required) [IBC Section 1904];
- \_\_\_ Reinforcing details, specified strength or grade, placement and sizes [IBC Section 1907];
- \_\_\_ Imbedded anchoring locations, size and depth [IBC Sections 1911 and 1912];
- \_\_\_ Slab layout for recesses, void, and other irregularities;
- \_\_\_ Document the elevation of the lowest occupied floor of the structure with respect to grade.

### **FLOOR PLAN INFORMATION:**

Provide floor plan(s) drawn to a scale indicated on the plan and dimensioned. Plan(s) should indicate as a minimum:

- \_\_\_ Room names and/or uses;
- \_\_\_ Door and Window locations;
- \_\_\_ Clearly indicate the type and locations of any required fire resistance rated or smoke rated construction used in the project.

(See Fire-Resistance Ratings, Fire Walls, Fire Barriers, Fire Partitions, Smoke Barriers, Smoke Partitions, etc. [IBC Table 601 and Chapter 7]):

- \_\_\_ Building Element protection required by the Construction Type [IBC Table 601]
  - \_\_\_ Exterior wall construction [Table 602] including opening protection [IBC Section 705 and Table 705.8]
  - \_\_\_ Incidental Accessory Occupancies [IBC Table 508.2]
  - \_\_\_ Occupancy Separations (if Separated Occupancies) [IBC Table 508.4]
  - \_\_\_ Corridors [IBC Section 1018 and Table 1018.1]
  - \_\_\_ Exit Enclosures [IBC Sections 1022, 1023, and 1025]
  - \_\_\_ Fire Wall Separations [IBC Table 706.4]
  - \_\_\_ Fire Area Separations [IBC Table 707.3.9]
  - \_\_\_ Shafts and Vertical Openings [IBC Section 708]
  - \_\_\_ Smoke Barriers and Smoke Partitions [IBC Sections 710 and 711]
  - \_\_\_ Other conditions that may require protection
- 
- \_\_\_ Identify the listed tested assemblies, from an approved testing agency, used to achieve the fire resistance rating of the proposed construction (UL, ETL, FM, GA, WP, WH, etc.) including joints in the assemblies [IBC Section 714];
  - \_\_\_ Identify key features of the Means of Egress (Chapter 10);
  - \_\_\_ Indicate occupant loads for each room in Assembly (A1, A2, A3, A4, and A5) occupancies [IBC Table 1004.1];
  - \_\_\_ Indicate stair, corridor, aisle, and doorway widths in all occupancies [IBC Section 1005];
  - \_\_\_ Indicate locations of structural elements, including shear walls used to transfer lateral forces.

## **SCHEDULES AND DETAILS:**

Provide sufficient information to identify features indicated in the construction documents:

- \_\_\_ Schedules to indicate door / frame and window opening sizes, configurations, types, materials, fire resistance ratings and door operating hardware;
- \_\_\_ Where the project is located in a wind borne debris region (basic wind speed = 120 mph or greater), provide details, specifications and/or schedules to identify the method of opening protection used, and its anchorage to the building [IBC Sections 1609.1.2 and 1609.2];
- \_\_\_ Identify the interior finishes used in each room of the project:  
Walls and Ceilings [IBC Table 803.5]  
Floors [IBC Section 804]

## **STRUCTURAL FRAMING INFORMATION:**

Provide framing plan(s) drawn to a scale indicated on the plan, dimensioned, and keyed to the floor plan(s). Plan(s) should indicate as a minimum:

- \_\_\_ Floor and roof framing plans (as applicable);
- \_\_\_ Identify structural members - Materials used, Sizes, and spacing;
- \_\_\_ Identify the Main Wind Force Resisting System. Provide sufficient detail to demonstrate that the structure has been designed to withstand the indicated design loads;
- \_\_\_ Locate lateral bracing, ties, clips, sheathing or other elements and materials used to reinforce or otherwise provide stability to the structure and provide continuous path for loads from roof to grade.



- \_\_\_ Provide anchorage details. Indicate types, locations, sizes and spacing;
- \_\_\_ Design loads must be included within the construction documents in a manner such that the design loads are clear for all parts of the structure [IBC Section 1603]. (See also *Cover Sheet Information* above)

### **EXTERIOR ELEVATION INFORMATION:**

Provide elevations of each side of the building. Plans should indicate as a minimum:

- \_\_\_ Vertical distance from grade to the average height of the highest roof surface [IBC Sections 502 and 504];
- \_\_\_ Opening locations;
- \_\_\_ For 120 MPH (3 Second Gust) wind zones and above, documents should clearly identify methods used for opening protection;
- \_\_\_ Provide details and specifications to indicate that components and cladding (including the roof deck and roof coverings) are designed and are to be installed to withstand the pressures determined in accordance with ASCE 7 [ASCE 7-05 Sections 6.4.2.2 or 6.5.12.4];
- \_\_\_ Identify the lateral bracing system.

### **BUILDING AND WALL SECTIONS:**

- \_\_\_ Wall sections of each bearing wall condition, interior and exterior, to indicate a continuous load path through the structure from the roof to the foundation at each condition;

- \_\_\_ Drawings should clearly indicate the components required to resist wind forces and to achieve the required “continuous load path” from roof peak to foundation anchorage;
- \_\_\_ Provide details and specifications to indicate that components and cladding are designed and installed to withstand the pressures determined in accordance with ASCE 7 (see also *Exterior Elevation Information* above);
- \_\_\_ Identify structural members;
- \_\_\_ Identify materials;
- \_\_\_ Provide dimensions;
- \_\_\_ Specify anchorage/connector types used and indicate their proposed locations and spacing (see also *Structural Framing Information* above);

## **MECHANICAL INFORMATION:**

Provide mechanical drawings to indicate as a minimum:

- \_\_\_ Equipment types and locations;
- \_\_\_ Ductwork and piping sizes, CFM, and locations;
- \_\_\_ Mechanical ventilation air balance design calculations;
- \_\_\_ Return, supply, exhaust and outdoor air supply in accordance with IMC 403.1, 403.2, 403.2.1, 403.3 and Table 403.3 requirements (see also IBC Section 1017.4 & LSPC 404.1);
- \_\_\_ Electrical and/or fuel gas requirements of proposed equipment;
- \_\_\_ Identify the devices used to protect duct penetrations and air transfer openings in assemblies required to be protected [IBC Section 716];

- \_\_\_ Smoke control system details (where required) [IBC Section 909 and IMC Chapter 5];
- \_\_\_ Commercial hood and duct system details (where applicable) [IBC Section 904 and IMC Chapter 5] (See also checklist available on the OSFM's website at [www.dps.state.la.us/sfm](http://www.dps.state.la.us/sfm)).

**PLUMBING INFORMATION:**

Plans should indicate as a minimum:

- \_\_\_ Fixture types and locations;
- \_\_\_ Usable Floor Space (LSPC 407.1.3);
- \_\_\_ Water supply and distribution, Specify source of water supply;
- \_\_\_ Identify piping materials, fittings, and valves;
- \_\_\_ Backflow protection of potable water;
- \_\_\_ Sanitary drainage and cleanouts;
- \_\_\_ Specify method of sewage disposal;
- \_\_\_ Grease trap/interceptor type, size and location (where applicable);
- \_\_\_ Vent sizes and locations;
- \_\_\_ Plumbing riser and dimensioned Plumbing Layout Diagram(s);
- \_\_\_ Storm/Roof Drainage;
- \_\_\_ Water heating equipment size and type;
- \_\_\_ Non-conventional plumbing designs (LSPC 1202.1 / Appendix L of LSPC, if applicable);

<b>Manufacturing, Processing, Packing and Holding of Food, Drugs and Cosmetics (Part VI)</b>	Food or Drug Manufacturers, Distributors, Wholesalers, or Warehouses; Food Salvaging Operations, Bottled Drinking Water Processor/Packagers (109.B) Bakeries and Manufacturing Confectioneries (505.A.1) Soft Drink Manufacturing (1105.A) Cold Storage and Ice Plants (1303.A)
<b>Milk, Milk Products, and Manufactured Milk Products (Part VII)</b>	All dairies from which milk or milk products are offered for sale (301.A) All milk and milk products plants from which milk or milk products are offered for sale (501.A)
<b>Frozen Desserts (Part VIII)</b>	Plants for the production of frozen desserts (127.A) Depots for Mobile Frozen Dessert Units (141)
<b>Marine and Fresh Water Animal Food Products (Part IX)</b>	Establishments for the cleaning, shucking, picking, peeling, or packing of any marine or fresh-water animal food product (313.A)
<b>Game Bird and Small Animal Slaughter and Processing (Part X)</b>	Every slaughter house and meat packing plant (113.B)
<b>Animals and Animal Diseases; Rendering of Animals (Part XI)</b>	Rendering plant (301.B)
<b>Water Supplies (Part XII)</b>	Public water systems/supplies (105.B)
<b>Sewage Disposal (Part XIII)</b>	Community sewerage system, or make a modification of an existing system which changes the system's capacity, effluent quality, point of discharge, hydraulic or contaminant loadings, or operation of the component units of the system (501.A) Individual sewerage system of any kind (701.A)
<b>Travel Trailers and Mobile/Manufactured Homes (Part XIV - Appendices B &amp; C)</b>	Travel trailer parks (LSPC – B104) Mobile/Manufactured home parks (LSPC – C104)
<b>Hotels, Lodging Houses, Boarding Houses (Part XV)</b>	Hotel, lodging house or boarding house (105.A)
<b>Campsites (Part XVI)</b>	Campsite (301.A)
<b>Public Buildings, Schools, and Other Institutions (Part XVII)</b>	Facilities for any state agency, or any institutional buildings. Institutions include, but are not limited to schools, kindergartens, nursery schools, trade schools,

	colleges, universities, hospitals, nursing homes, jails, and mortuaries (103.A)
<b>Jails, Prisons and Other Institutions of Detention or Incarceration (Part XVIII)</b>	Jails, prisons or other institutions of detention or incarceration (101.A)
<b>Hospitals, Ambulatory Surgical Centers, Renal Dialysis Centers (Part XIX)</b>	Hospital, ambulatory surgical center, or renal dialysis center (103.A)
<b>Nursing Homes (Part XX)</b>	Nursing home (103.A)
<b>Day Care Centers and Residential Facilities (Part XXI)</b>	Child and adult day care centers (103.A) Residential Facilities include, but are not limited to group homes, community homes, maternity homes, juvenile detention centers, emergency shelters, halfway homes and schools for the mentally retarded.
<b>Retail Food Establishments (Part XXIII)</b>	Food establishment or retail food store/market (307.A) Itinerant food establishments or itinerant retail food stores/markets (4131.A) Mobile Food Establishments/Depot (4509.A & 4523.B)
<b>Swimming Pools and Natural or Semi- Artificial Swimming or Bathing Places (Part XXIV)</b>	Swimming pool, water park or water slide public or private, including, but not limited to, those owned by clubs, private schools, apartment houses, and condominiums. (103.A.b)
<b>Burial, Transportation, Disinterment or Other Disposition of Dead Human Bodies (Part XXVI)</b>	Funeral establishments (105.A)

\_\_\_ Identify the materials and methods of construction used to protect through penetrations and membrane penetrations of horizontal assemblies and fire-resistance-rated wall assemblies [IBC Section 712]

In accordance with the Public Health-Sanitary Code (LAC Title 51, Part I, Section 119), certain activities require submission of plans to the state health officer, who must approve the plans and issue a permit prior to the initiation of the activity. Refer to the chart below to determine if submission to the DHH - Office of Public Health is required.

Plans for proposed construction, renovation, or use of the following buildings and establishments shall be submitted to the state health officer for review and approval before construction. (LAC Title 51, Part 1, Section 119)

1 Metro Region I 1010 Common St., Suite 700 New Orleans, LA  (504) 599-0101 fax (504) 599-0200	2 Capitol Region II 7173A Florida Blvd Baton Rouge, LA 70806 (225) 925-7230 fax (225) 925-3832	3 Teche Region III 1434 Tiger Dr Thibodaux, LA 70301 (985) 449-5007 x 345 fax (985) 449-5011
4 Acadian Region IV 825 Kaliste Saloom Bldg. 3, Suite 100 Lafayette, LA 70508 (337) 262-5311 fax (337) 262-5638	5 Southwest Region V 707 A East Prien Lake Road Lake Charles, LA 70601 (337) 475-3200 fax (337) 475-3222	6 Central Region VI 5604-B Coliseum Blvd Alexandria, LA 71303 (318) 487-5262 fax (318) 487-5338
7 Northwest Region VII 1525 Fairfield Ave, Room 5  Shreveport, LA 71101 (318) 676-7470 fax (318) 676-5170	8 Northeast Region VIII 1650 Desiard Street 2nd Floor Monroe, LA 71201 (318) 361-7201 fax (318) 362-3163	9 Southeast Region IX 21454 Koop Dr., Suite 1C Mandeville, LA 70471 (985) 871-1300 fax (985) 871-1335

If the proposed project meets one or more of the descriptions above, contact a sanitarian or an engineer at the appropriate Department of Public Health regional office listed below to inquire where plans and specifications are to be submitted. In some cases, plans and specs will be reviewed by OPH sanitarians or engineers who are housed at offices other than those listed below.

## **FUEL GAS INFORMATION:**

Plans should indicate as a minimum:

- \_\_\_ Fuel Gas type;
- \_\_\_ Pipe sizes, entrance location(s), controls;
- \_\_\_ Equipment and appliance locations;
- \_\_\_ Schedules of equipment and appliance demands;
- \_\_\_ Required clearances to combustible materials;
- \_\_\_ Combustion, Ventilation, and Dilution air requirements, locations and details;
- \_\_\_ Chimney and vent sizes, locations, and details;
- \_\_\_ Identify the materials and methods of construction used to protect through penetrations and membrane penetrations of horizontal assemblies and fire-resistance-rated wall assemblies [IBC Section 712]

## **ELECTRICAL INFORMATION:**

Plans should indicate as a minimum:

- \_\_\_ Receptacle and Lighting locations with circuits identified and symbol legends;
- \_\_\_ GFCI locations;
- \_\_\_ Exit Signage and Emergency Lighting locations [IBC Sections 1006 and 1011];
- \_\_\_ Equipment and Fixture schedules;

- \_\_\_ Service Entrance Feeder riser diagrams;
- \_\_\_ Indicate Meter type and location;
- \_\_\_ Transformer Ground fault calculations;
- \_\_\_ Panelboard ratings & locations;
- \_\_\_ Balanced panel load schedules in amps and KVA;
- \_\_\_ Size and ratings of all overcurrent protection devices;
- \_\_\_ Specify all conductor sizes in accordance with NEC 215.5, 215.2, 220.3 and annex G 80.21(a)(b)(c) requirements. Identify the materials and methods of construction used to protect through penetrations and membrane penetrations of horizontal assemblies and fire-resistance-rated wall assemblies [IBC Section 712]

**Typical submittals for renovation and major repair projects may include the following:**

**COVER SHEET INFORMATION:**

- \_\_\_ Indicate the classification of work [IEBC Chapter 4]
- \_\_\_ Repairs [IEBC Chapter 5];
- \_\_\_ Alteration – Level 1 [IEBC Chapter 6];
- \_\_\_ Alteration – Level 2 [IEBC Chapters 6 and 7];
- \_\_\_ Alteration – Level 3 [IEBC Chapters 6, 7, and 8];
- \_\_\_ Change of Occupancy [IEBC Chapter 9];
- \_\_\_ Additions (Refer to *Typical Submittals for New Construction And Additions*, above);
- \_\_\_ Historic Buildings [IEBC Section 408 and Chapter 11];
- \_\_\_ Relocated Buildings [IEBC Chapter 12].
- \_\_\_ Identify the proposed occupancy classification(s) [IBC Chapter 3];



- \_\_\_ Where multiple occupancy classes (not classified as “Accessory” to the main occupancy) are included, indicate whether designed as separated or nonseparated occupancies [IBC Section 508];
- \_\_\_ Identify any “Accessory Occupancies” [IBC Section 508.2]; (*other occupancy types less than 10% of the area of the floor.*)
- \_\_\_ Indicate any “Special Detailed Requirements” [IBC Chapter 4];
- \_\_\_ Identify the new construction type (and Existing, if different) [IBC Table 601];
- \_\_\_ Indicate the gross square footage of the proposed work on each floor, including any covered open areas that are subject to occupancy. In addition, indicate the gross area of each floor of the existing building [IBC Section 502];
- \_\_\_ Document compliance with the allowable height and building area limitations [IBC Chapter 5]. Provide calculations if area modifications are used [IBC Section 506];
- \_\_\_ Identify existing and new Fire Protection Systems provided within the building [IBC Chapter 9]: IBC Chapter 16
  - \_\_\_ Automatic sprinkler system type and extent [IBC Section 903];
  - \_\_\_ Alternative extinguishing systems [IBC Section 904];
  - \_\_\_ Standpipe system [IBC Section 905];
  - \_\_\_ Portable fire extinguisher size, type and locations [IBC Section 906];
  - \_\_\_ Automatic or manual fire alarm system and extent [IBC Section 907];
  - \_\_\_ Other fire protection / suppression systems provided.
- \_\_\_ Indicate the height of the existing building [IBC Sections 502 and 504];

\_\_\_ Structural Design Data:  
Where applicable, provide the same documents as required for new construction, above.

\_\_\_ Flood Design Data: [IBC Section 1612];  
If Substantial Improvement (cost equals or exceeds 50% of market value of the structure), provide the same documents as required for new construction, above.

### **FLOOR PLAN INFORMATION:**

Provide floor plan(s) of the entire floor(s) where the project is located AND a floor plan of each floor level of the project drawn to a scale indicated. Plan(s) should indicate as a minimum:

\_\_\_ Location and extent of the work of the project;

\_\_\_ Identify the occupancy classes of any adjacent tenants in the same building;

\_\_\_ Identify fire and smoke barriers within the building, regardless of their involvement in the project;

\_\_\_ Room names and/or uses;

\_\_\_ Door and Window locations;

\_\_\_ Clearly indicate any required fire resistance rated or smoke rated construction used in the project;

\_\_\_ Incidental Accessory Occupancies [IBC Table 508.2];

\_\_\_ Occupancy Separations [IBC Table 508.4];

\_\_\_ Structural protection required by the Construction Type [IBC Table 601];

\_\_\_ Exterior walls [Table 602] including opening protection [IBC Table 705];

- \_\_\_ Corridors [IBC Section 1018 and Table 1018.1];
  - \_\_\_ Shafts and Vertical Openings [IBC Section 708];
  - \_\_\_ Exit Enclosures [IBC Sections 1022, 1023, and 1025];
  - \_\_\_ Fire Wall Separations [IBC Table 706.4];
  - \_\_\_ Fire Area Separations [IBC Table 707.3.9];
  - \_\_\_ Fire Partitions [IBC Section 709];
  - \_\_\_ Any other condition that may require fire or smoke resistance from requirements throughout the code;
  - \_\_\_ Identify the listed tested assemblies, from an approved testing agency, used to achieve the fire resistance rating of the proposed construction (UL, ETL, FM, GA, WP, WH, etc.) including joints in the assemblies [IBC Section 714];
  - \_\_\_ Identify key features of the Means of Egress (Chapter 10);
  - \_\_\_ Indicate occupant loads for each room in Assembly (A1, A2, A3, A4, and A5) occupancies [IBC Table 1004.1];
  - \_\_\_ Indicate stair, corridor, aisle, and doorway widths in all occupancies [IBC Section 1005];
  - \_\_\_ Identify lighting, and emergency lighting locations [IBC Section 1006], and Exit Signage locations [IBC Section 1011];
  - \_\_\_ Indicate locations of structural elements, including shear walls used to transfer lateral forces;
  - \_\_\_ Provide sufficient detail in order to demonstrate that the structure has been designed to withstand the indicated design loads.

## **SCHEDULES AND DETAILS:**

Provide information to identify features indicated in the construction documents:

- \_\_\_ Schedules to indicate door / frame and window opening sizes, configurations, types, materials, fire resistance ratings and door operating hardware;
- \_\_\_ As appropriate, where the project is located in a wind borne debris region, provide details, specifications and/or schedules to identify the method of opening protection used, and its anchorage to the building, if appropriate [IBC Sections 1609.1.2 and 1609.2];
- \_\_\_ Identify the interior finishes used in each room of the project;
- \_\_\_ Walls and Ceilings [IBC Table 803.5];
- \_\_\_ Floors [IBC Section 804].

## **ADDITIONAL INFORMATION:**

Where applicable, provide the same documents as required for new construction, above. Include structural framing plans, exterior elevations, building and wall sections, mechanical, plumbing, fuel gas, and/or electrical drawings as necessary to document the scope of the work.

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