



WORK PERMIT APPLICATION CHECKLIST

All construction work proposed to be performed on property owned or controlled by the Board of Commissioners of the Port of New Orleans ("Board") must be authorized in writing, in advance, by the Board. Examples include new construction, repairs, alterations or modifications to existing structures or property, and installation of fences, trailers, fuel tanks, signs, etc. No application fee is assessed by the Board and all submittals required for permit application must be submitted prior to the commencement of work. The Board reserves the right to request additional information beyond that required in this application for complete review. Questions and requests for permits should be directed to the Permitting Department: (504) 528-3450, permits.dept@portnola.com.

THE ISSUANCE OF A WORK PERMIT IS NECESSARY TO ASSURE THAT:

- ◆ The work will not interfere with the Board's current or future plans for development.
- ◆ The work will not damage Board facilities or property.
- ◆ The work will not adversely affect the environmental quality of Board property.
- ◆ The work will not adversely affect insurance coverage.
- ◆ The work is accomplished in accordance with Board standards.
- ◆ A record exists of improvements to Board property and the location and routing of utilities.

TYPES OF WORK PERMITS:

- ◆ Repair (Repair or Replacement in Kind of a component of an Existing Improvement/Building)
 - Drainage
 - Fiber
- ◆ Renovation (Alteration of an Existing Improvement/Building)
- ◆ Demolition
- ◆ New Construction
- ◆ Site Improvements, including fill
- ◆ Utilities including:
 - Electric
 - Water
 - Sewer
- ◆ Fencing
- ◆ Modular Building Installation
- ◆ Rail
- ◆ Roadway
- ◆ Oversize Load
- ◆ Right of Entry
- ◆ Signage
- ◆ Above Ground Storage Tank

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Scope of work

Construction schedule

Project drawings stamped by a Louisiana licensed engineer * Plans submitted with permit request must be stamped by a Louisiana licensed engineer. Some minor work may not require an engineer. Contact the Permitting Department for more information.

Vicinity map

Lease drawing / Site plan

Existing conditions

Proposed work area

Distance from lease line

Distance from flood control structures

Proposed work

Contractor and Subcontractor Louisiana licenses

Permittee, Contractor and Subcontractor insurance certificates

State Fire Marshal letter of approval * See section 3.1 BUILDING PROJECTS below

Entergy approval * See Section 3.3.2 UTILITIES below

Sewerage and Water Board of New Orleans Permit * See section 3.3.3

Regulatory agency permits and Letters of No Objections *See sections below to determine applicability

New Orleans Public Belt Railroad Switch Track Agreement *See section 3.5 RAIL below

INSURANCE MINIMUM REQUIREMENTS OF PERMITTEE'S AND CONTRACTOR'S INSURANCE:

All insurance policies shall remain in full force and effect until the completion and acceptance of the permitted work. The furnishing of insurance shall not relieve the Permittee or its contractor(s) and/or subcontractor(s) of the responsibility for losses not covered by insurance.

- ◆ Name the Board of Commissioners of the Port of New Orleans as an Additional Insured.
- ◆ Provide Commercial General Liability coverage of \$1 million.
- ◆ Provide Motor Vehicle Liability Insurance of \$1 million.
- ◆ Provide Workers Compensation Coverage of \$1 million.
- ◆ Provide a Waiver of Subrogation.

The Board reserves the right to modify amounts and types of insurance coverage depending on the type and scope of work.

BUILDING CODES: ALL CONSTRUCTION WORK MUST COMPLY WITH THE FOLLOWING:

The Louisiana State Uniform Construction Code Council (LSUCCC) <http://lsuccc.dps.louisiana.gov/codes.html> adopted 2015 International Codes and the Board adopted these codes and guidelines. This includes but is not limited to the following:

- ◆ International Building Code (IBC), 2015 Edition.
- ◆ International Existing Building Code (IEBC), 2015 Edition.
- ◆ International Plumbing Code, 2015 Edition and applicable plumbing codes of the City of New Orleans through the New Orleans Sewerage & Water Board.
- ◆ International Mechanical Code (IMC), 2015 Edition.
- ◆ International Fuel Gas Code (IFCG), 2015 Edition.
- ◆ National Electric Code (NEC), 2014 Edition.
- ◆ Louisiana State Fire Marshal – NFPA 101 Life Safety Code
- ◆ Wind Load – ASCE 7-02.
- ◆ American Concrete Institute (ACI) 318 Building Code Requirements.
- ◆ American Railway Engineering and Maintenance-of-Way Association standards
- * Port of New Orleans Design Resiliency Manual 2013.

OTHER REGULATORY AGENCIES:

Much work on Board property is subject to the requirements of other governmental and regulatory agencies. Generally, these permits are issued in the Board's name and the Board secures these permits for the permittee. However, it is the responsibility of permittee to determine that all necessary permits have been issued for the proposed work. Copies of any permits issued directly to the permittee by other agencies must be furnished to the Board before commencement of the work. Permittee should contact the Board's permit office to determine who should secure a permit.

Below is a list of the most common agencies involved in Board construction activity. Some agencies charge fees, which are the sole responsibility of the permittee. Unless otherwise noted, these fees must be paid to the Board and the Board then issues a check to the agency as the permit will be in name of the Board.

- ◆ U.S. Army Corps of Engineers ("USACE"): Permit required when soil borings are taken, piles are driven or other structures are constructed on the water side of the bank line, including excavation and filling (including installation of rip rap). General maintenance is covered in Port NOLA's USACE permit; therefore, Contact the Permitting Department for more information.
- ◆ South Louisiana Flood Protection Authorities East & West (Orleans, East Jefferson, or West Jefferson Levee Boards) ("Levee Board"): Permit required for all construction in their Right of Way and when a USACE permit is required. Also, a permit is required when the following is done within 1,500 feet of the Mississippi River flood protection structures or within 300 feet of the hurricane protection structures (even if it is for maintenance of a permitted structure): driving piles, soil borings, installing foundations or subsurface drainage deeper than 2', or excavation deeper than 2'. A permit is required for demolition of wharves, but not for sheds.
- ◆ DOTD - Office of Public Works: Permit required roadway construction and oversize loads on state highways.
- ◆ Coastal Management Division-DNR: Permit required when a USACE permit is required. Also, a consistency review is sometimes required when a Flood Protection Authority permit is required.
- ◆ Department of Environmental Quality: Water Quality Certification required when dredging or filling of wetlands or in flood plains.
- ◆ State Fire Marshal ("SFM"): Verify in advance if Board or tenant applies for this permit. If Board applies, permittee supplies the Board with the completed application form (in Board's name) and necessary documentation and the Board transmits them to the SFM office with a cover letter. The Board is assessed a fee for plan reviews by the SFM and full price (varies) for resubmittals. The cost of such fees shall be the responsibility of permittee.



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- ♦ Sewerage & Water Board of New Orleans (“SWB”): All plumbing work on Board property which connects into SWB's municipal potable water supply or discharges into the municipal sewer system requires a SWB permit. The permittee applies for this permit and pays the appropriate fee to SWB. Written evidence of such SWB permit shall be submitted to the Board prior to the commencement of work, including all related correspondence.
- ♦ New Orleans Public Belt Railroad Corporation (“NOPB”) - Permit required for any work located within 25 feet of the centerline of the track.

1 PROJECT NAME OR TITLE:

1.1 PROPERTY ADDRESS:

1.2 PROPERTY/SITE ID:

1.3 IS THIS A RENEWAL, AMENDMENT OR EXTENSION OF A PREVIOUS PERMIT? YES NO

- ♦ If yes, Date of previous permit issued:

1.4 EXISTING USE: PROPOSED USE:

1.5 LATITUDE (N): LONGITUDE (W):

1.6 TYPE OF PERMITTED WORK

- Repair (Repair or Replacement in Kind of Component of an Existing Improvement/Building)
- Renovation (Alteration of an Existing Improvement/ Building)
- Demolition
- New Construction
- Site Improvements, including fill
- Right of Entry
- Signage
- Above Ground Storage Tank

- Utilities
 - Drainage
 - Fiber
 - Electric
 - Water
 - Sewer
- Fencing
- Modular Building Installation *See Trailer Supplement
- Rail
- Roadway
- Oversize Load * See Oversize Load Supplement

1.7 SCOPE OF WORK (PROVIDE A DESCRIPTION OF THE PROPOSED PROJECT)



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2 CONTACT INFORMATION

2.1 OWNER/LESSEE INFORMATION

*Owner or Lessee of improvements (wharf, building, roadway, etc.) on Port NOLA property or Port NOLA Leasehold

Name: Company:

Address:

City: State: Zip Code:

Phone: Email:

Insurance Certificate with the Board of Commissioners of the Port of New Orleans named as an additional insured with a waiver of subrogation attached

Yes No

Owner/Lessee's insurance coverage covers the work of the contractor and/or subcontractor?

Yes No

2.2 APPLICANT/AUTHORIZED AGENT INFORMATION

SAME AS LESSEE/OWNER

Name: Title:

Company: Role:

Mailing Address:

City: State: Zip Code:

Phone: Email:

I hereby authorize (Agent) to act on my behalf as my agent in the processing of this application and to furnish, upon requested, supplemental information in support of this permit application.

Owner/Lessee Signature

Company Name

Date

2.3 CONTRACTOR INFORMATION

SAME AS APPLICANT

Name: Company:

Address:

City: State: Zip Code:

Phone: Email:

State License # Expiration:

Insurance Certificate with the Board of Commissioners of the Port of New Orleans named as an additional insured with a waiver of subrogation attached

Yes No

2.4 ENGINEER INFORMATION

SAME AS APPLICANT

Engineer's Discipline:



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Name: _____ Company: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Email: _____
 State License # _____ Expiration: _____

IF APPLICABLE

2.5 ARCHITECT INFORMATION SAME AS APPLICANT

NOT APPLICABLE

Name: _____ Company: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Email: _____
 State License # _____ Expiration: _____

2.6 SUBCONTRACTOR

NOT APPLICABLE

Subcontractor's Discipline:

Name: _____ Company: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Email: _____
 State License # _____ Expiration: _____

Insurance Certificate with the Board of Commissioners of the Port of New Orleans named as additional insured with a waiver of subrogation attached

Yes No

2.7 ELECTRICAL CONTRACTOR SAME AS APPLICANT

NOT APPLICABLE

Name: _____ Company: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Email: _____
 State License # _____ Expiration: _____



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Insurance Certificate with the Board of Commissioners of the Port of New Orleans named as an additional insured with a waiver of subrogation attached Yes No

2.8 PLUMBING CONTRACTOR

SAME AS APPLICANT NOT APPLICABLE

Name: Company:

Address:

City: State: Zip Code:

Phone: Email:

State License # Expiration:

Insurance Certificate with the Board of Commissioners of the Port of New Orleans name as additional insured with a waiver of subrogation attached Yes No

2.9 MECHANICAL CONTRACTOR

SAME AS APPLICANT NOT APPLICABLE

Name: Company:

Address:

City: State: Zip Code:

Phone: Email:

State License # Expiration:

Insurance Certificate with the Board of Commissioners of the Port of New Orleans name as additional insured with a waiver of subrogation attached Yes No

2.10 LEAD PAINT ABATEMENT CONTRACTOR

SAME AS APPLICANT NOT APPLICABLE

Name: Company:

Address:

City: State: Zip Code:

Phone: Email:

State License # Expiration:

Insurance Certificate with the Board of Commissioners of the Port of New Orleans name as additional insured with a waiver of subrogation attached Yes No

2.11 ASBESTOS ABATEMENT CONTRACTOR

SAME AS APPLICANT NOT APPLICABLE

Name: Company:

Address:



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City: State: Zip Code:

Phone: Email:

State License # Expiration:

Insurance Certificate with the Board of Commissioners of the Port of New Orleans name as additional insured with a waiver of subrogation attached Yes No

2.12 MOLD ABATEMENT CONTRACTOR

SAME AS APPLICANT NOT APPLICABLE

Name: Company:

Address:

City: State: Zip Code:

Phone: Email:

State License # Expiration:

Insurance Certificate with the Board of Commissioners of the Port of New Orleans name as additional insured with a waiver of subrogation attached Yes No

2.13 SURVEYOR

SAME AS APPLICANT NOT APPLICABLE

Name: Company:

Address:

City: State: Zip Code:

Phone: Email:

State License # Expiration:

Insurance Certificate with the Board of Commissioners of the Port of New Orleans name as additional insured with a waiver of subrogation attached Yes No

3 PROJECT INFORMATION

3.1 BUILDING PROJECTS

3.1.1 International Code Council Construction Type:

- Not Applicable
- Site Built
- Modular Trailer
- Manufactured

3.1.2 Area of existing structure: ft² Area affected: ft²
 New Area added: ft² Number of floors:

3.1.3 Foundation type: Slab Pier

3.1.4 Existing sprinklers: Yes No Proposed Sprinklers: Yes No
 ♦ If proposed sprinklers, LA State Fire Marshal approval must be attached Attached

3.1.5 Will the building be occupied? Yes No
 ♦ If yes, LA State Fire Marshal approval must be attached Attached

3.1.6 Is this project a Change of Use of a building? Yes No
 ♦ If yes, LA State Fire Marshal approval must be attached Attached

3.1.7 Will interior walls be moved in this project? Yes No
 ♦ If yes, LA State Fire Marshal approval must be attached Attached

3.1.8 Will the exterior of the building be altered in any way? Yes No

3.1.9 Was this structure built before 1980? Yes No
 ♦ If yes, contractors required to follow OSHA Lead in Construction Rule, 29 CFR 1926.62, unless determined as negative lead content by a state certified lead inspector. Attached
 ♦ Contractor must have OSHA competent person training and LPF-2ci form on file with LDEQ

3.1.10 Is there demolition or renovation planned? Yes No
 ♦ If yes, must provide an asbestos hazard assessment conducted by a state certified asbestos inspector and submit appropriate AAC-2 form to the Port for review. File with LDEQ upon Port approval. Attached

3.1.10.1 *Positive asbestos:*
 With Port approval, file AAC-2a form with LDEQ 10 business days prior to commencing activities

3.1.10.2 *Negative asbestos:*
 With Port approval, file AAC-2b form with LDEQ 5 business days prior to commencing activities

3.2 SITE WORK

3.2.1 Will additional fill material be brought onto the site? Yes No

3.2.2 Any site located within a wetland or flood plain will require a Coastal Use Permit:
<http://www.dnr.louisiana.gov/index.cfm/page/93> Is the Coastal Use Permit attached? Yes No



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3.2.2.1 Area of fill material:

3.2.2.2 Volume of fill material:

3.2.2.3 Type of fill material:

3.2.2.4 Is the fill Beneficial Reuse Material?

Yes No
Attached

If yes, LAC Title 33, Part VII, Subpart 1, Chapter 11 and any other applicable regulations must be followed. Attach documentation for Port NOLA Environmental review.

3.2.2.5 Type of equipment to be used to spread and compact fill material:

3.2.3 Will a driveway be installed?

Yes No

3.2.4 Will more than 1 acre of soil be disturbed?

Yes No
Attached

◆ If yes, LDEQ Small Construction General Permit and SWPPP required on site

3.2.5 Will more than 5 acres of soil be disturbed?

Yes No
Attached

◆ If yes, Notice of Intent must be filed to LDEQ for Construction General Permit and SWPPP, and maintained on site

3.2.6 Is a wash pad being installed?

Yes No
Attached

◆ If yes, local municipal water utility approval is required. Contact Port NOLA Environmental for details.

3.2.7 Is a fuel tank being installed permanently or temporarily for construction?

Yes No
Attached

◆ If yes, tank type and location must be approved by Port NOLA Environmental. Secondary containment is required, and a spill plan for capacity over 1320 gallons.

3.3 UTILITIES

3.3.1		Number of Existing Meters	Number of New Meters
	Electrical Meters:		
	Gas Meters:		

3.3.2 Will any electrical work be done under this scope of work?

Yes No
Yes No

◆ If yes, line diagram by a licensed electrical contractor

The Board reserves the right to require electrical plans stamped by a Louisiana licensed electrical engineer

3.3.2.1 Is there a new connection tied into Entergy service lines?

Yes No
Attached

- If yes, Entergy approval must be attached
- If yes, Entergy Account Number:

3.3.3 Will any plumbing work be done under this scope of work?

Yes No
Yes No

◆ If yes, line diagram by a licensed plumbing contractor

3.3.3.1 Will there be a new connection to the water/sewer?

Yes No

3.3.3.2 If yes, is the connection tied into Port NOLA or New Orleans Sewerage & Water Board main?

Port S&W
Attached

- If New Orleans S&W Board, approval must be attached

3.3.4 Will any HVAC or gas line work be done under this scope of work?

Yes No
Yes No

◆ If yes, line diagram by a licensed mechanical contractor



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The Board reserves the right to require mechanical plans stamped by a Louisiana licensed mechanical engineer

3.4 FLOOD PROTECTION

- | | | | | |
|-------|---|----|------------|--------------------|
| 3.4.1 | Distance from Floodwall Structure | Ft | Flood Side | Protected Side |
| 3.4.2 | Is the project located within a wetland or waterway? | | | Yes No |
| 3.4.3 | Is the work located within the limits of any levee right-of-way? | | | Yes No |
| 3.4.4 | Is there soil penetration of more than 24" within 300' of IHNC Flood protection structure? ♦
If yes, application for Flood Protection Authority must be attached for submission by Port NOLA | | | Yes No
Attached |
| 3.4.5 | Is there soil penetration of more than 24" within 1500' of Mississippi River Flood protection structure? | | | Yes No |
| ♦ | If yes, application for Flood Protection Authority must be attached for submission by Port NOLA | | | Attached |

3.5 RAIL

- | | | | | |
|--|----------------------------------|--|--|--------------------|
| Is there an executed Switch Track Agreement with the New Orleans Public Belt Railroad? | | | | Not Applicable |
| * | If yes, attach copy of agreement | | | Yes No
Attached |

3.6 CONTRACT

- | | | | | |
|---|---|--|--|----------|
| Estimate cost/value of proposed work \$ | | | | |
| ♦ | Attach quote, contract, or other documentation of estimate. | | | Attached |