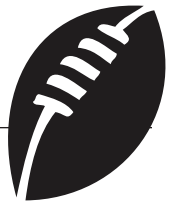


City of New Orleans

# SUPER BOWL XLVII

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Permit & Code Enforcement Guide



October 2012

CITY OF NEW ORLEANS  
Mitchell J. Landrieu, Mayor



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# INTRODUCTION

Dear Friend,

Welcome to New Orleans, Louisiana, a city of arts and music, a city that has rebuilt, refocused and has been reborn, a city that is open for business and that we proudly believe is the cultural and culinary center of the universe. As New Orleanians, we take pride in knowing that no one on Earth is a better host or throws a better party than we do, and we are glad to have you here with us.

As the host city of Super Bowl XLVII, our goal is to eliminate confusion in advance so commercial business owners and permit seekers are aware of and can follow the proper procedures for licensing and permitting. This guide will provide business owners with the information and tools needed to be in compliance with City ordinances.

City ordinance requires that commercial businesses get the appropriate permits if they wish to operate during the Super Bowl. This guide seeks to provide a roadmap for the permitting and licensing process, including the necessary fees and criteria, a map of the clean zone, and important dates.

Because of additional approval requirements based on the clean zone and other factors, we strongly encourage you to apply for permits well in advance of the posted deadlines. Permits will not be issued on the date of application.

It is our hope that this packet will answer the majority of your questions, however if any questions remain, please feel free to contact the Office of Cultural Economy (504) 658-0907. Further information can also be found at [www.nola.gov/permits](http://www.nola.gov/permits).

Please be advised that all information included in this document is provided for informational purposes and may be subject to change. Any changes will be communicated via the City of New Orleans website at [www.nola.gov/permits](http://www.nola.gov/permits).

Thank you and welcome to New Orleans, host of Super Bowl XLVII, the preeminent sporting event in the United States.

Yours Truly,



Mitchell J. Landrieu, Mayor



# ESTABLISHMENT OF CLEAN ZONE

In this section

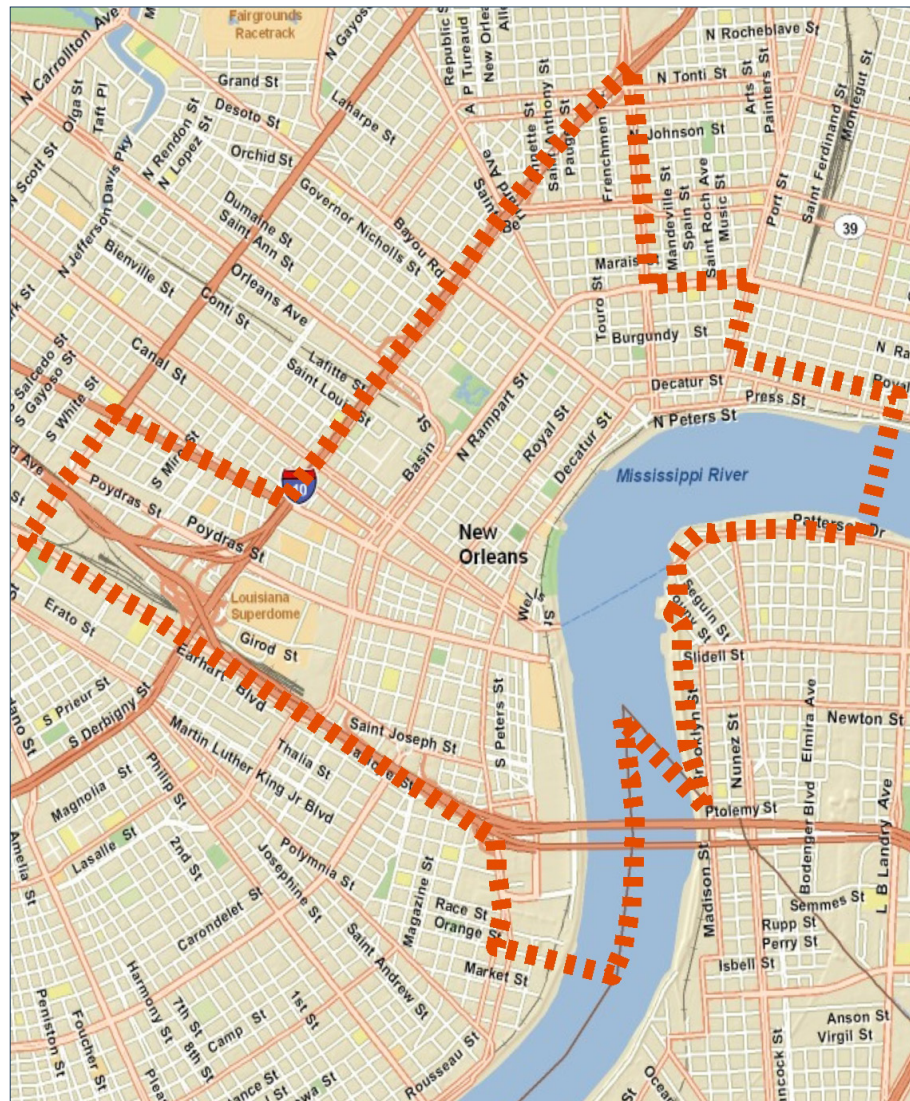
- ✓ Clean Zone Description
- ✓ Relevant Dates
- ✓ Clean Zone Regulations

## Clean Zone Description

The Clean Zone boundaries, during the time period beginning at six o'clock (6:00) A.M. on Monday, January 28, 2013, and ending at six o'clock (6:00) P.M. on Tuesday, February 5, 2013, are as follows:

- Earhart Boulevard to Calliope Street;
- Religious Street to Orange Street proceeding across the Mississippi River along the West Bank Levee;
- continuing across the Mississippi River to Elysian Fields Avenue;
- North Claiborne Avenue to Tulane Avenue;
- North Broad to Earhart Boulevard thereto.

As a general principle, the Clean Zone boundaries are intended to include the entire street, sidewalk, or right-of-way of the indicated area. Please see the attached map to identify Clean Zone boundaries. Please contact the Office of Cultural Economy with any questions at 504-658-0907 or via email at [specialevents@nola.gov](mailto:specialevents@nola.gov).



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## Relevant Dates

Because of additional approval requirements based on the Clean Zone and other factors, we strongly encourage you to apply for permits well in advance of the posted deadlines. Permits will not be issued on the day of application. Please be advised that information included in this document is provided for informational purposes and may be subject to change. Any changes will be communicated via the permit website (<http://www.nola.gov/permits>). Please note the following dates:

RELEVANT DATES	
January 4	Last Day to Submit Permit Applications for Signs, Banners, Building Wraps, Temporary Structures, Reviewing Stands, Tents, Stages, Parking Lot Rentals, Sky Tracers, Searchlights and Projected Signage
January 14	Last Day to Submit Applications for Mechanical and Electrical Permits to Safety & Permits
January 25	Last Day of Issuance of Permits for Vendors from the Bureau of Revenue
January 25-27	Week One – Mardi Gras. Permitted Mardi Gras Vendors must cease all activity at midnight on January 27th. Adherence to the permit period will be strictly enforced.
January 28	Official beginning of event activity period
January 28	Initial day that licensed temporary food sales may begin
February 3	Super Bowl XLVII
February 5	Event activity period ends. All licensed activity must cease. Temporary signs and structures must be removed
February 6-12	Week Two – Mardi Gras. Permitted Mardi Gras Vendors may resume activities

## Clean Zone Regulations

The “Clean Zone” is a temporary designation that seeks to protect the quality of life for residents and assists businesses in thriving during the National Football League’s Super Bowl XLVII. Simultaneously, the designation seeks to facilitate a tremendous positive economic impact on the City of New Orleans and the State of Louisiana through the regulation and control of certain areas in order to provide for the public health, safety, and welfare of thousands of residents, visitors, dignitaries, and media personnel who will attend events related to the 2013 National Football League’s Super Bowl XLVII.

## Prohibited Activity

(Unless sanctioned and authorized by the National Football League and the City of New Orleans)

### TEMPORARY STRUCTURES: REVIEWING STANDS, STAGES & TENTS

- The construction, placement, occupation, or use of any temporary structure (including, but not limited to, temporary location of tents, canopies and air-supported, air-inflated, and tensioned membranes) shall be prohibited except those sanctioned and authorized by the City, the National Football League (NFL) or the Superintendent of Police for public safety purposes, and approved by the Superintendent of Fire.



- All temporary structures sanctioned and authorized by the City and the National Football League shall be white structures only.

### **TEMPORARY STRUCTURES: MOBILE WIRELESS FACILITIES**

- The erection or placement of mobile wireless communication facilities shall be prohibited except those sanctioned by the National Football League (NFL). A mobile wireless communication facility is defined as a structure, antenna or trailer that is temporary and portable in nature and used to provide or increase wireless cellular communication.

### **TEMPORARY VENDING: OUTDOOR SALES, CONCESSIONS & ITINERANT VENDOR LICENSE**

- All permits relative to the sale of merchandise and/or the transaction of business shall be suspended on the public streets, sidewalks or right of ways and outside of any enclosed building with the exception of those that are already permitted and licensed for the sale of handmade artifacts on Canal Street. Permittees for handmade artifacts shall adhere to all requirements of approved permits and licenses and be advised that all sub-leasing will be strictly prohibited as per Section 110-79 of the municipal code.
- No business transactions and/or sale of merchandise will be permitted on the public streets or sidewalks or right-of-ways and outside of an enclosed building.
- The outdoor sale of any food or beverages will be prohibited on the public streets, sidewalks or right-of-ways and outside of an enclosed building.
- Mobile or push-cart vending is prohibited in the Clean Zone during the week of Monday, January 28, 2013 through Tuesday, February 5, 2013.
- Temporary Vending criteria/parameters:
  - No alcoholic beverages shall be provided, served or sold from any temporary outdoor use, unless such temporary structure was approved pursuant to the City of New Orleans Clean Zone Ordinance Number 24,913, M.C.S.
  - All permits relative to the sale of food or beverages shall be suspended on the public streets, sidewalks or right-of-ways and outside of an enclosed building.
  - The sale or distribution of unauthorized or illegal, non-licensed merchandise, regardless of whether the person selling or distributing is operating pursuant to a special permit, exception or exemption provided for in this ordinance or elsewhere in the City Code, shall be prohibited.

### **BANNERS & SIGNS & ADVERTISING**

- Any temporary signage approved by the City shall be required to consist of at least 60% Super Bowl/NFL branding, look and feel, and no more than 40% third party commercial identification.
- Inflatables, cold air balloons, banners, pennants, flags, building wraps, A-frame signs, projected image signs, electronic variable message signs, and light emitting diode signs of any kind shall be prohibited except for those sanctioned or authorized by the City (consisting of at least 60% Super Bowl/NFL branding, look and feel, and no more than 40% third party commercial identification) and by the National Football League (NFL).
- General and mobile advertising (including, but not limited to, signs on or attached to a vehicle, portable device or person) shall be prohibited except for promotional displays sanctioned or authorized by the City (consisting of at least 60% Super Bowl/NFL branding, look and feel, and no more than 40% third party commercial identification) and by the National Football League (NFL), including, but not limited to, those placed on existing public utility poles.





- The distribution or provision of free products, service or coupons (otherwise referred to as sampling) and other promotional giveaways shall be prohibited except if such activities are sanctioned and authorized by the National Football League.

### 2013 MARDI GRAS RELATED PERMITS

All mobile or push-cart vending is prohibited in the Clean Zone during the week of Monday, January 28, 2013 through Tuesday, February 5, 2013, including those permitted and approved for the 2013 Mardi Gras Season.

- Mardi Gras vendors permitted for sales on public streets, sidewalks or right-of-ways and outside of enclosed building shall not display commercial branding and advertisement in conflict with the official sponsors and partners of the National Football League (NFL).
- All permits relative to the sale of food or beverages shall be suspended on the public streets, sidewalks or right-of-ways and outside of an enclosed building beginning at 6:00 A.M. Monday, January 28, 2013, and ending at 6:00 P.M. on Tuesday, February 5, 2013.

The violation of any provision of the City of New Orleans Clean Zone Ordinance shall be punishable by a fine not exceeding \$500 or by imprisonment for not more than six months, or both such fine and imprisonment.



# OBTAINING PERMITS & LICENSES IN THE CITY OF NEW ORLEANS

In this section

- ✓ Occupational or General Business License
- ✓ Certificate of Occupancy
- ✓ Special Event Promoter Permit

## Basic Requirements

The following includes general information on permit and license types that will be required for those wishing to conduct business in the City of New Orleans during the National Football League's Super Bowl XLVII.

## Occupational or General Business License

An **Occupational or General Business License** from the Bureau of Revenue is required if your business is located in Orleans Parish. Out of Parish vendors must obtain an Orleans Parish Occupational License as well as a Mayoralty Permit. Businesses located in Orleans Parish will be evaluated by the Department of Safety and Permits for zoning and safety compliance. (Commercial location review takes 5 to 10 business days.) Following Safety and Permits approval, you will be contacted to return to the Bureau of Revenue with your completed Schedule A, additional State documentation, and the applicable fee. After your license is issued, a Resale Exemption Certificate may be requested, allowing you to purchase items without paying the sales tax if the items will be resold in the normal course of operating your business. Non-profit organizations may obtain exemptions from Sales Tax, Mayoralty Permit, Amusement Tax, and Occupational License tax for activities benefiting their organization. (An Occupational or General Business license renewal is required annually for all businesses. Occupational licenses are required for operating a brick and mortar business as well as for functions, festivals and other events with the approval of the event organizers.)

- Related Forms : Revenue Form and Schedule A
- Fees: Fee schedule is based on the type of business license you need to obtain
- You May Also Need: Alcoholic Beverage Permit; Mayoralty Permit (Live Entertainment); Special Event Permit; Promoter's Permit; Amended Occupational License Form
- Renewals: An Occupational or General Business license is required to be renewed annually for all businesses. Applicants wishing to renew must complete Form 8030 and return it to the Bureau of Revenue at City Hall

## Certificate of Occupancy

A **Certificate of Occupancy** from the Department of Safety and Permits is required to ensure your business location (including tents, carts and other mobile structures) complies with all current zoning laws and International Construction Code. Most commercial buildings have an existing Certificate of Occupancy for the property; however, an inspection of the premises is required when the use or the occupant changes. It may be necessary to obtain a new Certificate of Occupancy under the following conditions: use of the property changes, the building does not meet current building code standards for the proposed use, or the building has been out of use for over six months. No inspection will be made unless the applicant or authorized representative is present on the premises, utility services are established and operating, and all equipment has been installed and connected. Please note that Certificates of Occupancy are included in the application process for new businesses (see Occupational License above). Changes of use and temporary structures require separate Certificates of Occupancy, which can be obtained by applying for the specific permits described later in this guide.



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- Related Forms: Building Permit Application, proof of ownership and Recorded Act of Sale (if the property has recently changed ownership)
- Fees: \$190
- Duration: Up to 20-30 days if an inspection is required

## Special Event Promoter Permit

A **Special Event Promoter Permit** from the Bureau of Revenue is required for event/show organizers when an event or show involves three (3) or more transient vendors. You must have a complete contact list of all vendors and pay a bond and fees to complete the application process.

- Looking to attract vendors? The Super Bowl Emerging Business program is designed to connect local MWBE's with the business of the Super Bowl. Please visit <http://www.neworleans-super-bowl.com/businesses/> for more information
- Related Forms: Special Event Promoter application; Lease / Authorization agreement; Vendor List (including: business trade name, mailing address, contact person, contact phone number); Application for Exemption (for non-profits only); Bond Requirements (for profit only): \$10,000 performance bond is required if 3 or more vendors participating
- Fees: See Basic Requirement Fees Chart below
- You May Also Need: Special Event Permit; Occupational License; Mayoralty Permit; Certificate of Occupancy; Alcoholic Beverage License

BASIC REQUIREMENT FEES		
Occupational or General Business license	Fees based on the type of business license you need to obtain	Range: \$50-\$150
Certificate of Occupancy	Flat Fee: \$190	Total: \$190
Special Event Promoter Permit	Approval from Safety & Permit/ Promoter Fees: \$190 Occupational License: \$250 Mayoralty Permit: \$500 Police Retirement: \$0.25	Total: \$750.25
Alcoholic Beverage Special Event	Processing Fee: \$250 (Liquor/Wine): \$500 (Beer): \$135	Total: \$385/\$885



In this section

- ✓ Stage Permit
- ✓ Canopy/Tent/Temporary Membrane Structure Permit

## Temporary Structures: Reviewing Stands, Stages & Tents

The City of New Orleans Clean Zone Ordinance Number 24,913, M.C.S. prohibits the following activity for temporary structures (Unless sanctioned and authorized by the City of New Orleans and the National Football League):

The construction, placement, occupation, or use of any temporary structure (including, but not limited to: temporary location of tents, canopies and air-supported, air-inflated, and tensioned membranes) shall be prohibited except those sanctioned and authorized by the City, the National Football League (NFL) or the Superintendent of Police for public safety purposes, and approved by the Superintendent of Fire. Only official NFL sponsors will be eligible to apply for temporary structure permits intended to be erected during January 28th through February 4th, 2013.

All temporary structures sanctioned and authorized by the City and the National Football League shall be white structures only.

The following section includes general information on permit and license types that will be required for those official NFL sponsors wishing to erect or use a temporary structure in the City of New Orleans during the National Football League's Super Bowl XLVII.

### Stage Permit

A **Stage Permit** from the Department of Safety and Permits is required to erect a stage for any purpose and is often needed along with other special event permits.

- Required Documents for a Stage Permit:
  - Building Permit Application Form
  - Letter from the property owner authorizing the use of the property (if the applicant is not the owner)
  - Plot plan showing boundaries of the property and location and dimensions of the stage on the property with location and distance to the nearest fire hydrant
  - A statement, with a live seal from a Louisiana registered architect or civil engineer, stating: The structure is capable of withstanding a minimum 130 PSF live load. The structure will provide a 42" high guardrail for public safety. Stairs will have risers not more than 7" high and treads not less than 11" wide. Stairs will have handrails not less than 34" high and not more than 38" high. The width of landings will not be less than the width of the stairways/ramps they serve
- Fees: \$190 plus \$60 for plan review, if required
- You May Also Need: Special Event Permit; Electrical Permit; Mayoralty Permit



## Canopy/Tent/Temporary Membrane Structure Permit

A **Canopy/Tent/Temporary Membrane Structure Permit** from the New Orleans Fire Department, Fire Prevention Bureau is required to erect a canopy or tent for any purpose and is usually needed along with other Special Event Permits. This ensures compliance with the building, electrical, mechanical, and fire prevention codes of the City of New Orleans. All temporary structures sanctioned and authorized by the City and the National Football League shall be white structures only.

New Orleans Fire Department Fire Prevention Bureau must approve ALL tents, canopies and structures erected in Orleans Parish. Approval requires a completed plan review application, a completed tent/canopy/temporary membrane structure application, flame retardant certificate, and a plot plan. A minimum 2A 10BC fire extinguisher is also required for each structure. The fire extinguisher must be properly tagged.

- Fees: Fees are determined by square footage and necessity of firewatch. Please refer to the fee schedule at [www.nola.gov/permits](http://www.nola.gov/permits) for permit fees. Firewatch fees are to be determined by the Plan Examiner.
- You May Also Need: Fire Inspection; Safety and Permits review; Firewatch

### REQUIRED DOCUMENTS FOR ALL CANOPY/TENT/TEMPORARY MEMBRANE STRUCTURE PERMITS

- A Certificate of Flame Resistance/Retardant for tent fabric. These are often included with the tent or can be obtained from the manufacturer
- A Letter from the property owner authorizing the use of the property (if the applicant is not the owner)
- Plot plan showing boundaries of the property and location and dimensions of the tent on the property with location and distance to the nearest fire hydrant

### REQUIRED DOCUMENTS FOR ALL TENTS, CANOPIES AND STRUCTURES OVER 100 SQUARE FEET

- A plan review application
- An operational permit issued by NOFD
- A plot plan showing boundaries of the property and location and dimensions of the tent on the property with the location and distance to the nearest fire hydrant, location of any cooking operations, and if seating will be used, the plot plan must show the seating arrangements
- A permit fee, determined by the square footage of the structure
- An inspection, done the day of the event, to ensure compliance with all regulations

### REQUIRED DOCUMENTS FOR ALL TENTS, CANOPIES AND STRUCTURES OVER 1,200 SQUARE FEET OR WITHIN THE INNER CITY FIRE LIMITS

- The applicant to follow all NOFD requirements and advance through the Safety and Permits process. The NOFD approval process is conducted prior to the applicant going to Safety and Permits
- The inner city fire limit boundaries are as follows: Beginning at the center line of John Churchill Chase Street at the Mississippi River, thence along the center line of John Churchill Chase Street to the center line of Camp Street, then along the center line of Calliope Street to the center line of St. Charles Avenue, thence along the center line of St. Charles Avenue to the intersection of Howard Avenue, then along the center line of Howard Avenue to the center line of Claiborne



Avenue, then along the center line of Claiborne Avenue to the center line of St. Peter Street, thence along the center line of St. Peter Street to the Mississippi River, thence along the Mississippi River to the point of commencement

### Special Notes on Temporary Structures

- If your event requires review by the New Orleans Fire Department Plan Examiner and Safety and Permits, you may be required to submit drawings for a Plan Review bearing the live seal of a Louisiana registered architect or civil engineer and a signed statement certifying that the tent installation is in compliance with NFPA 102, Chapter 8.
- ANY cooking operation conducted requires an exhaust hood, fire extinguisher, and the review of the New Orleans Fire Department Plan Examiner.
- Depending on the size, layout and complexity of the structure, a firewatch may be required. The total fees for the firewatch depend on the size, layout and complexity of the event, which is determined after reviewing the plot plan, and is determined by the rank of the NOFD firewatch personnel, the number of individuals required, and the amount of time they are needed. The fee range is \$20-\$28 per firewatch personnel with a 4-hour minimum. A firewatch is coordinated by contacting the Detail Coordinator at NOFD. In addition to the firewatch fee, there is a 10% (of the total cost of the firewatch) administrative fee payable to the city. See Attachment C for Fire Watch Program Overview.
- If the tent is obtained (gifted or otherwise) from the Sheriff's office, it still must go through the NOFD permit process and the Safety and Permits process if the size of the tent/canopy/temporary membrane structure meets the guidelines stated above.





# Mechanical & Electrical Permits

In this section  
 ✓ Mechanical Permit  
 ✓ Electrical Permit

Mechanical and Electrical Permits and the required inspections **MUST** be completed before the event is opened to the public.

## Mechanical Permit

A **Mechanical Permit** from the Department of Safety and Permits Mechanical Division is required if you plan to install, repair, replace, or alter any mechanical or gas-fired apparatus or equipment, such as air conditioning systems, electric or gas heaters, electric or gas furnaces or heaters, gas lines or elevators. For questions about the Mechanical Permit process, please contact City of New Orleans Mechanical Inspections Division at (504) 658-7153.

- Fees: Refer to the Mechanical Permit Application for fee information
- You May Also Need: Building Permit

### Special Notes on Mechanical Permits

- Only a City-licensed Class “A” mechanical contractor may apply for this permit. More information about becoming a licensed contractor can be found at [www.nola.gov/permits](http://www.nola.gov/permits).
- In order to ensure public safety through compliance with the International Construction Code (ICC) as adopted by the City of New Orleans, as well as all other related state and parish regulations, permits must be obtained by licensed mechanics and engineers for work to be performed in the City of New Orleans.
- Fees are based on a several factors related to complexity of the work to be completed including, but not limited to the type of equipment being installed, the number of connections, and how many pieces of each type of equipment will be installed.



## Electrical Permit

An **Electrical Permit** from the Department of Safety and Permits Electrical Division is required if you plan to install, repair, replace, or alter any electrical apparatus or equipment, except for the replacement of light bulbs and fuses.

- Fees:
  - \$40 application, fee plus \$3 per new circuit, plus \$0.30 per service amperage
  - \$40 per construction loop
  - \$60 per elevator, moving stair, dumbwaiter, man lift installation / modification
  - \$40 per sign, indoors or outdoors
- You May Also Need: Building Permit

### Special Notes on Electrical Permits

- Only an electrical contractor with a Class “A” license from the City of New Orleans may apply for this permit. More information about becoming a licensed contractor can be found at [www.nola.gov/permits](http://www.nola.gov/permits).
- In order to ensure public safety through compliance with the International Construction Code (ICC) as adopted by the City of New Orleans, as well as all other related state and parish regulations, permits must be obtained by licensed electricians for work to be performed in the City of New Orleans.
- Fees are based on a several factors related to complexity of the work to be completed including, but not limited to: Service Amperage, New Service Connections, and Number of Circuits.



## Temporary Mobile Wireless Facilities

In this section

- ✓ Temporary Mobile Wireless Facility
- ✓ Building Permit

The City of New Orleans Clean Zone Ordinance Number 24,913, M.C.S. prohibits the following activity for Mobile Wireless Facilities (Unless sanctioned and authorized by the City of New Orleans and the National Football League):

- ❖ The erection or placement of mobile wireless communication facilities shall be prohibited except those sanctioned by the National Football League (NFL). A mobile wireless communication facility is defined as a structure, antenna or trailer that is temporary and portable in nature and used to provide or increase wireless cellular communication.

### Temporary Mobile Wireless Facility

Applicants seeking a permit for a **Temporary Mobile Wireless Facility** on private property should complete a Building Permit application form and submit it to the Department of Safety and Permits, 1300 Perdido St., Rm. 7E05, New Orleans, LA 70112. Applications will be reviewed on a case by case basis by the Department of Safety and Permits in conjunction with the event sponsor and in compliance with the City of New Orleans Clean Zone Ordinance Number 24,913, M.C.S.

- Required Documents:
  - Proof of official NFL sponsorship
  - Completed Building Permit Application
  - Requested Dates of Operation
  - Diagram and Specifications of the Mobile Wireless Facility
  - A plot plan of the location where the Mobile Wireless Facility will be located
- You May Also Need: Temporary Street Closure, Construction Zone, and/or Parking Meter Rental Permit depending on the location

Mobile Wireless Facilities operating with a self-contained generator within the apparatus do not need to obtain additional Electrical Permits. However, Mobile Wireless Facilities powered by a tie-in to an existing building's power source will need to obtain an Electrical Permit.

### Building Permit

A **Building Permit** is required for an owner or contractor of a property to construct any new structure. Prior to starting construction you will be required to submit plans that are stamped by a Louisiana registered and licensed architect or engineer. After submitting your plans, they go through the plan review process. Depending on the specifics of your project, this review may also include or require approvals from other agencies and Commissions (Historic Districts Landmark Commission, Vieux Carré Commission, City Planning, etc.). A building permit will only be issued after the plan review process is completed and compliance with all applicable regulations is verified by all agencies.

- Fees: \$60 plus \$5 per \$1,000 of work to be performed; If plans are required there is a plan review fee of \$1 per \$1,000 of work to be performed; if a property is within a local historic district, there is a 50% surcharge on the permit fee.
- You May Also Need: Approval from the Historic Districts Landmark Commission and/or Vieux Carré Commission.



## Requirements for Building Permits:

- Check to see if your building is located in a Historic District or in the French Quarter—if so, approvals for exterior work must be obtained from the HDLC or VCC prior to applying for building permits
- Building Permit Application Form
- Recorded Act of Sale, if the property has recently changed ownership
- Plot plan reflecting all dimensions of the lot and all structures, setbacks to property lines and the location and dimensions of off-street parking spaces
- Two sets of complete plans, stamped with live seals from a Louisiana licensed architect or civil engineer, for temporary structures including review stands, and stages. Signs and large banners require two sets of plans from licensed sign companies.
- If a foundation will be poured, foundation drawings detailing the foundation of the proposed structure, with live, original seals, stamped by a Louisiana registered architect or civil engineer
- Proposed use of the structure
- Number of floors or levels in the structure
- Contractor's license information. (If the project is owner-occupied residential construction, State Exemption Form R-1364 may be submitted in lieu of contractor license information)



# Street Closures and Parking

In this section

- ✓ *Street Closure Permit*
- ✓ *Construction Zone Permit*
- ✓ *Parking Meter Rental Permit*

## Street Closure Permit

A **Street Closure Permit** from the Department of Public Works issued to an individual or organization is required to temporarily close a street for an event. This is in accordance with the Department of Public Works Section 146-583 of the Code of the City of New Orleans. The Director of Public Works is authorized by this law to collect fees and impose conditions for issuance. Please allow at least 10 days for processing. Depending on the details of the event, you may need other special event permits.

The Department of Public Works requires the following departments and agencies be notified of all street closure requests (please refer to the Street Closure Permit form for more information):

- New Orleans Police Department
- Department of Public Works
- Department of Parks and Parkways
- Department of Sanitation
- Department of Safety and Permits
- Department of Finance
- Department of Property Management
- Regional Transit Authority
- Department of Fire

Required Documents: [Complete and submit a Street Closure Permit Form](#). The conditions you must meet to be issued a Street Closure permit include, but are not limited to, the following:

- The approval of the NOPD Captain of the district in which the event is to take place. If the NOPD Captain does not approve the event, Public Works will not issue a permit. Please contact the New Orleans Police Department Special Events Section (in the Office of the Superintendent of Police) for more information
- Hold Harmless Agreement (included in the Street Closure Permit form)
- Petition stating that there are no objections to the proposed closure which must be signed by 100 percent of the residents, property owners or property managers occupying both sides of the block to be closed. Include: names, addresses and phone numbers. (Template included in the Street Closure Permit form)
- If the street contains a neutral ground (median), the Director of the Department of Parks and Parkways must be contacted in writing to obtain written approval of the closure
- If the street borders City property, the Department of Property Management must be contacted at (504) 658-3600 to obtain written approval of the closure
- If the street is on an RTA bus route, Department of Public Works will contact the RTA for approval, and written agreement must be obtained for RTA to re-route the buses. E-mail notification is acceptable
- The services of at least two (2) New Orleans Police Department Officers must be enlisted for traffic control. The names, unit of assignment, badge numbers and current phone numbers of the officers hired must be submitted at the time of application. You must contact NOPD Special Operations at (504) 658-6205 to arrange this. NOTE: ONLY NOPD OFFICERS ARE AUTHORIZED TO CLOSE A PUBLIC STREET. SHERIFF'S DEPUTIES OR SECURITY GUARDS ARE NOT



ACCEPTABLE. If the NOPD has determined that additional officers are required due to the number of attendees, location or unique security issues, they will notify the Department of Public Works as soon as possible and it will be the responsibility of the applicant to arrange for the extra security.

- The applicant must arrange for pre-approved traffic control devices (barricades, signs, etc.) as required by the Department of Public Works. Barricades are free of charge if the event organizers arrange for the pickup and return to the NOPD (a deposit will be required).
- The applicant must also agree to any further requirement that may be imposed by the Department of Public Works.
- All documents required above, the application fee, and the fee per block, must be taken to the Department of Public Works, Room 6W03 of City Hall to apply for the street closure permit. The following forms of payments are acceptable: cash, money order, business or traveler's check—payable to the City of New Orleans.
- Fees: \$40 application fee, plus \$615 per block in the Vieux Carré and on Canal Street, \$310 per block in the CBD, \$90 permit fee per block in other areas of New Orleans
- You May Also Need: Parking Meter Rental Permit; Occupational License; Mayoralty Permit; Alcohol Beverage License; Performance Bond or Sales Tax Deposit; Electrical Permit; Stage Permit

## Construction Zone Permit

A **Construction Zone Permit** from the Department of Public Works is required to establish a construction zone in the City of New Orleans. Depending on the details of your work, you may need other permits to comply with the building, electrical, and mechanical codes of the City.

- Required Documents:
  - Construction Zone Permit Form
  - Plot Plan (Including adjacent Streets, right-of-way width of all adjacent streets, roadway width, direction of traffic, traffic control devices, any other construction in area)
  - Hold Harmless Agreement
- Fees: \$40 application fee; \$90 inspection fee
- You May Also Need: Parking Meter Rental Permit

## Parking Meter Rental Permit

A **Parking Meter Rental Permit** from the Department of Public Works is required to block off a street parking meter for a defined period of time. Depending on the details of your work, you may need specific special event permits or other permits to comply with the Code of the City of New Orleans. Parking lanes without meters, Loading Zones, Passenger Zones, Sidewalks, Cab Stands, and Carriage Stands must also be rented or permitted for use.

- Required Documents: Meter Rental Permit – Business/Construction (return to 1300 Poydras St., Rm 6W03)
- Fees: \$40 application fee; \$45 service charge per meter; \$30 daily meter rental charge per meter (Central Business District); \$40 daily meter rental charge per meter (French Quarter & Canal Street); \$20 daily meter rental charge per meter (Other)
- Meter Removal Fees: \$40 application fee; \$305 removal service charge per meter; \$30 daily meter rental charge per meter (Central Business District); \$40 daily meter rental charge per meter (French Quarter & Canal Street); \$20 daily meter rental charge per meter (Other)
- You May Also Need: Building Permit





## Temporary Vending - Outdoor Sales, Concessions & Itinerant Vendor License

In this section  
 ✓ *Mayoralty Permit*  
 ✓ *Retail Sales Permit*  
 ✓ *Mobile Vendor Permit*

As defined by the Clean Zone, all permits relative to the sale of merchandise and/or the transaction of business shall be suspended on the public streets, sidewalks or right-of-ways and outside of any enclosed building. The policy also prohibits business transactions and/or sale of merchandise (including outdoor sale of any food or beverage) on the public streets or sidewalks or right-of-ways and outside of an enclosed building.

- ❖ Mobile or push-cart vending is prohibited in the Clean Zone during the week of Monday, January 28, 2013 through Tuesday, February 5, 2013.

Temporary Vending criteria/parameters for Super Bowl XLVII:

- ❖ No alcoholic beverages shall be provided, served or sold from any temporary outdoor structure, unless such temporary structure was approved.
- ❖ All permits relative to the sale of food or beverages shall be suspended on the public streets, sidewalks or right-of-ways and outside of an enclosed building beginning at 6:00 A.M. Monday, January 28, 2013, and ending at 6:00 P.M. on Tuesday, February 5, 2013, except for those sales permitted and approved for the 2013 Mardi Gras season.
- ❖ All mobile or push-cart vending is prohibited in the Clean Zone during the week of Monday, January 28, 2013 through Tuesday, February 5, 2013.
- ❖ The sale or distribution of unauthorized or illegal, non-licensed merchandise, regardless of whether the person selling or distributing is operating pursuant to a special permit, exception or exemption provided for in this ordinance or elsewhere in the City Code, shall be prohibited.

NFL Official Sponsors wishing to engage in the temporary sale or distribution of food must first apply for the following:

### Mayoralty Permit

A **Mayoralty Permit** from the Bureau of Revenue is required for the following categories of vendors: Artists and others conducting business or promoting themselves or their art in the City of New Orleans including live entertainment (live music, DJ's, music ensembles, etc); Street entertainers; Certain sales in the Central Business District; Mardi Gras activities; Peddlers and itinerant vendors selling artifacts; Flower vendors and peddlers; Food vendors; Transient vendors; Canvassing (including distribution of flyers and pamphlets); Alcoholic beverage special event permits; and Event promoters.

- Related Forms: Mayoralty Permit Application
- Fee: Fees are based on type of activity, what is being sold and amount of gross sales
- You May Also Need: Occupational license

### Retail Sales Permit

A **Retail Sales Permit** from the Bureau of Revenue is required in addition to an Occupation License to conduct retail sales during events in the City of New Orleans. Depending on the details of your retail sale and the event, you may need other special event permits.

- Related Forms: Revenue Form; Schedule A



- Fees: Fees are based on type of activity, what is being sold and amount of gross sales.
- You May Also Need: Mayoralty Permit; Occupational License; Alcoholic Beverage License; Special Event Promoter Permit

## Mobile Vendor Permit

A **Mobile Vendor Permit** from the Bureau of Revenue is required for every person who wants to use the public streets, sidewalks or public places or private places of business establishments to conduct any type of business. Mobile Vendor permits are not valid within the Central Business District area bounded by the Mississippi River on the east, Claiborne Avenue on the west, Esplanade Avenue on the north and Howard Avenue on the south. There are a set number of Mobile Vendor permits available for any given year or season.

- Related Forms: Revenue Form; Schedule A; Mobile Vendor Application (Schedule D); NOFD Mobile/Temporary Vendor Permit
- Fees: Fees are based on type of activity, what is being sold and amount of gross sales
- You May Also Need: Mayoralty Permit; Occupational License; Alcoholic Beverage License; Special Event Promoter Permit

### Note for Annual Vendors

An annual vendor is a vendor who operates a mobile and/or temporary stand, at various locations, in Orleans Parish on a year round basis (excluding the special requirements during the Mardi Gras season). All Annual Mobile Vendor Permits will expire on January 31st of each year and will be inspected at the location and times listed below for Mardi Gras:

1. Contact the Department of Finance to apply to be a registered vendor.
2. Contact the Office of State Public Health for an inspection.
3. Contact the New Orleans Fire Department for a Vendor Application.
4. Contact LA Department of Public Safety Liquefied Petroleum Gas Commission for an inspection
5. Complete the NOFD vendor application.
  - Contact Fire Prevention Division to schedule an inspection.
  - There will be a \$50.00 permit fee assessed for the NOFD vendor permit.
  - Any mobile stand which is not approved for operation must be scheduled for a re-inspection and a temporary approval may be granted.
6. Upon completion of an on-site inspection an operational permit will be issued. Inspection Dates:
  - Thursday, January 17, 2013
  - Tuesday, January 22, 2013
  - Wednesday, January 23, 2013
7. Bring approved NOFD application to the Department of Finance to complete registration process



## Temporary Alcoholic Beverage Outlet

In this section

- ✓ *Alcoholic Beverage Special Event Permit*
- ✓ *Alcoholic Beverage License*

The City of New Orleans Clean Zone Ordinance Number 24,913, M.C.S. prohibits the following activity for Temporary Alcoholic Beverage Outlets (unless sanctioned and authorized by the City and the National Football League)

- ❖ All permits relative to the sale of merchandise and/or the transaction of business shall be suspended on the public streets, sidewalks or right-of-ways and outside of any enclosed building.
- ❖ No business transactions and/or sale of merchandise on the public streets or sidewalks or right-of-ways and outside of an enclosed building.
- ❖ The outdoor sale of any food or beverages will be prohibited on the public streets, sidewalks or right-of-ways and outside of an enclosed building.
- ❖ Mobile or push-cart vending is prohibited in the Clean Zone during the week of Monday, January 28, 2013 through Tuesday, February 5, 2013.

### Temporary Vending criteria/parameters:

No alcoholic beverages shall be provided, served or sold from any temporary outdoor use, unless such temporary structure was approved by the City of New Orleans in accordance with City of New Orleans Clean Zone Ordinance Number 24,913, M.C.S.

- ❖ All permits relative to the sale of food or beverages shall be suspended on the public streets, sidewalks or right-of-ways and outside of an enclosed building beginning at 6:00 A.M. Monday, January 28, 2013, and ending at 6:00 P.M. on Tuesday, February 5, 2013.
- ❖ All mobile or push-cart vending is prohibited in the Clean Zone during the week of Monday, January 28, 2013 through Tuesday, February 5, 2013, including those permitted and approved for the 2013 Mardi Gras Season.
- ❖ The sale or distribution of unauthorized or illegal, non-licensed merchandise, regardless of whether the person selling or distributing is operating pursuant to a special permit, exception or exemption provided for in this ordinance or elsewhere in the City Code, shall be prohibited.

Persons wishing to engage in the temporary sale or distribution of alcoholic beverages must first apply for the following:

## Alcoholic Beverage Special Event Permit

An **Alcoholic Beverage Special Event Permit** from the Bureau of Revenue is required for anyone who acts as a Promoter and Sporting Event Vendor, or for anyone who wishes to sell or distribute alcoholic beverages at a special event. Applicants must meet with the City Council member the district where the event will take place. The Council District must first sign off before moving on to the application process. Applicants should complete a Special Event Application and submit it to the Bureau of Revenue. Applicants should also apply for and obtain, a Mayoralty Permit from the Bureau of Revenue, which may include approval from the Police and Fire Departments.

- Related Forms: Schedule A; Mayoralty Permit
- Fees: Fees are based on type of activity, goods being sold and amount of gross sales
- You May Also Need: Special Event Promoter Permit; Occupational License
- A list of the Councilmembers representing the Clean Zone Area are available at



<http://nolacitycouncil.com>. A map of Council Districts can be found at <http://www.nolacity-council.com/maps/>

## Alcoholic Beverage License

An **Alcoholic Beverage License** is required to sell alcoholic beverages of any kind in the City of New Orleans. There are multiple steps, approvals and requirements to complete the application. Please refer to the steps and documents on [www.nola.gov/permits](http://www.nola.gov/permits) to start the process.

### REQUIRED DOCUMENTS:

- Notarized Schedule A - If the applicant is a Corporation or Limited Liability Company, the following information is required to be submitted:
  - Corporate Certificate or Company Registration from the Secretary of State
  - Articles of Incorporation or Articles of Organization
  - Minutes of the Meeting, Electing the Current Officers
  - Initial Report of the Business
- Notarized Schedule B
  - An addendum also must be completed and signed with the Schedule B application. These forms must be completed and submitted for each individual affiliated with the business.
  - The following Individuals must complete and return a Schedule B with the application:
    - Each principal corporation officer (President, Vice-President, Treasurer, Secretary, etc.), member, partner or owner must complete a Schedule B and sign an addendum. Managers of the business must complete and sign the Schedule B and addendum.
    - Registered Agents domiciled in this State must submit a Schedule B and an Addendum if the applicant is a Foreign Corporation.
      - \*\* Naturalized citizens must submit their naturalization number, date and place of issuance.
      - \*\* Original Naturalization Certificate must be presented in person, no copies or reproductions will be accepted.
      - \*\* Alien residents must submit their Alien Registration Card number, date and place of issuance.
- Copy of the Act of Sales or Photo static copy of a true, bona fide, written lease and sublease, if applicable, of the premises to be permitted must be submitted with application
- Copy of valid Louisiana Driver's license or identification card



## Special Notes on ABO's

- Applicants should be sure to contact the State Department of Alcohol Tobacco Control before applying for a temporary ABO or an Alcoholic Beverage License. Contact the State's New Orleans office at (504) 568-2323.
- If the application for an alcoholic beverage permit is denied, the applicant has the right to appeal the decision. All appeals are handled by the Alcoholic Beverage Control Board. The applicant has ten (10) days from the date of the denial letter to contact the Clerk of Council Office and or the City Planning Commission to request a denial hearing. The City Planning Commission can be reached at (504) 658-7006/Clerk of Council, Attn: ABO Board, (504) 658-1124
- If sales tax deficiencies exist for the applicant or the business location for which the application is made, the following may apply if the business that is being purchased is more than six (6) months in arrears. This is to ensure the new business maintains the previous business's zoning (if special zoning has been granted or grandfathered)
  - If tax delinquencies are for the APPLICANT:
    - All delinquencies must be satisfied for taxes, etc.
    - Must provide evidence of prior payment
  - If tax delinquencies are for the BUSINESS LOCATION:
    - Provide evidence that the applicant has not purchased the business or stock of goods of the previous owner at the business location and complete a notarized affidavit. This may be evidenced by submitting a purchase agreement or purchase invoices for stock of goods and equipment purchased by the applicant
    - Provide other evidence that tax deficiencies are paid



In this section

✓ *Billboard Permit*

✓ *Banner Permit*

✓ *Attached/Detached Sign Permit*

## Banner & Signs:

The City of New Orleans Clean Zone Ordinance Number 24,913, M.C.S. prohibits the following activity related to Banners & Signs & Advertising (unless sanctioned and authorized by the City and the National Football League)

- ❖ Unless the applicant is an official NFL sponsor, no temporary signs, banners, inflatables, cold air balloons, pennants, flags, building wraps, A-frame signs, billboards, projected image signs, electronic variable message signs, or light emitting diode signs of any kind can be applied for or permitted.
- ❖ Any temporary signage approved by the City pursuant to SECTION 3 above shall be required to consist of at least 60% Super Bowl/NFL branding, look and feel, and no more than 40% third party commercial identification.
- ❖ Inflatables, cold air balloons, banners, pennants, flags, building wraps, A-frame signs, projected image signs, electronic variable message signs, and light emitting diode signs of any kind shall be prohibited except for those sanctioned or authorized by the City and by the National Football League (NFL).
- ❖ General and mobile advertising (including, but not limited to, signs on or attached to a vehicle, portable device or person) shall be prohibited except for promotional displays sanctioned or authorized by the City and by the National Football League, including, but not limited to, those placed on existing public utility poles.
- ❖ The distribution or provision of free products, service or coupons (otherwise referred to as sampling) and other promotional giveaways shall be prohibited except if such activities are sanctioned and authorized by the National Football League.

## Billboard Permit

A **Billboard Permit** from the Department of Safety and Permits is required to erect, construct, post, paint, alter, maintain, or relocate any commercial sign or billboard in the City of New Orleans. The City's sign regulations are designed to: protect the public safety – so that signs do not fall down on pedestrians or customers, to prevent signs from becoming projectiles in the event of heavy winds or rains, and to regulate the aesthetics of an area as to the size and number of signs visible at any given time.

- Required Documents:
  - Sign Permit Application
  - Letter from property owner or lease giving permission for property use for the permit purpose (if applicant is not the owner)
  - Plot plan indicating the location and setbacks of the proposed signage
  - Two (2) sets of plans stamped by a Louisiana registered architect or civil engineer
- Fees:
  - \$60.00 Base Fee
  - \$5 per \$1000 of Construction Value
  - Plan Review Fee - \$1 per \$1000 of Construction Value
  - Zoning Review Fee: \$125
  - First Year Operating Fee: \$40





- For a re-inspection following a violation: \$100
- For a one-year renewable operating permit for general advertising signs:
  - Junior Billboards (up to 100 square feet), \$50 per sign face
  - Large Billboards (over 100 square feet), \$100 per sign structure
- You May Also Need: Electrical Permit (if applicable); Approval by the City Planning Commission/ City Council for construction of a general advertising billboard

## Banner Permit

A **Banner Permit** from the Department of Safety and Permits is required for any banner in the City of New Orleans, including building wraps. The City's sign regulations are designed to: protect the public safety – so that signs do not fall down on pedestrians or customers, to prevent signs from becoming projectiles in the event of heavy winds or rains, and to regulate the aesthetics of an area as to the size and number of signs visible at any given time.

- Required Documents:
  - Sign Permit Application Letter from property owner or lease giving permission for property use for the permit purpose (if applicant is not the owner)
  - Measurements of the frontage of tenant space and the square footage of the wall in which the business has its main entrance
  - Sketch of proposed signing clearly indicating the copy and detailing colors and sizes
- Fees: \$150.00
- You May Also Need: Electrical Permit (if applicable); Review by the City Planning Commission staff, Historic District Landmarks Commission approval of the method of attachment, or the Vieux Carré Commission approval depending on the location

## Attached/Detached Sign Permit

An **Attached/Detached Sign Permit** from the Department of Safety and Permits is required to erect, construct, post, paint, alter, maintain, or relocate any sign in the City of New Orleans. The City's sign regulations are designed to: protect the public safety – so that signs do not fall down on pedestrians or customers, to prevent signs from becoming projectiles in the event of heavy winds or rains, and to regulate the aesthetics of an area as to the size and number of signs visible at any given time.

- Required Documents:
  - Sign Permit Application
  - Letter from property owner or lease giving permission for property use for the permit purpose( if applicant is not the owner)
  - Plot plan indicating the location and setbacks of the proposed signage
  - Dimensions of the proposed signage
  - Measurements of the frontage of tenant space and the square footage of the wall in which the business has its main entrance
  - Sketch of proposed signing clearly indicating the copy and detailing colors and sizes
  - A Registered Sign Contractor is required in order to obtain sign permits.
- Fees:
  - \$60.00 Base Fee
  - \$5 per \$1000 of Construction Value
  - Plan Review Fee - \$1 per \$1000 of Construction Value
  - Zoning Review Fee: \$125



- First Year Operating Fee: \$40
- For a re-inspection following a violation: \$100
- For a one-year renewable operating permit for accessory signs: \$40
- For signs requiring a Certificate of Appropriateness (from HDLC) or Vieux Carré Permit, a 50% surcharge is added to the permit fee
- You May Also Need: Electrical Permit (if applicable); Review by the City Planning Commission staff, the Historic District Landmarks Commission, or the Vieux Carré Commission depending on the location

### Special Note on Sign/Billboard/Banner Permits:

- Additional permitting/approval is required for signs and banners in the French Quarter (as prescribed by the Vieux Carré Commission – VCC). See [www.nola.gov/permits](http://www.nola.gov/permits) for additional information.
- Billboards and commercial signs are not allowed in the French Quarter.
- City law specifically prohibits the placement of any sign, placard, sticker, poster or other advertisement on public rights-of-way including neutral grounds, utility poles, parks, playgrounds, trees, light fixtures, street signs and parking meters in the space between the sidewalk and the curb.



# Exterior Lasers and Searchlights

In this section

✓ *Special Event Permit:  
Laser/ Searchlight Permit*

## Special Event Permit

A **Special Event Permit** from the Department of Safety and Permits is required to have a laser or searchlight (spotlight) in the City of New Orleans. Depending on the type of event, you may need other special event permits.

- Required Documents:
  - Special Event Permit form
  - Letters from property owners giving permission for property use for the permit purpose (permission must be given both by owner of the location where the light will be set up and any building it will be projecting on)
  - Plot plan showing boundaries of the property and location and dimensions of the source of light and building it will be projected on with location and distance to the nearest fire hydrant
- Fees: \$25.00
- You May Also Need: Tent Permit; Stage Permit

## Parades

In this section

✓ *Parade/ Race Permit*

## Parade/Race Permit

A **Parade/Race Permit** is required to stage a parade, motorcade or race in the City of New Orleans. Depending on the details, you may need other special event permits. In New Orleans a Parade Permit, police escort and City Permitting Tax/Fee are required for any/all events parading in the streets.

**NOTE:** Parades with floats will not be permitted during the Super Bowl period.

- Fees:

One Hour Parade:	Police Officer \$100.00 Sergeant \$125.00 Lieutenant \$150.00 Captain \$175.00
Two Hour Parade:	Police Officer \$125.00 Sergeant \$150.00 Lieutenant \$175.00 Captain \$200.00
Three Hour Parade:	Police Officer \$150.00 Sergeant \$175.00 Lieutenant \$200.00 Captain \$225.00
Any parades in excess of three hours will incur a flat cost of \$50.00 per hour until the parade is completed.	



- You may also need: Electrical Permit; Mayoralty Permit; Consultations with the New Orleans Fire Department, Parks and Parkways, Public Works and/or a number of other departments in the City

### STEPS IN THE PROCESS:

1. Choose a Parade Route - Please provide a detailed description of the parade route and parade size in the Parade Permit application, including a complete map of where you'd like to parade/race. Applications for parades must be dated at least FIFTEEN (15) days prior to the date of the planned parade.
2. Fill out the Parade Permit application and return it to the current commander of the Special Events Section, New Orleans Police Department (in the Office of the Superintendent of Police) and call (504) 658-6201 to set up a time to review your permit application.
3. The parade route, along with the size of the parade, will determine the amount of police officers needed for the parade escort. The basic cost for a small parade of 500 participants or less will be \$100.00 per officer for an escort. You will consult with the Special Events Commander about the rest of the details and next steps.
4. Present your approved application to the Bureau of Revenue at City Hall, for issuance of permit.
5. Determine if your parade needs other permits/licenses. Visit [www.nola.gov/permits](http://www.nola.gov/permits) for more information. At the very least, you will also need a Mayoralty Permit if you plan to have live music or other entertainment during your parade/race.
6. Parades/races which generate litter must arrange for the cleanup of the debris immediately following the event.

In this section  
✓ Film Location Permit

## Filming

### Film Location Permit

A **Film Location Permit** from the Office of Cultural Economy is required for any commercial filming in New Orleans. Film New Orleans ([filmneworleans.org](http://filmneworleans.org)) acts as a liaison for all film and video projects working in the city. The City of New Orleans generates a blanket, free of charge film permit. This film permit is required in order to acquire all additional permits through other city agencies. Complete information is available at <http://www.filmneworleans.org/for-filmmakers/permitting/>.

- You May Also Need: Street Closure Permit; Parking Meter Rental Permit ; NOFD/Special Effects; Street Closure Permit; Construction Zone Permit
- Steps to Securing a Film Location Permit:
  1. Fill out the application at <http://www.filmneworleans.org/for-filmmakers/permitting/filming-application/>
  2. Provide a Certificate of Insurance
  3. Read and sign a copy of the Guide to Filming in New Orleans and return it to Film New Orleans
  4. Provide a confirmed location list and shooting schedule
  5. All materials must be received no later than 3 business days prior to filming. The Film Permit is issued by Film New Orleans and is a prerequisite for all other City permitting



# Temporary Certificate of Public Necessity and Convenience (CPNC)

In this section

✓ *Temporary Certificate of Public Necessity and Convenience (CPNC) – Temporary Special Events/ Special Needs*

## Temporary Certificate of Public Necessity and Convenience (CPNC) – Temporary Special Events/ Special Needs

A **Temporary Certificate of Public Necessity and Convenience (CPNC)** from the New Orleans Taxicab and For Hire Bureau is valid during the indicated special event and/or designated special need only. In order to meet transportation needs for special events and to ensure residents and visitors have safe and adequate service in New Orleans, the City regulates the issuance of Certificates of Public Necessity and Convenience (CPNC) during special events. Special Event CPNC's are only granted to current CPNC holders for declared special events by the City Council. In addition, CPNC holders can apply for a Special Needs CPNC license. These are granted by authority of the Mayor and are based on the needs of the event. There shall be compliance with all applicable provisions of the New Orleans City Code Chapter 162-197 prior to the issuance of the temporary CPNC for special events/special needs.

- Required documents:
  - A Temporary CPNC Special Event/Special Needs Application and all required documents must be delivered in person to New Orleans City Hall, Suite 2W84
  - Proof of insurance
  - Copy of vehicle registration
  - You must be a current Certificate of Public Necessity and Convenience (CPNC) holder to apply/hold this permit
  - Certificates shall only be issued for vehicles which qualify for a CPNC by being properly licensed, registered and insured
  - There shall be compliance with all applicable provisions of New Orleans City Code Chapter 162 prior to the issuance of the temporary CPNC for special events/special needs
  - Fees: \$20.00 per day
    - All fees and charges for temporary certificates issued under this section shall be outlined in New Orleans City Code Section 162-195
- Restrictions:
  - No certificate shall be issued to anyone other than a current holder of a group tour and special sightseeing, limousine, or a per capita sightseeing CPNC
  - Certificates shall only be issued for vehicles which qualify for a CPNC by being properly licensed, registered and insured
  - Operators of such licensed vehicles shall themselves be licensed by the state to drive such vehicles, such license being a valid state driver's license
  - All fees and charges for temporary certificates issued under this section shall be outlined in section 162-195)
  - Further restriction and documentation may apply, please review New Orleans City Code Chapter 162-197. If you have questions, contact Cheryl Adams - [chadams@nola.gov](mailto:chadams@nola.gov) or the Taxicab Bureau at (504) 658-7170



## SPECIAL NOTES ON TEMPORARY CPNC'S

### For Special Event License

- The temporary CPNC will be valid beginning at 12:00 noon on the day prior to the special event and will end at 12:00 noon the day following the special event
- No certificate shall be issued to other than a holder of a current general charter, sightseeing, limousine or pedicab CPNC

### For Special Needs License

- A special need license is valid until midnight on the date indicated on the license
- Any CPNC for hire company can apply for special needs licenses

### For Operators

- Operators of such licensed vehicles shall themselves be licensed by the state to drive such vehicles, such license being a valid Chauffeur's or CDL State Driver's License
- Operators must complete a federal background check at New Orleans Aviation Board (NOAB) - \$50
- Certified motor vehicle record (MVR) for past 2 years. The report must be dated within the past 30 days and it must come directly from the state Department of Motor Vehicles (please refer to your state's DMV website to see how to obtain a certified MVR)
- Operator must take drug test at the approved locations - \$20



## CODE ENFORCEMENT

Permit and license holders can expect that the following will be focused on by reviewers and inspectors to ensure compliance to municipal code as well as to building and fire code for temporary structures.

### Tents, Canopies, Temporary Membrane Structures

Any tent/canopy/temporary membrane structure erected in Orleans Parish requires an approved Exhibit/Special Event Plan Review Application, Fire Department Permit Application, a certificate of Flame Resistance/Retardant, a plot plan, and an approved minimal 2A10 BC fire extinguisher tagged and inspected by a local extinguisher company. ALL tents/canopies/temporary membrane structures exceeding 100 square feet require all the previously listed documents as well as an operational permit from NOFD at a minimal cost of \$50.00 per tent. Based on the nature of the event and all elements involved, additional NOFD permits may be required along with an NOFD firewatch.

Tent inspections and issuance of tent permits are conducted the day of the event or once the tent has been erected and all elements of the event have been put in place. Issuance of the permit is predicated on code compliance.

Any additional questions or clarification may be addressed to NOFD Fire Prevention, (504) 658-4770 or NOFD Plan Examiner, Thomas St. Germain, (504) 658-4774

### Vending/ Food

Vendors interested in retailing at a specified location during the Super Bowl will be required to obtain prior approval from the Super Bowl Host Committee and obtain all necessary permits and/or licenses required according to Sec. 110-186.-Permits required. An operational permit is required to operate a mobile and/or temporary vendor stand. (IFC 105.6.49)

- Inspections are required in order to obtain Occupational Licenses and Mayoralty Permits to vend at temporary locations during the Super Bowl. Inspections are also to ensure locations comply with the City Zoning Ordinances. For vendors selling food, a State Health Department permit is required as a pre-requisite to being issued the City of New Orleans Occupational License.
- A City of New Orleans Revenue Form must be completed to initiate the Safety & Permits inspections process. Forms can be obtained from the City's website or from the Department of Finance Revenue Department.
- A Department of Finance, Bureau of Revenue business registration application or Schedule A can be found at <http://www.nola.gov/BUSINESSES/Bureau-of-Revenue/> or the Revenue office, Room 1W15 on the 1st floor of City Hall. This form is completed upon receiving all inspection approvals from S&P, Fire, State Health, etc. The process generally takes between 5-7 days for the special event approvals.



All Annual Mobile Vendor Permits will expire on January 31st of each year and will be inspected at the location and times listed below for Mardi Gras.\*

- Thursday, January 17, 2013
- Tuesday, January 22, 2013
- Wednesday, January 23, 2013

Bring approved NOFD application to the Department of Finance to complete registration process.

If you are the owner/operator of a mobile and/or temporary vendor stand you must adhere to the following procedures:

### **MOBILE/TEMPORARY VENDOR PERMIT AND/OR UNENCLOSED TRAILER REQUIREMENTS**

1. All Liquefied Petroleum Gas (LPG) systems must be inspected and approved by an inspector from the Louisiana Dept. of Public Safety Liquefied Petroleum Gas Commission and tagged accordingly, prior to NOFD Fire Prevention inspection/approval. (800) 256-5526 or (225) 925-4895.
2. A portable fire extinguisher shall be provided with a minimum rating of 2A10BC (all portable fire extinguishers shall be visible and readily accessible). IFC906
3. If portable generators are used, a portable fire extinguisher shall be provided with a minimum rating of 3A40BC. IFC906
4. All portable fire extinguishers must be properly tagged by a LA State Fire Marshal Licensed Extinguisher Company. IFC906
5. A hood suppression system shall be installed when cooking operations produce any grease laden vapors (pan frying, deep frying, griddle, etc.) IFC308.7
6. All hood suppression systems shall be properly tagged by a LA State Fire Marshal Licensed Extinguisher Company. IFC906.2.1
7. A Class K (use with LPG cooking appliances) or a 3A40BC (use with electrical cooking appliances) portable fire extinguisher shall be provided when cooking operations produce any grease laden vapors. IFC906.2.1
8. Cooking appliances under hood suppression system shall not extend the outer lip of the hood. NFPA 96
9. A minimum distance of 16 horizontal inches or 8 inch high baffle (on highest level) shall be maintained between fryer surface and flame appliance. NFPA96
10. All LPC tanks shall be properly secured and located on the exterior of the mobile unit or in approved location inside vending structures. NFPA54,NFPA58,IFC38
11. All LPG tanks shall be properly labeled "LPG" or "Liquefied Petroleum Gas." NFPA54, NFPA58,IFC38
12. All LPG tank and appliance fuel lines/hoses shall be properly labeled "LPG" or Liquefied Petroleum Gas". NFPA54,NFPA58,IFC38
13. All LPG tanks shall be equipped with pressure relief devices. NFPA54, NFPA58, IFC38
14. All LPG tanks shall be equipped with an approved gas regulator device. NFPA54, NFPA58, IFC38
15. All cooking operation fuel supply lines shall have an approved gas shut off valve installed on the interior and exterior of the mobile unit or structure. (interior-before appliances/exterior-near tank). NFPA54, NFPA58, IFC38, IFC102
16. "NO SMOKING" signs shall be conspicuously posted next to LPG tank locations. IFC38





17. A 15 feet clearance shall be maintained on each side of any fire hydrant. IBC912.6.3
18. All cooking appliances shall have an on/off control and/or an adjustable heating control device. NFPA96
19. All cooking appliances are at least 3 feet from any combustibles.
20. All non-cooking heating equipment shall be of an approved type (UL or FM) and placed at least 3 feet from any combustible materials. IFC605.10.4
21. All fabrics, membranes, tarps, canopies, and tents shall be flame resistant (Flame Certificate must be submitted). IFC24.04

### UNENCLOSED TRAILER ADDITIONAL REQUIREMENTS

22. Two portable fire extinguishers shall be provided with a minimum rating of 2A10BC for use with solid fueled cooking appliances in unenclosed trailers (all portable fire extinguishers shall be visible and readily accessible). IFC906
23. All cooking operations will be located a minimum of ten (10) feet from any combustible material: structures, trees, overhangs, etc.

## Sign Requirements

Applicants seeking a permit for a Temporary Signs and Banners (including Building Wraps) on private property should complete a Sign Permit application form and submit it to the Department of Safety and Permits, 1300 Perdido St., Rm. 7E05, New Orleans, LA 70112. Applications will be reviewed on a case by case basis by the Department of Safety and Permits in conjunction with the event sponsor and in compliance with the Clean Zone Ordinance Number 24,913, M.C.S.

Signs will be inspected for compliance with the approved application including the specified method of attachment. All signs must comply with the Clean Zone Ordinance Number 24,913 M.C.S., and consist of at least 60% Super Bowl/NFL branding, look and feel, and not more than 40% third party commercial identification. Unpermitted signs will be removed, and the businesses being advertised as well as anyone caught posting advertisements will be prosecuted.

## Advertising

All advertising on private property must be permitted by the City of New Orleans Department of Safety and Permits. Advertising in Public Areas must be approved by the governing agency (e.g. Department of Public Works, Department of Parks and Parkways, etc.).

Specific Prohibitions:

- Only NFL approved event sponsors will be permitted to advertise within the Clean Zone per Clean Zone Ordinance Number 24,913, M.C.S.
- All signs must comply with the Clean Zone Ordinance Number 24,913, M.C.S., and consist of at least 60% Super Bowl/NFL branding, look and feel, and not more than 40% third party commercial identification.
- Sidewalk Chalking/Spray Painting is considered vandalism unless special exception is granted by the Department of Public Works.
- Posting of glued signs on vacant buildings, electrical poles, streetlight poles, traffic signal poles, traffic signal boxes, or newspaper boxes is considered vandalism.
- Display of advertisements attached to electrical poles, streetlight poles, and traffic signal poles



by any means including rope, string, and zip tie is considered a violation of Section 166 of the City of New Orleans Municipal Code, and will be prosecuted accordingly.

In cases where the display of advertising is considered vandalism, the New Orleans Police Department has the authority to cite and/or arrest both the person(s) posting the signs and the business who solicited the promotion.

## Mechanical & Electrical

All Electrical Permits will be inspected for compliance with the permit application as well as the National Electrical Code (NEC) 2008 and National Fire Protection Association Code (NFPA) Article 70. Generators will be inspected with extreme attention toward cables and power supplies, ensuring that they are located in an area without traffic. When cables crossing trafficked areas cannot be avoided, special attention will be given to ensuring cables are covered with appropriate casing/ramps. Where power is obtained from an existing structure, an Electrical Special Event Permit must be obtained prior to requesting an inspection. Where power is obtained via temporary pole, a Temporary Pole/Construction Loop permit must be obtained prior to inspection.

All Mechanical Permits will be inspected for compliance with the permit application as well as the International Mechanical Code 2009.

## Currently Permitted Activities: Mardi Gras Vendors

The 2013 Mardi Gras Season will experience a break due to the Super Bowl taking place in New Orleans. Week one of carnival will commence on Friday, January 25, 2013 and end on Sunday, January 27, 2013. Week two of carnival will commence on Wednesday, February 6, 2013 and end on Tuesday, February 12, 2013.

- All permits relative to the sale of food or beverages shall be suspended on the public streets, sidewalks or right-of-ways and outside of an enclosed building beginning at 6:00 A.M. Monday, January 28, 2013, and ending at 6:00 P.M. on Tuesday, February 5, 2013.
- All mobile or push-cart vending is prohibited in the Clean Zone during the week of Monday, January 28, 2013 through Tuesday, February 5, 2013, including those permitted and approved for the 2013 Mardi Gras Season.



# ATTACHMENTS

## ATTACHMENT A - Recommended Fire Safety

Fire Prevention Code Enforcement Inspections are conducted at commercial occupancies in compliance with the 2006 International Fire Code as amended. Based on business operations or the nature of an event, a code enforcement inspection may be conducted.

1. All Super Bowl sanctioned events should begin with a completed Exhibit/Special Event Plan Review Application. Event information obtained on this application may necessitate the need for additional applications and/or permits.
2. NOFD, Plan Examiner, will review the Exhibit/Special Event Plan Review Application and determine what NOFD services will be required to host this event to protect life and property in Orleans Parish.



## ATTACHMENT B - Recommended Fire Safety (Outdoor Cooking)

### Liquefied Petroleum Gas (LPG) Outdoor Cooking Equipment Guide

LPG propane cylinders shall be located outside of any enclosure and be leak free. These DOT cylinders shall be within date, either 12 years from the original date stamped on the cylinder or 5 years from the re-qualification date that ends with the letter E stamped behind the year.

Regulators connected to the LPG cylinders must be of the correct type for the gas appliance being operated. The usually red or adjustable regulator is used only on boil burners (seafood, water boiling etc.) This type of regulator is adjustable in pounds of pressure by a hand knob. These regulators will not work on low pressure appliances such as deep fryers and ovens that are designed for low pressure (10 inches water column or 6 ½ ounces of pressure). The low pressure regulator is generally a disk or saucer shaped regulator with no hand adjustment for pressure, this type should be used for all low pressure cooking appliances that require 10 inches water column pressure

Hoses shall be designed and marked on the hose that they are for LPG (Propane) use. The hose shall have factory installed hose ends on both sides. Hose shall be free of cuts, burns, or deterioration. Hoses shall be properly connected to the regulator and the appliance being served and free of any gas leaks.

LPG/Propane gas appliances shall be for use on LPG and so marked. The appliances shall be in good working condition with all on/off knobs and factory controls in place and operational. Please note that any gas appliance that requires venting shall not vent directly into any enclosure because of the danger of carbon monoxide poisoning. If flexible appliance connectors are used they shall be of approved type for LPG (propane) and connections shall be free of any gas leaks.

Due to the limited amount of personnel available the Louisiana LPG Commission will make their inspector available for the day of inspection only. Vendors or event operators may elect to have a LPG dealer available to make sure all equipment will meet requirements or make any repairs that may be required. We will place a condemned sticker on any component part of the LPG system not meeting requirements

Louisiana LPG Commission



## ATTACHMENT C – New Orleans Fire Department Fire Watch Program Overview

The following information is provided to describe the procedures for firewatch services.

1. The New Orleans Fire Department enforces the IFC International Fire Code 2006 edition as amended and adopted by the N.O. City Council as Ordinance No. 22,958 M.C.S; approved and signed by the Mayor on January 24, 2008 referred to herein as the “Code”.
2. The “Code” defines “Firewatch Personnel” as, “Uniformed New Orleans Fire Department personnel subject to the Fire Official’s orders at all times when so employed. The term “Firewatch Personnel” shall be synonymous with “firewatch,” “standby personnel,” “standby firefighter,” “standby firewatch” or similar term.
3. There are many references within the code where certain activities require a firewatch. Examples include: inoperable fire protection systems, pyrotechnic displays, usage of open flames within an assembly, operation/storage of vehicles within an assembly, and certain activities not expressly stated in the “Code” but when in the opinion of the Fire Official a firewatch may be required.
4. Once a firewatch is deemed necessary by the Fire Official for an activity, the firewatch “Detail Coordinator” in accordance with the “Firewatch Detail Hiring Matrix” determines the rank and quantity of personnel required for the firewatch.
5. The Detail Coordinator prepares a “Letter of Agreement” between the organization representative needing the firewatch and the NOFD representative (Chief of Fire Prevention or his designee).
6. Once the “Letter of Agreement” is signed, the “Detail Coordinator” forwards a firewatch “Work Order” to the Deputy’s Office. Utilizing a rotation list as set forth in the current “Collective Bargaining Agreement Between the City of New Orleans and the New Orleans Fire Fighters Association Local 632” the Deputy’s Office hires the specified fire personnel for the firewatch services.
7. In order to maintain 100% transparency, all pertinent information (detail name, location, contact person and their phone number, date, hours worked, member hired, name of officer doing the hiring etc) is entered into the “Detail Tracking Sheet” which is posted on the City intranet and retained for future reference and is accessible for viewing by all NOFD personnel.
8. The personnel hired for the firewatch services picks-up a copy of the “Work Order” and a fire department radio then reports to the site to perform firewatch services as stipulated on the “Work Order.”
9. Fire personnel are paid according to the following rates of pay as stipulated within the current Collective Bargaining Agreement: Firefighter - \$20.00/hr; Operator - \$22.00/hr; Captain/Inspector - 25.00/hr; Chief - \$28.00/hr
10. A 10% Firewatch Administrative Fee payable to the City of New Orleans is charged for each required firewatch as per fee schedule listed in the “Code”.
11. It is the responsibility of the business/organization needing the firewatch services to provide and process the IRS 1099 forms for the firewatch personnel.



## ATTACHMENT D - Recommended Disposal of Solid Waste

The following includes base recommendations for collection hours and standards for trash removal in the French Quarter and the Downtown Development District (DDD) as noted in City Code Sections 16, 54, 66, 134, 138.

- Solid waste collection in the French Quarter and DDD occur between 4:00am – 10:00am daily.
- Evening collection should occur between the hours of 5:00pm – 7:00pm daily.
- Solid waste must be properly contained in carts with tight-fitting lids or in fastened 3.0 mil thick, black plastic bags. Cardboard boxes are not to be used as waste containers and must be flattened and placed in carts or black bags.
- All solid waste should be collected as early as possible so that the Department of Sanitation and its contractors can complete street and sidewalk cleaning by 8:00am daily.
- Solid waste containers and bags are not to block streets or sidewalks at any time.
- Solid waste containers should be removed from sidewalks as soon as possible after each collection. All permanent dumpsters must be screened from public view.
- Bulky waste collection is for eligible, residential properties only. IESI should be contacted in advance, if you require a bulky waste pick up on Wednesday.
- If you are an eligible property owner and disabled or do not have space for a City issued roll cart and would like to use thick black bags, you must request a waiver from the Department of Sanitation by calling (504) 658-3800 or by emailing [sanitation@nola.gov](mailto:sanitation@nola.gov).
- Hotels, restaurants, bars, properties with more than 4 units or properties which generate more than 35 gallons of waste at each pick up must arrange private services. Properties in these categories are not eligible for collection by the City of New Orleans.
- Property owners are responsible for the removal of graffiti from their structures.
- Cut grass and remove grass cuttings, leaves and waste from your property.
- Do not sweep, blow, or pour items into storm drains as contents flow to the lake.



## ATTACHMENT E - Sales Tax Forms & Information

Sales Tax is due upon the conclusion of each event that occurs in the city and is the responsibility of the vendor to collect and remit in a timely manner. The rate of tax for the City of New Orleans is 5%, the total tax rate is 9%, 4% of which must be remitted to the State Department of Revenue. The City Sales Tax Form, 8070, can be found on the City of New Orleans website at [www.nola.gov/BUSINESSES/Bureau-of-Revenue/Online-Revenue-Documents/Download-Tax-Forms/](http://www.nola.gov/BUSINESSES/Bureau-of-Revenue/Online-Revenue-Documents/Download-Tax-Forms/).

- According to the City of New Orleans sales tax provision, Sec. 150-579. - Intent of division (a), it is, however, the intention of this division to levy a tax on the sale at retail, the use, the consumption, the distribution, and the storage to be used or consumed in the city, of tangible personal property after it has come to rest in the city and has become a part of the mass of property in the city.



## ATTACHMENT F – Emerging Business Vendors

The Emerging Business program is designed to connect local MWBE's with the business of the Super Bowl. The program will not guarantee anyone business from the Super Bowl, but will in turn make sure that all businesses that take initiative will have a place at the table and access to business opportunities.

The New Orleans Super Bowl XLVII Host Committee Emerging Business Program presented by Entergy is a collaborative effort by the NFL and the Super Bowl Host Committee to provide business and economic growth opportunities to local women and minority owned businesses. The objectives of this program are to:

- Maximize opportunities for minority and women owned businesses to conduct business with NFL contractors and purchasing entities as well as the Host Committee
- Channel an impactful portion of the Super Bowl economic activity to local businesses
- Provide educational information and workshops aimed at developing local business's ability to bid on contracts, network with other companies, and procure business from the Super Bowl as well as other events

For a list of vendors, please visit [www.neworleans-superbowl.com/businesses/emergingbusiness/](http://www.neworleans-superbowl.com/businesses/emergingbusiness/)





## CONTACT INFORMATION:

### Website

For general information about permits and licenses: [www.nola.gov/permits](http://www.nola.gov/permits)

### Department to contact for general questions

City of New Orleans Office of Cultural Economy  
1340 Poydras St., Ste. 1000  
New Orleans, LA 70112

[specialevents@nola.gov](mailto:specialevents@nola.gov)

### Departments to contact when applying for a permit or license

#### City of New Orleans Bureau of Revenue

1300 Perdido St., 1st Floor - Room 1W15  
New Orleans, LA 70112  
(504) 658-1630

#### City of New Orleans Historic District Landmarks Commission

1340 Poydras Street, Suite 1152  
New Orleans, LA 70112  
(504) 658-7040

#### City of New Orleans Vieux Carre Commission

334 Royal Street, 2nd Floor  
New Orleans, LA 70130  
(504) 658-1420

#### City of New Orleans Safety and Permits Department

1300 Perdido St., 7th Floor - Room 7E04  
New Orleans, LA 70112

General Line: (504) 658-7100;  
Zoning Division: (504) 658-7125;  
Mechanical Division: (504) 658-7153;  
Electrical Division: (504) 658-7145;  
Building Division (504) 658-7130;  
Plan Review Division (504) 658-7115



## City of New Orleans Fire Prevention Bureau

317 Decatur Street  
New Orleans, LA 70130  
(504) 658-4770

## City of New Orleans Taxi and For Hire Vehicles Bureau (CPNC)

1300 Perdido St., Rm. 2W84  
New Orleans, LA 70112  
(504) 658-7170

## Departments to contact when applying for an Alcoholic Beverage Permit

### City of New Orleans Alcoholic Beverage Unit

1300 Perdido St., Room 1W15, New Orleans, LA 70112  
(504) 658-1600, (504) 658-1674 or [revenue@nola.gov](mailto:revenue@nola.gov)

### Louisiana Department of Revenue and Taxation

1555 Poydras St., New Orleans, LA 70112  
(504) 568-5228

### Louisiana State Department of Alcohol Tobacco Control (New Orleans Office)

1450 Poydras St., Suite 800, New Orleans LA 70112  
(504) 568-5228

### Louisiana State Department of Alcohol Tobacco Control

8549 United Plaza Blvd., #220, Baton Rouge, LA 70809  
(225) 925-4041

### Louisiana State Health Department

1010 Common St., Suite 750, New Orleans, LA 70112  
(504) 568-7970

