Memorandum

To: All Chemical and Industrial Plants and Related Contractors

From: Jerry W. Jones
Chief Architect/Deputy Assistant Secretary

RE: Exemption Request Form for Temporary Construction Buildings at Job Site

Date: May 18, 2000

During the recently completed special session of the Louisiana Legislature, it became necessary to impose a fee for the granting of temporary trailer plan review exemption requests. In order to implement this new fee, this office has developed a standard exemption request form. By providing the exemption request form, this office will be able to review and process your exemption request in a timely manner. In addition, the exemption request form will improve not only serviceability, but also accountability - because this exemption request form will be assigned a project number so it can be tracked in our office; which will allow anyone to inquire as to the status of their project on our website.

Please be advised that installation of the construction building (i.e. tent, trailer, shack, storage container, etc...), shall not commence until the exemption request form has been reviewed and granted by this office.

Should you have any questions regarding this matter, please contact the Plan Review Section of this office at 1-800-256-5452 or (225) 925-4920.

This memorandum voids and replaces the May 26, 1995 memorandum concerning temporary trailer request.

The effective date for this policy is June 6, 2000.

JWJ/MCM/kmw

"Is Yours Working" ??
Smoke Detectors Save Lives !!

OFFICE OF STATE FIRE MARSHAL • 5150 FLORIDA BOULEVARD, BATON ROUGE, LA 70806
(504) 925-4911 1-800-256-5452
The effective date of this form is June 6, 2000

NOTICE: Please be advised that this form rescinds
the May 28, 1995 Memorandum

Temporary Construction Building
REQUEST FOR EXEMPTION

LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
OFFICE OF STATE FIRE MARSHAL
5150 FLORIDA BOULEVARD
BATON ROUGE, LOUISIANA 70806
PHONE (225) 925-4920  FAX (225) 925-4414
WEB SITE: www.dps.state.la.us/sfm

REVIEW FEE
$20.00

DATE OF APPLICATION:

Use this Form for
Request from Formal Plan Review
for Temporary Construction Trailers
and Jobsite Offices

The intended Use
of the Temporary Building

NUMBER OF
OCUPANTS

PHYSICAL LOCATION OF THE TEMPORARY BUILDING
Provide directions so inspector can locate the building in this request

ADDRESS (Street Number and Street Name)

Inside City Limits ☐  CITY (In or Near)
Outside City Limits ☐ ZIP CODE

APPLICANT REQUESTING THE EXEMPTION

NAME

MAILING ADDRESS (Street/P.O. Box)

CITY

STATE

ZIP CODE

PHONE ( )

FAX ( )

EMAIL ADDRESS

TEMPORARY CONSTRUCTION BUILDING INFORMATION

WHAT IS THE DURATION THE BUILDING WILL BE ON SITE?
(Maximum of 12 Months)

SERIAL NUMBER OR OTHER TYPE OF
IDENTIFICATION NUMBER OF THE BUILDING

PLEASE BE ADVISED THAT THIS EXEMPTION TO STATE FIRE MARSHAL PLAN REVIEW DOES NOT
CIRCUMVENT COMPLIANCE WITH THE REQUIREMENTS OF NFPA 101 LIFE SAFETY CODE OR ANY
APPLICABLE RULES AND REGULATIONS ENFORCED BY THIS OFFICE.

FOR FIRE MARSHAL
USE ONLY

DATE RECEIVED

PROJECT NUMBER

REVIEW ARCHITECT

Response Date:

Your REQUEST FOR EXEMPTION IS: ☐ Accepted  ☐ Denied

Comments

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