



CITY OF NEW ORLEANS

# PERMITS & LICENSES

## EVENT INFORMATION SESSION: UPDATES ON THE MUNICIPAL PERMITTING PROCESS

NOVEMBER 15, 2012

11:00 – 1:00PM

GALLIER HALL



# Improved Service Delivery:

## City-wide priorities

- “*Premier Tourism Destination/ Eventful City*” focus
- Goal to become a top 10 travel destination with ~13.7M visitors and \$7.3B in economic impact by 2018; up from 7.6M visitors and \$4.1B impact in 2008
- New Orleans has over 100 festivals, events and outdoor markets annually

## Current Updates to Support the Municipal Permitting and Licensing Process

- ✓ Event Info Session (Bi-Annual)
- ✓ Event Support Team (Monthly)
- ✓ Office of Police Secondary Employment
- ✓ Super Bowl Guide
- ✓ Mardi Gras Guide



# Improved Service Delivery:



- In 2013, the City of New Orleans will introduce a single point of entry for applications and serve as the primary information contact for all permits and licenses within New Orleans, Louisiana.
  - ❖ Colocation of Departments
  - ❖ Online Applications
  - ❖ Comprehensive Permit & Licensing website



# Information Session Agenda:

## ❖ Presentations:

- ▶ New Orleans Fire Department
- ▶ Department of Safety & Permits
- ▶ Department of Finance - Bureau of Revenue
- ▶ Department of Public Works
- ▶ New Orleans Police Department
- ▶ Mayor's Office of Cultural Economy & Film New Orleans
- ▶ Department of Sanitation
- ▶ Department of Parks & Parkways
- ▶ New Orleans Recreation Development Commission
- ▶ Office of Police Secondary Employment
- ▶ New Orleans Emergency Medical Services
- ▶ Scenarios

## ❖ Upcoming High Impact Event Updates:

- ▶ *2013 Mardi Gras*
- ▶ *Super Bowl XLVII*

## ❖ Ongoing Resources

### ❖ Exhibit



# New Orleans Fire Department (NOFD)

## FIRE PREVENTION DIVISION:

- *Role in Event Coordination:* The implementation, administration and enforcement of the Fire and Life Safety Codes to ensure safety at ALL events in Orleans Parish.
- Special Event Application Process
  - ❖ Applications (Special Event and/or Canopy, Tent)
  - ❖ Plans/Drawings (Seating, Tables & Chairs, Stages)
  - ❖ Inspections

Permits & Licenses:	Other:
<ul style="list-style-type: none"><li>• Tent/Canopy/Temporary Membrane Structure Permit</li><li>• Special Effects (Open Flames, Pyrotechnics )</li></ul> <p><i>(Approval/ Inspections/ Code Enforcement)</i></p> <ul style="list-style-type: none"><li>• Assemblies</li><li>• Exhibits/Expositions</li><li>• Mobile and Street Vendors</li><li>• Street Closures</li></ul>	<ul style="list-style-type: none"><li>• Fire Watch Details</li><li>• Decorations</li><li>• Inner/Outer Fire Limits, Clean Zones</li><li>• Restrictions: Clean Zones, French Quarter</li></ul>

### Contact:

- ❖ Fire Prevention Division, 317 Decatur Street, New Orleans, LA, (504) 658-4770



# Department of Safety & Permits

- *Role in Event Coordination* : To ensure public safety and compliance with the Building Code and Zoning Ordinance of the City through enforcement of standards for the construction and use of buildings and property.

## Permits & Licenses:

- Stages
- Tents (over 1,200 sq ft or within the Inner City Fire Limits)
- Live entertainment
- Mardi Gras
  - Reviewing Stands
  - Concession Stands
  - Bracing (for balconies)
- Special Event Parking Permit (Lots on vacant land, private property, etc.)
- Searchlight/Spotlight/Projection Permit

## Contact:

- ❖ General Department Questions – (504) 658-7100
- ❖ Special Event Permitting Questions – (504) 658-7125



# Department of Finance

## BUREAU OF REVENUE:

- *Role in Event Coordination:* To administer and enforce ordinances pertaining to the collection of sales, hotel-motel, parking and various other taxes, licenses and permits in accordance with the code of the City of New Orleans.

<b>Permits &amp; Licenses:</b>	<b>Miscellaneous:</b>
<ul style="list-style-type: none"><li>• Occupational/ General Business License</li><li>• Alcoholic Beverage License &amp; Renewals</li><li>• Mobile Vendor Permit</li><li>• Amusement &amp; Game License</li><li>• Special Event Permit</li><li>• Special Event Promoter Permit</li><li>• Fair/Market/Festival Permit</li><li>• Retail Sales Permit</li><li>• Special Event Parking Permit</li><li>• Mardi Gras Walkers Permit</li></ul>	<ul style="list-style-type: none"><li>• Mardi Gras Registration &amp; Lottery Process</li></ul>

### **Contact:**

❖ Bureau of Revenue - (504) 658-1666 or (504) 658-1600



# Department of Public Works (DPW)

## DIVISION:

- *Role in Event Coordination:* To administer and enforce ordinances pertaining to the use of the public right of way and management of curb space in accordance with the code of the City of New Orleans.

Permits & Licenses:	Other:
<ul style="list-style-type: none"><li>• Meter Rental Permit</li><li>• Street Closure Permit</li><li>• Review street vendor permits</li><li>• Permit placement of trash dumpsters in public right of way</li><li>• Issue over-sized load permits</li></ul>	<ul style="list-style-type: none"><li>• Maintenance services through NOLA 311</li></ul>

## Contact:

- ❖ DPW Traffic Division, 6<sup>th</sup> Floor, City Hall, (504) 658-8000
- ❖ DPW Parking Division, 8<sup>th</sup> Floor, 1340 Poydras St, New Orleans, LA, (504) 658-8200



# New Orleans Police Department (NOPD)

## SPECIAL EVENTS DIVISION:

- *Role in Event Coordination:* Process and coordinate permitted events that happen within Orleans Parish
  - Meet with outside agencies, departments, special interest groups, and/or planners to determine and integrate any needs or requirements from the Police Department concerning an upcoming event
  - Create and implement Operational Orders for the New Orleans Police Department regarding any Special Event that occurs within the city that requires a deviation from the Departments normal day-to-day operations. i.e. Bayou Classic, New Years, Mardi Gras

<b>Permits &amp; Licenses:</b>	<b>Miscellaneous:</b>
<ul style="list-style-type: none"><li>• Parade/ Race Permit</li></ul>	<ul style="list-style-type: none"><li>• Traffic Control/ Management</li><li>• Police Escorts</li></ul>

### **Contact:**

- ❖ Sgt. Walter Powers, [wpowers@nola.gov](mailto:wpowers@nola.gov)
- ❖ Officer Christopher Avist, [caavist@nola.gov](mailto:caavist@nola.gov)
- ❖ Officer Travis Luken, [tjluken@nola.gov](mailto:tjluken@nola.gov)
- ❖ Lisa Brown, Secretary, [ljbrown@nola.gov](mailto:ljbrown@nola.gov)



# Mayor's Office of Cultural Economy

*Role in Event Coordination:* Provides guidance to applications for special event permits and guidance to cultural businesses/ individuals for permitting & licensing.

## FILM NEW ORLEANS:

- *Role in Event Coordination:* Acts as a liaison for all film and video projects working in the city.

### Other:

- Develops Annual reports on the cultural economy, including the economic impact of special events
- Workforce Development, Health Screenings and Workshops

*(Film New Orleans)*

- *2012 Guide to Film Production in New Orleans*
- Confirmed location list and shooting schedule

*The Film Approval Process:*

- ❖ Applicants are required to complete a Filming Application online
- ❖ Projects filming in Orleans Parish will be required to submit a Certificate of Insurance.
- ❖ A signed copy of the 2012 Guide to Film Production in New Orleans

### Contact:

- ❖ Alison Gavrell – Project Coordinator, 504-658-0907, [specialevents@nola.gov](mailto:specialevents@nola.gov)
- ❖ Katie Williams, Director – Film New Orleans. 504-658-0923/  
[kgwilliams@nola.gov](mailto:kgwilliams@nola.gov) / [www.filmneworleans.org](http://www.filmneworleans.org)



# Department of Sanitation

- *Role in Event Coordination:* Plans and directs all activities related to garbage collection, disposal, recycling, and street cleaning in a manner consistent with environmental safety standards.

<b>Permits &amp; Licenses:</b>	<b>Miscellaneous:</b>
	<ul style="list-style-type: none"><li>• Sanitation Plan</li></ul>

## **Contact:**

- ❖ [Sanitation@nola.gov](mailto:Sanitation@nola.gov) or (504) 658-3800



# Department of Sanitation

## ***Components of a Sanitation Plan:***

- ❖ Event Organizer Contact information (phone/email)
- ❖ Location of the event (include route maps & start/end times)
- ❖ Estimated number of participants (including spectators)
- ❖ Information on whether throws or give-a-ways will be dispersed to crowds
- ❖ Anticipated vending for the event by the event organizer or others
- ❖ Locations of water stations (for races or walks)
- ❖ Number of additional litter containers, if to be placed
- ❖ Party/company responsible for litter and debris removal
- ❖ A statement that the debris will be removed immediately following the event or that the task will be completed before 9:00 a.m. on the following day
- ❖ Identification of the location where the debris will be disposed

## ***Sanitation Guidelines:***

- ❖ Sanitation plans should be developed for any special event which could result in litter and debris beyond what is customary for an area
- ❖ After each event, affected areas must be returned to their pre-event status
- ❖ If the Department must handle clean up, organizers may be charged for the associated costs



# Department of Parks & Parkways

- *Role in Event Coordination:* Manages, maintains, develops, beautifies and preserves approximately 2,000 acres of public green space which include: neutral grounds, 4 regional parks, 200 smaller parks, historic sites, playgrounds, two 18-hole golf courses and approximately 450,000+ trees

<b>Permits &amp; Licenses:</b>	<b>Miscellaneous:</b>
<ul style="list-style-type: none"><li>• Public Park Permit</li><li>• Shelter Rental Permit</li><li>• Temporary Use of Neutral Ground Permit (Films Only)</li></ul>	<ul style="list-style-type: none"><li>• Management of Joe Bartholomew Golf Course</li></ul>

## **Contact:**

- ❖ [parksandparkways@nola.gov](mailto:parksandparkways@nola.gov) or (504)658-3200



# Department of Parks & Parkways

## ***Greenspaces:***

Park Name	Location	Size	Use
Jackson Square	700 Block Decatur St	2.5 acres	Wedding, FQ Festival & filming
Louis Armstrong Park	701 Rampart St	30 acres	Annual festivals, concerts, red dress run, weddings, filming
Palmer Park	2200 Carrolton Ave	5.6 acres	Art Market, neighborhood events, filming
Lafayette Square	550 St. Charles Avenue	2.5 acres	Festivals, concerts, weddings, corporate events, filming
Washington Square	700 Block Elysian Fields	2.5 acres	Annual festivals, Art Market, home tours, concerts, filming
Brechtel Park	4401 Lennox Blvd.	100 acres	Shelter rentals, reunions, parties, weddings, Scout island, filming
Mississippi River Heritage Park	1101 Convention Center Blvd.	2.5 acres	Corporate & convention events, concerts, weddings, filming
Neighborhood parks	Citywide passive parks		Various events



# New Orleans Recreation Development Commission (NORDC)

- *Role in Event Coordination:* NORDC provides quality recreational, physical health, cultural, community interaction and lifestyle enhancement programs to residents of all ages and abilities in the city of New Orleans.
- Many NORDC properties are available for special events and may be reserved by approved organizations through our administrative offices. Rental fees vary and depending on the nature of the event additional fees may apply: security, clean-up, equipment rental, damage deposit, etc.

<b>Permits &amp; Licenses:</b>	<b>Miscellaneous:</b>
<ul style="list-style-type: none"><li>• Public Park Permit</li></ul>	<ul style="list-style-type: none"><li>• Movies in the Park</li><li>• 11 year-round sports for women and men participants</li></ul>

## **Contact:**

- ❖ I'sha Kelly, [imkelly@nola.gov](mailto:imkelly@nola.gov), (504) 658-3000



# New Orleans Recreation Development Commission (NORDC)

## ***NORDC Facilities:***

- ❖ 134 park locations
- ❖ 12 pools - 1 indoor natatorium (Joe Brown)
- ❖ 11 year round sports for male and female participants
- ❖ 4 Recreation Centers (Plus Treme and Joe Brown by 2013)
- ❖ 3 football stadiums & 5 baseball stadiums

## ***Guidelines for Renting NORDC Facilities:***

- ❖ Minimum 2 week advance reservation request required for facility rental/usage
- ❖ Event insurance may be required for facility rental
- ❖ Security detail may be required for special events
- ❖ Alcoholic consumption allowed through permitted events only
- ❖ Fire permits may be required for tents, canopies, generators, open flamed cooking and other items
- ❖ Fee and charges are detailed in the permit/contract and are not refundable. Full payment of all fees and charges are due upon rental receipt agreement.



# Office of Police Secondary Employment

- *Role in Event Coordination:* Manage police secondary employment (paid details) with integrity, fairness, transparency, and efficiency on behalf of the NOPD and the City in order to provide a top-quality service and rebuild trust in the police and city government
  
- *How does this affect you as a business owner or event planner?*
  - Published schedule of fees. Fair and equitable.
  - Formalized feedback process
  - Formalized supervision
  - Record of business expenses
  - Transparency
  - Accountability – outside audits, budget reporting, ResultsNOLA

## **Contact:**

- ❖ John Salomone, [jsalomone@nola.gov](mailto:jsalomone@nola.gov)



# New Orleans Emergency Medical Services

- *Role in Event Coordination:* NOEMS covers events all over Orleans Parish. We provide medical coverage for all types of events in the city. We cover company picnics, marathons, runs, movie shoots, festivals, concerts, parties, and parades.

## Notes

- At present, events are not required to have medical coverage unless NOPD feels like there is public safety concern. Still, some venues or event insurance underwriters may require an EMS presence.
- All of our prices are set by city ordinance and apply to all ambulance companies operating in Orleans.
- To set up your Special Event Medical Coverage, please contact:  
Cedric L. Palmisano, NREMT-P  
Special Events/ Detail Coordinator NOEMS  
[cpalmisano@nola.gov](mailto:cpalmisano@nola.gov), (504) 201-6947 cell

NOEMS awarded the *2012 Dick Ferneau Paid EMS Service of the Year* by the National Association of Emergency Medical Technicians

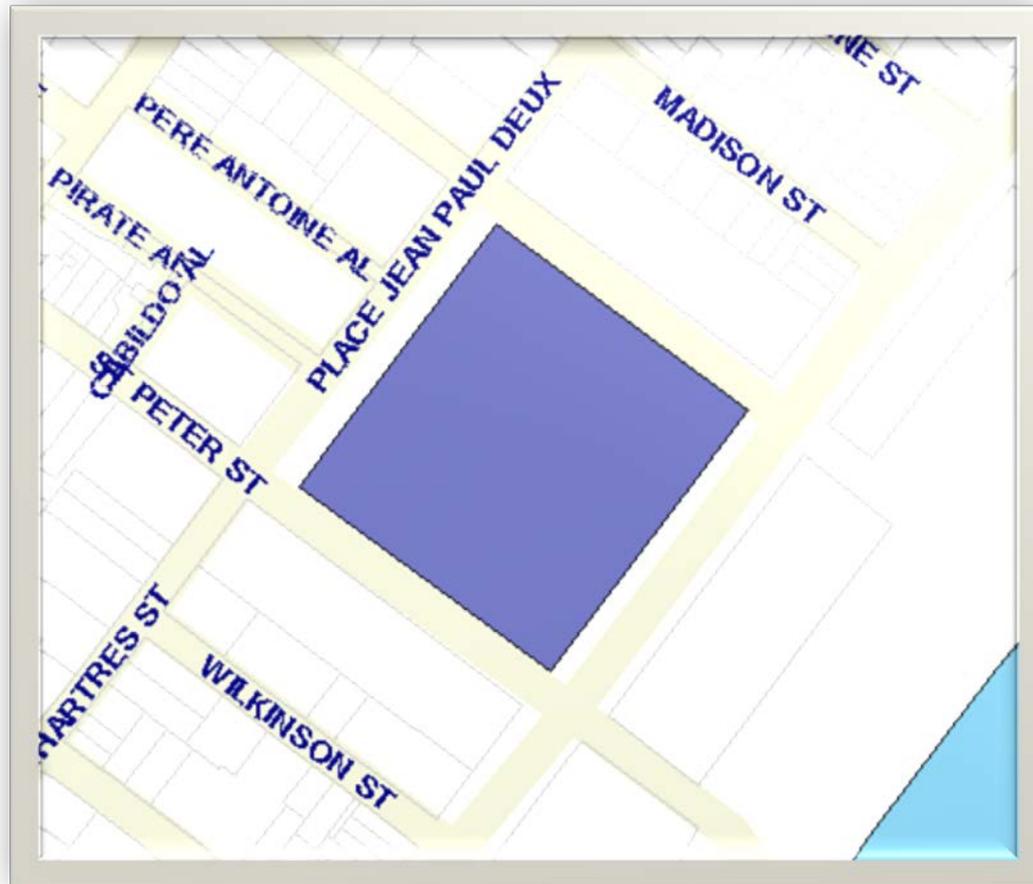


# Scenario 1: A Wedding at Jackson Square with a Second Line to the Reception at Gallier Hall

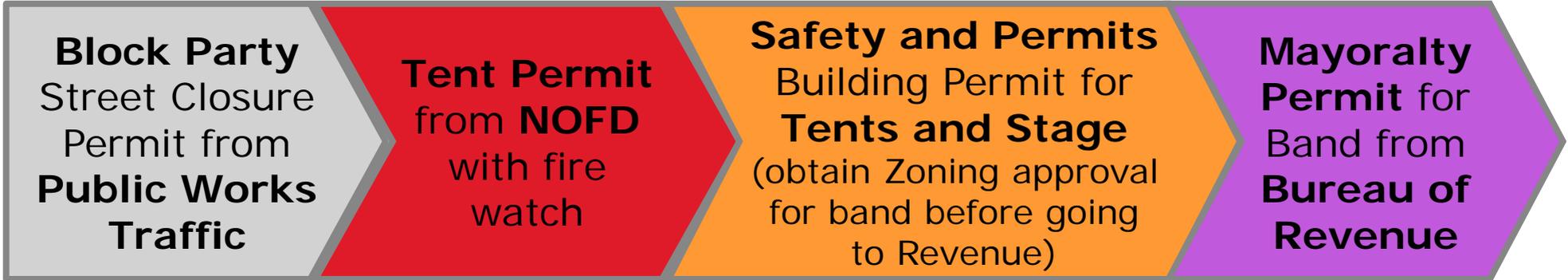
**Parks and Parkways**  
Booking Request and  
Approval for use of  
**Jackson Square**

**Parade** Permit  
from **NOPD**

Contact **Property**  
**Management** to  
book **Gallier Hall**



# Scenario 2: Back to School Block Party at Girod St. and Carondelet St. with a Cooking, Tents, a Stage, and Band. (Nothing Being Sold)



## Required Approvals

Approval of  
**NOPD**  
District  
Captain

**RTA**  
approval if  
adjacent to  
public  
transit route

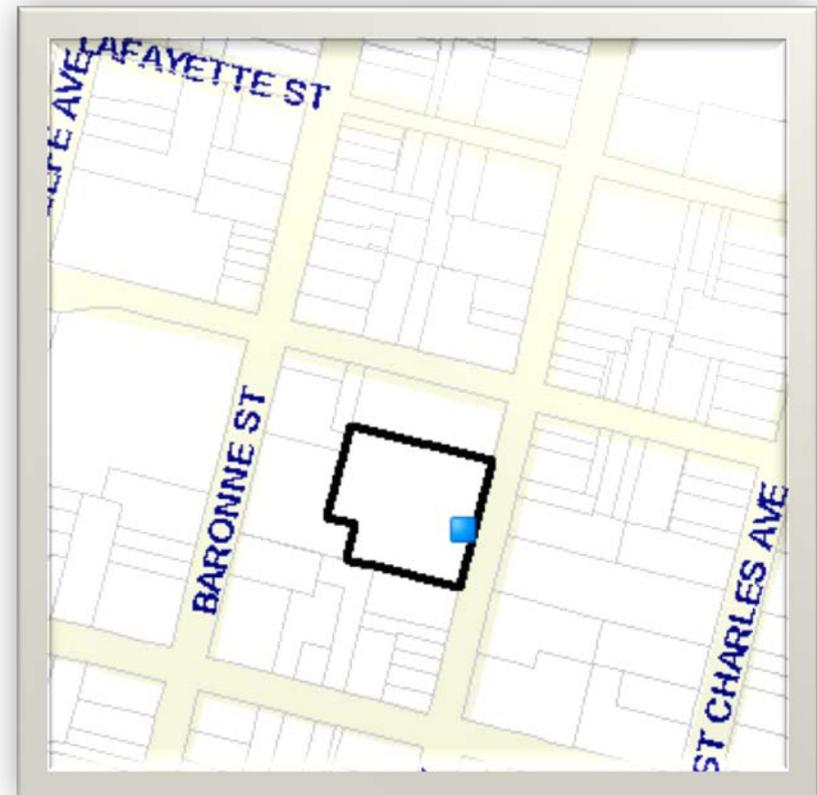
Meter Rental  
From **Public**  
**Works**  
**parking** if  
obstructing  
Meters

## Required, but Not Applicable, but to this Scenario

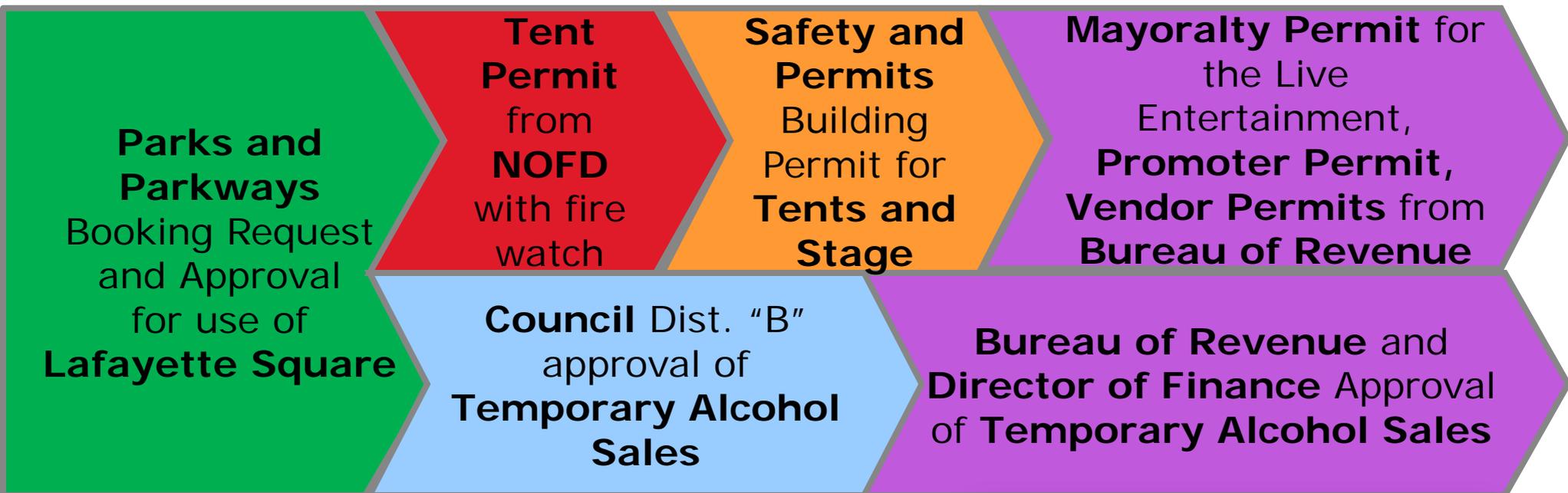
**Parkways** approval  
if adjacent to  
**neutral ground**

**Taxi & For Hire**  
**Vehicles Bureau**  
approval if  
obstructing **Taxi**  
**Stand**

**Property**  
**Management**  
approval if adjacent  
to **City Property**



# Scenario 3: Festival with Tents, Cooking/Food Sales, and Alcoholic Beverage Sales at Lafayette Square that will block off parking meters.

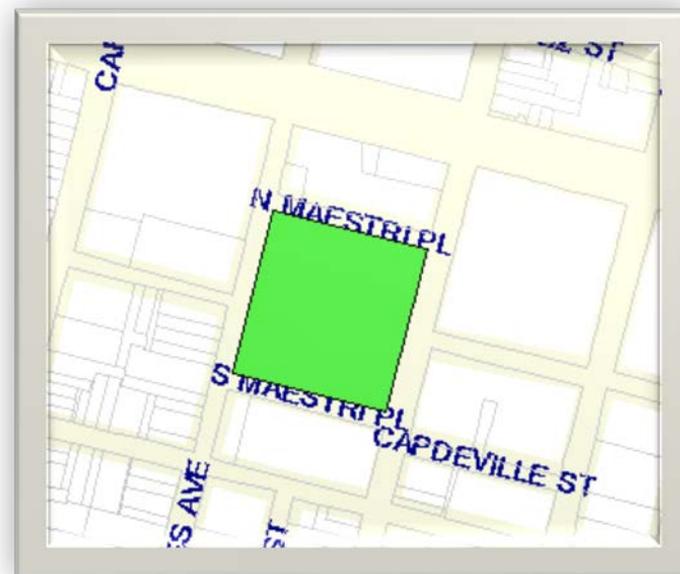


**Parking Meter Rental from Public Works Parking**  
(meter obstruction on N Maestri Pl & S Maestri Pl)

### Not Required, But Related:

If you would like **Police Security** contact the **Office of Police Secondary Employment**

If you want **EMS Coverage** contact the **New Orleans EMS**

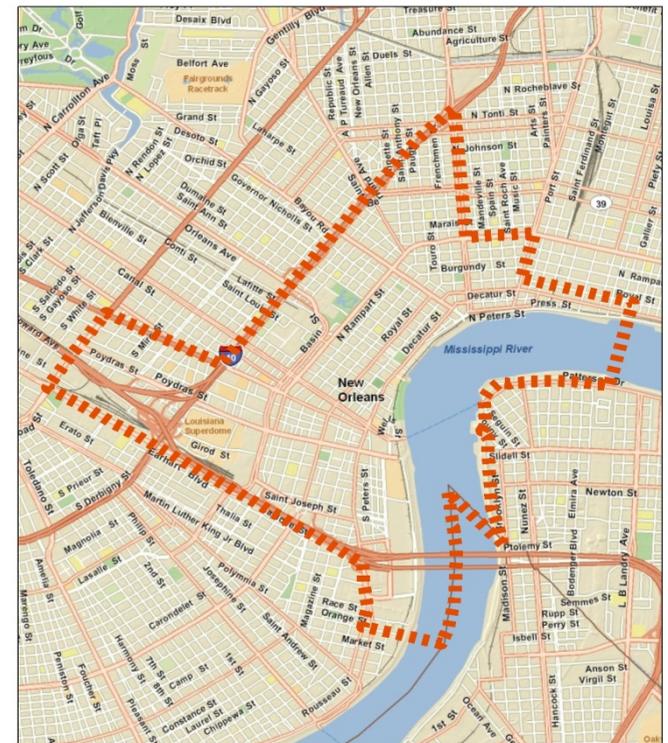


# Establishment of The Clean Zone

## *Special Regulations for Mardi Gras 2013 & Super Bowl XLVII:*

❖ The Clean Zone boundaries, beginning at 6:00 A.M. on Monday, January 28, 2013, and ending at 6:00 P.M. on Tuesday, February 5, 2013, are:

- Earhart Boulevard to Calliope Street;
- Religious Street to Orange Street proceeding across the Mississippi River along the West Bank Levee to the termination of Thayer Street;
- continuing across the Mississippi River to Congress Street;
- Congress Street to Royal Street;
- Royal Street to Franklin Avenue;
- Franklin Avenue to St. Claude Avenue;
- St. Claude Avenue 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.
- ❖ Contact the Office of Cultural Economy with any questions at 504-658-0907 or via email at [specialevents@nola.gov](mailto:specialevents@nola.gov).



# Super Bowl XLVII

- ❖ Clean Zone in effect during the Super Bowl (Jan. 28 – Feb. 5, 2013)
  - **Only NFL-authorized sponsors/events may be permitted** in the Clean Zone during these days.
  - All **applicants** for permits in the Clean Zone **must present an official letter from the NFL Host Committee at the time of application.**
  - 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.



# Super Bowl XLVII 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, Projected Signage for Super Bowl XLVII
January 14	Last Day to Submit Applications for Mechanical and Electrical Permits to Safety & Permits for Super Bowl XLVII
January 25	Last Day of Issuance of Permits for Vendors from the Bureau of Revenue for Super Bowl XLVII
January 28	Official beginning of event activity period for Super Bowl XLVII
January 28	Initial day that licensed temporary food sales may begin for Super Bowl XLVII
February 3	Super Bowl XLVII
February 5	Event activity period ends for Super Bowl XLVII . All licensed activity must cease. Temporary signs and structures must be removed.



# Super Bowl XLVII Permit Information

<http://new.nola.gov/permits/super-bowl/>

The screenshot shows the City of New Orleans Permits & Licenses website. The navigation bar includes links for Home, Residents, Business, Visitors, City Government, Departments, NOLA 311, Calendar, News & Media, and Contact Us. The breadcrumb trail reads: Home > Permits & Licenses Home > Super Bowl Permit Information. The main header features the City of New Orleans logo and the text "CITY OF NEW ORLEANS PERMITS & LICENSES". On the left, a sidebar lists various permit categories, with "Super Bowl Permit Information" highlighted in red. The main content area is titled "Super Bowl Permit Information" and includes a welcome message from the City of New Orleans, a portrait of Alison Gavrell, and a search bar. A button labeled "Download the Super Bowl Permitting Guide" is circled in blue, with a blue arrow pointing to it from the right side of the page.

## Contact:

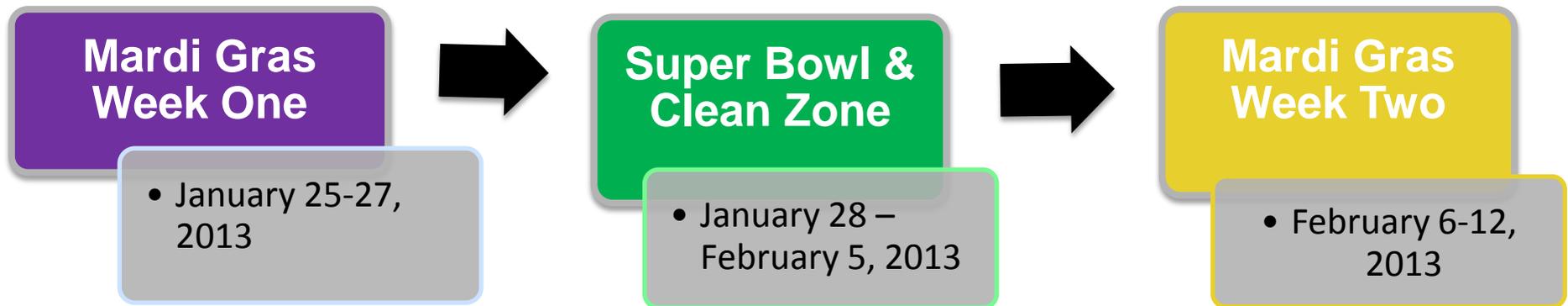
- ❖ Alison Gavrell, Project Coordinator. 504-658-0907
- ❖ [specialevents@nola.gov](mailto:specialevents@nola.gov)



# 2013 Mardi Gras/ Carnival Season Updates:

## *Special Notes for Mardi Gras 2013 & Super Bowl XLVII:*

- ❖ The standard eleven-day consecutive Mardi Gras schedule, will be adjusted into week 1 and week 2 for the 2013 carnival season.



- ❖ Parades and vending will resume Wednesday, February 6, 2013 concluding at 11:59 pm on Tuesday, February 12, 2013.



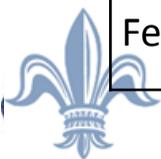
# 2013 Mardi Gras/ Carnival Season Updates:

- ❖ **During the break for Super Bowl XLVII there will absolutely be NO vending with Mardi Gras 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 buildings shall not display commercial branding and advertisements in conflict with the official sponsors and partners of the NFL.
  - Reviewing stands may remain and may be brushed metal or wrapped in white or purple, green and gold.
  - Bracing may remain in place.
  - Concession stand permits are not valid during the Clean Zone
  
- ❖ Parades and vending will resume Wednesday, February 6, 2013 concluding at 11:59 pm on Tuesday, February 12, 2013.



# 2013 Mardi Gras Relevant Dates

December 31	First Day to submit official lottery registration card in order to be considered a valid registrant for the annual lottery of the Mardi Gras fixed locations.
January 4	Last Day to submit official lottery registration card in order to be considered a valid registrant for the annual lottery of the Mardi Gras fixed locations. If mailed, the official lottery registration card must be received in the Bureau of Revenue on or before January 4, 2013. If hand delivered, registration card must be stamped in the Applications Unit of the Bureau of Revenue on or before January 4, 2013, by 4 p.m.
January 10	Mardi Gras Lottery Process
January 12	Mardi Gras Fixed Location Selection Process
January 17, 22, 23	Mobile Vendor Inspections by the Bureau of Revenue & NOFD
January 25-27	Week One – Mardi Gras. Permitted Mardi Gras Vendors must cease all activity at midnight on January 27. Adherence to the permit period will be strictly enforced.
February 6-12	Week Two – Mardi Gras. Permitted Mardi Gras Vendors may resume activities.



# Ongoing Resources for Event Operators:

## ❖ Mayor's Office of Cultural Economy

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

- ✓ Event Information Session (semi-annual)
- ✓ Event Support Team (monthly)
- ✓ Office of Police Secondary Employment
- ✓ Cultural Economy Special Event Guide
- ✓ Super Bowl Guide ([new.nola.gov/permits/super-bowl](http://new.nola.gov/permits/super-bowl))
- ✓ Mardi Gras Guide (*coming soon*)





CITY OF NEW ORLEANS

# PERMITS & LICENSES

Thank you for your participation!!

*Before you leave please.....*

- ❖ Visit the Exhibit Area (Resource Tables from City Departments & Offices)
- ❖ Complete a Survey & Give your feedback on this event

