



Date _____
Tracking Number _____

# REVIEWING STAND, BRACING, CONCESSION STAND APPLICATION

## MARDI GRAS

**Application for:**                      Concession Stand (no alcohol)      Concession Stand (with Alcohol)      Reviewing Stand  
 (please check all that apply)      Portolets (not charging for use)      Portolets (charging for use)      Bracing

PERMIT ADDRESS (Approximate or in front of) \_\_\_\_\_

Cross Street #1 \_\_\_\_\_ Cross Street #2 \_\_\_\_\_

Number of Days \_\_\_\_\_ From (date) \_\_\_\_\_ To (date) \_\_\_\_\_

Number of Parking Meters \_\_\_\_\_ Meter Numbers \_\_\_\_\_

Width of Stand (along curb) \_\_\_\_\_ ft    Depth of Stand \_\_\_\_\_ ft    Number of Footings (For Reviewing Stands and Bracing) \_\_\_\_\_

Primary Contact/Person in Charge \_\_\_\_\_ Primary Phone \_\_\_\_\_

Portolet Provider Company (if applicable) \_\_\_\_\_ Portolet Co. Phone \_\_\_\_\_

### APPLICANT INFORMATION

Applicant Name \_\_\_\_\_

Applicant Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Applicant Phone Number \_\_\_\_\_

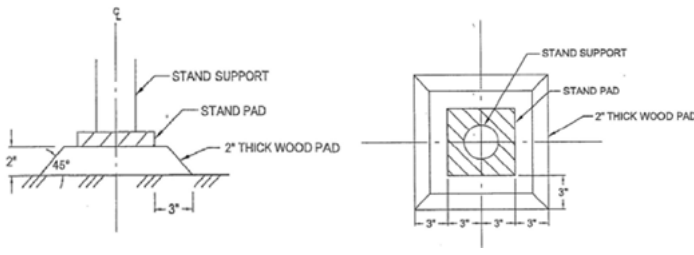
### LOCATION OWNER INFORMATION

Owner Name \_\_\_\_\_

Owner Phone Number \_\_\_\_\_ Owner Email \_\_\_\_\_

### REQUIRED FOOTING & ENGINEERING - ALL REVIEWING STAND & BRACING SUPPORTS

- No holes are permitted in the sidewalk or roadway.
- Bonds are set at \$125 for each footing. For Insurance purposes, the City's address is 1300 Perdido St., New Orleans, LA 70112.



All Reviewing Stand Application must be submitted with a letter bearing a live seal from a Louisiana Registered Architect or Civil Engineer stating that the stand complies with the IBC 2012, specifically:

- Sec. 306.1 Clear Height** - minimum of 80" (6'8") provided
- Sec. 403 Maximum Occupant Load** - Must indicate that stands are either:
  1. Reviewing stands 100psf (5sf per person), OR
  2. Small reviewing stands 75psf (7sf per person)
- Sec. 406 Aisle Stairs** - Tread Depth: minimum 11 inches &
- Riser Height**: not less than 4 inches nor more than 8 inches
- Sec. 408 Guards** - minimum of 42" in height. Open guards shall be constructed so that a 4 inch diameter sphere cannot pass through.

### HOLD HARMLESS AGREEMENT

For the temporary use of (street names) \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_.

To Whom It May Concern:

We, the undersigned, agree to save and hold harmless, the City of New Orleans from all cost and damage to any person and/or property which is caused by any activity, condition, or event arising out of temporary used of the above street, for the purpose of (event)

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

**We agree to work with the Department of Public Works to secure a Traffic Impact Study - included as an attachment -** and also agree to comply with the provisions set forth in the permit issued as a result of this application and all related permits.

We are also aware that the typical insurance policy may not provide us with coverage for accidents that may occur off our private property and in the public right-of-way.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



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### REQUIREMENTS AND ATTACHMENTS

ATTACHMENTS	Concession Stand	Portolets	Bracing	Reviewing Stands
A plot plan showing property boundaries, location and dimensions of reviewing/ concession stand, bracing, portolet on property, and >3' distance to nearest fire hydrant.	Required	Required	Required	Required
A letter from the property owner authorizing use of the property (if applicant is not owner). If property is owned by a company, the letter must be on company letterhead.	Required	Required	Required	Required
Concession Stands and Portolets with fees charged must complete Special Event Supplement A Form.	Required	Required (If fees charged)		
Copy of contract with Portolet provider		Required		
A letter with a live seal from a Louisiana Registered Architect or Civil Engineer stating:that the stand complies with the ICC 300-2012, specifically: <ul style="list-style-type: none"> <li>• <u>Sec. 306.1 Clear Height</u> - minimum of 80" (6'8") provided</li> <li>• <u>Sec. 403 Maximum Occupant Load</u> - Must indicate that stands are either:               <ol style="list-style-type: none"> <li>1. Reviewing stands 100psf OR 2. Small reviewing stands 75psf</li> </ol> </li> <li>• <u>Sec. 406 Aisle Stairs</u> - Tread Depth: minimum 11 inches &amp; Riser Height: not less than 4 inches nor more than 8 inches</li> <li>• <u>Sec. 408 Guards</u> - minimum of 42" in height. Open guards shall be constructed so that a 4 inch diameter sphere cannot pass through.</li> </ul>			Required	Required
REQUIREMENT	Concession Stand	Portolets	Bracing	Reviewing Stands
Be on parade route	Required	Required		Required
Be situated as to not interfere with pedestrian movement on the sidewalk	Required	Required	Required	Required
Be setback a minimum of six (6) feet from the property lines.	Required	Required		
Provide >4' wide pedestrian passage around or through the stand at all times with a >8' high clearance, inc. during parades.	Required	Required	Required	Required
Not Be in the vehicular traffic lane.	Required	Required	Required	Required
Not be Obstructing the view of any traffic control device (e.g. sign, signal, etc.).	Required	Required	Required	Required

This application may be routed for the approval of the Dept.of Parks and Parkways depending on circumstances  
 Stands or bracing applications located on private property with Vieux Carre will be routed for approval from Vieux Carre Commission

### ACKNOWLEDGMENTS

I understand and agree to the following: (Fees are non-refundable.)  
 In accordance with Sections 146-314, 146-453, 146-493, 146-584 and 146-585 of the City Code and the City's Building Code, Article 301, "Construction and Demolition Privileges" and the following stipulations are applicable.

1. In the event traffic hazard or congestion develops on the public right-of-way associated with the permit, you will employ this City's police to control traffic and protect the public.
2. You will provide, locate and maintain all traffic control devices (barricades, lights, signs, etc.) To identify the permit area during the permitted period per the above ordinances and Part IV of the Louisiana Department of Transportation and Development's "Manual on Uniform Control Devices" or the City of New Orleans Standards.
3. All damages to the public right-of-way as a result of the construction will be rebuilt in accordance with this City's specifications within thirty (30) days at no cost to the City.
4. Any protected walkway will be constructed per Building Code, Article 302, "Protection for Pedestrians" and be available for safe pedestrian use at all times.
5. You will comply with this City's code, Section 146-453, "Provisions for Public Safety and Traffic Movements."
6. The City may require adjustments or removal of any or all equipment (materials, barricades, walkways, fencing, etc.) covered by this authorization to facilitate other projects or events within the street right-of-way.
7. During the Mardi Gras season, no permit will be issued from the Wednesday before Mardi Gras until the Wednesday after Mardi Gras in the area bounded by Canal, N. Rampart, Dumaine and Decatur Streets.
8. The Department of Public Works requires all permits for the occupancy of the street right-of-way issued in connection with the construction, demolition, repair or maintenance of a building to include a bond to ensure the performance of the building owner's obligation to restore within thirty (30) days any and all damage to the sidewalk and street pavements resulting from the occupancy of the right-of-way or the use of adjacent right-of-way for the permitted construction activity.
9. No lifting operation which will block traffic moving lanes will be permitted between 7am and 9am or 4pm and 6pm weekdays.

I certify that the information contained on this application is true and correct to the best of my knowledge. I understand that the City of New Orleans is authorized to suspend or revoke a permit issued under these provisions wherever a permit is issued in error or on the basis of incorrect, inaccurate or any false statement or misrepresentation, or in violation of any City ordinance or adopted regulation. I understand that any change in the scope or cost of the work must be reported to the Department of Safety and Permits and additional permits may be required.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_