



Office of Engineering  
Project Development Division  
Bridge Design Section  
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John Bel Edwards, Governor  
Shawn D. Wilson, Ph.D., Secretary

MEMORANDUM

TO: ALL IN-HOUSE BRIDGE DESIGNERS

FROM: ZHENGZHENG "JENNY" FU, P.E. *ZZF*  
BRIDGE DESIGN ENGINEER ADMINISTRATOR

SUBJECT: BRIDGE DESIGN TECHNICAL MEMORANDUM NO. 93 (BDTM.93) -  
PUBLICATION OF BRIDGE DESIGN PERMIT REVIEW STANDARD  
OPERATING PROCEDURE (SOP)

DATE: August 10, 2020

Effective immediately, the attached SOP is to be used by Section 25 when reviewing permit applications. Such review is performed at the request of, and to assist, the Headquarters Right-of-Way Permit Engineer in the review of permit applications from private entities when they involve DOTD owned bridge structures, or privately owned structures within DOTD Right-of-Way. This SOP will improve the efficiency and uniformity of permit review work provided by Section 25.

This technical memorandum is posted on the LA DOTD Website under [Inside La DOTD > Divisions - Engineering > Bridge Design > Technical Memoranda - BDTMs.](#)

Please contact Kelly Kemp (225-379-1809, [kelly.kemp@la.gov](mailto:kelly.kemp@la.gov)) if you have questions or comments.

ZZF/kmk

Attachments

Cc: Christopher P. Knotts (Chief Engineer)  
Edward Wedge (Deputy Engineer Administrator)  
Chad Winchester (Chief, Project Development Division)  
David Smith (Road Design Engineer Administrator)  
Joy Johnson (HQ Right-of-Way Permit Engineer)



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## **Project Permit Review**

### **Standard Operating Procedure**

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Bridge & Structural Design  
Section 25

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08/10/2020

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Inactive

**PROJECT PERMIT REVIEW  
SECTION 25**

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**1.0 Introduction**

This Standard Operating Procedure (SOP) is to be used by the Project Permit Reviewer in Section 25. This SOP provides guidance to ensure consistency and quality in Section 25 permit reviews.

**2.0 Official Position Description (SF-3)**

This position is the primary engineer responsible for:

- Reviewing bridge and structural portions of Permit Applications received by DOTD, as requested by the Headquarters Right-of-Way Permit Engineer.
- Coordinating and managing bridge and structural related permit review tasks.
- Maintaining this SOP.

**3.0 Standard Operating Procedure**

**3.1 Permit Projects**

Permit Projects are construction projects initiated outside of DOTD, whereby the owning agency (private party, organization, etc.) is in need of a DOTD permit to perform the construction. Therefore, Permit Projects are not State Construction Projects, do not have an “H.xxxxxx” number, and are not usually funded by the State. Any project involving non-DOTD facilities within the DOTD Right - of – Way (ROW) are required to apply for a permit. All Permit Applications are required to be in accordance with applicable DOTD provisions and standards. A copy of the approved Project Permit Application is required to be made available at the site where and when the related construction work is performed.

The Headquarters Right-of-Way (HQ ROW) Permit Engineer will request assistance from the Section 25 Project Permit Reviewer for certain permit applications. Applications may involve work that will affect a DOTD owned structure. Applications may involve a privately owned structure located within DOTD ROW.

Refer to the ROW Permit website for other information including the responsibilities of the ROW Permit Unit and ROW Permits Contacts.

**3.2 Section 25 Permit Review Scope and Applicability**

The Section 25 Project Permit Reviewer is responsible for reviewing bridge and structure related aspects of the Project Permit Application.

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For structures overpassing or underpassing state on-system or off-system roadways, and which will not be used by public traffic, it is the owner's responsibility to design and construct such structures in accordance with the requirements listed in Section 3.4.2 for the portion of the structure within DOTD ROW.

For loads added to DOTD structures, request the Section 25 Bridge Load Rating group to review the loads and determine if the loads can be allowed, and if allowed, whether or not the current bridge load rating will require modification.

### 3.3 Personnel Qualifications/Knowledge

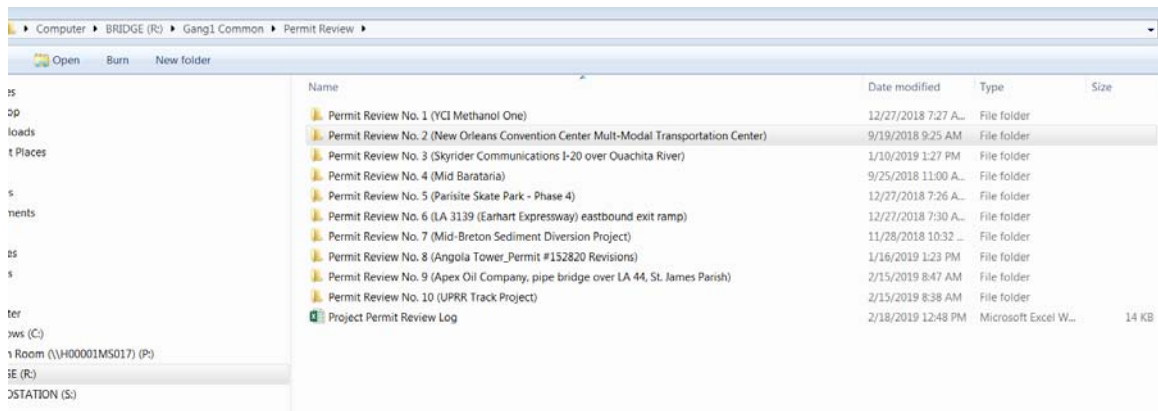
The Section 25 Project Permit Reviewer shall be a professional engineer currently registered in the state of Louisiana, and currently practicing bridge and structural design.

### 3.4 Section 25 Permit Review Procedure

#### 3.4.1 Receive and Save Project Permit Application Package

Upon the Section 25 Project Permit Reviewer receiving the permit review request from the HQ ROW Permit Engineer, the first step is to save the Permit Application Package to the proper folder.

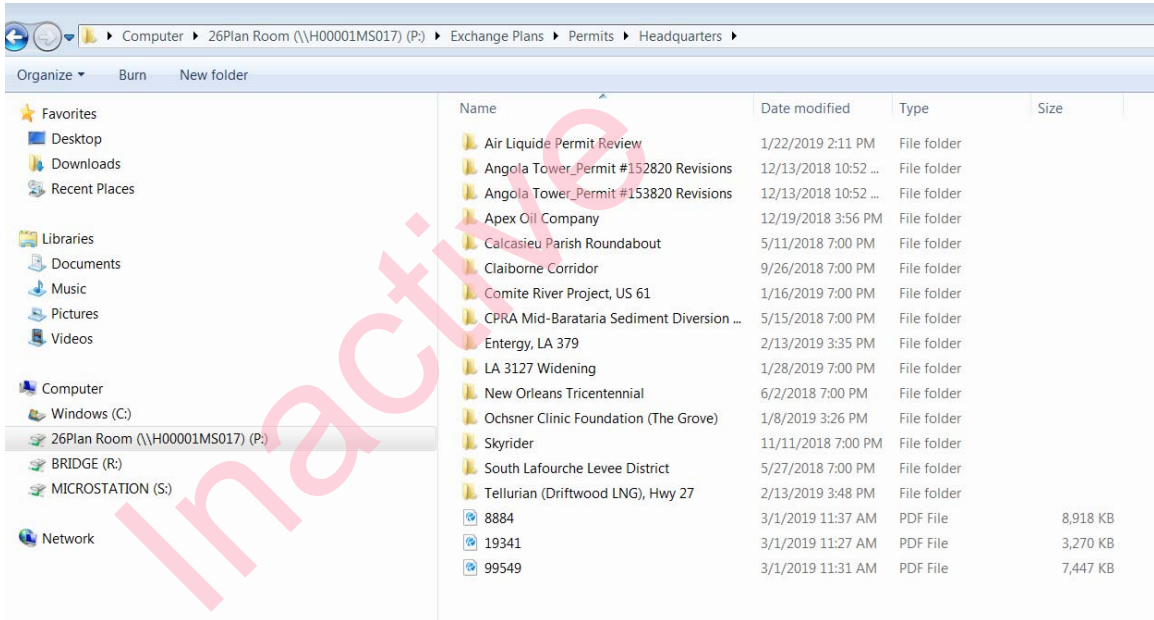
Step 1: Create a folder under the R:\Gang 1 Common\Permit Review folder, and name the folder as shown in the screenshot example below.



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Step 2: Download the Permit Application Package and save it in the newly created folder. Due to the size of the Permit Application Package, it may be shared on the 26Plan Room at the following location (screenshot example below):

\\dtd-statewide.swe.la.gov\FS\_26Plan Room\Exchange Plans\Permits\Headquarters



Copy all pertinent documents to the R drive Permit Review folder.

Step 3: Update the Project Permit Review Log, filling out all fields. Maintain and update review log throughout the review process.

Permit Review No.	Description of the Permit	Requestor	Date Received	Entity requested permit	Due Date	Reviewed by	Status	Date of Comments Sent to Requester
1	Request to add 3 new pipelines to an existing overhead pipe rack on LA 18 in St. James Parish	Joy Johnson	9/6/2018	YCI Methanol One, LLC	9/28/2018	Wei Peng	Completed. Issued comments on revised calculations to Joy Johnson.	9/25/2018
2	Request to modify Joint Use Agreement #85 from a parking lot to a proposed multi-modal transportation center on Square 28 & 29.	Chris Morvant	8/30/2018	New Orleans Ernest N. Morial Convention Center	9/13/2018	Xuyong Wang	Completed. The contractor revised plans to avoid pile conflict.	9/13/2018
3	Fiber Optic Permit, I-20 Bridge attachments	Joy Johnson	-	Skyrider Communications	5/11/2018	Adam Lancaster	Completed. Issued comments on latest submittal to Joy Johnson.	1/8/2019
4	Mid-Barataria Sediment Diversion DOTD coordination	Joy Johnson	-	CPRA	-	Stephanie / Wei	Kick off meeting on 9/18/2018.	
5	Parish Skate Park - Phase 4 Review - Plans Revised	Joy Johnson	10/9/2018	Transitional Spaces	10/12/2018	Xuyong Wang	Completed. Issued comments to Joy Johnson.	10/10/2018
6	LA 3139 ( Earhart Expressway) eastbound exit ramp	Joy Johnson	10/9/2018	Jefferson Parish Department of Public Works	10/22/2018	Wei Peng	Completed. Issued comments to Joy Johnson.	10/16/2018
7	Mid-Breton Sediment Diversion Project on LA 39	Joy Johnson	-	AECOM	-	Wei Peng	Kick off meeting on 11/28/2018.	
8	Angola Tower_Permit #152820 Revisions	Joy Johnson	12/13/2018	Verizon Wireless	1/2/2019	Wei Peng	Completed. Issued comments to Joy Johnson.	12/21/2018
9	Permit Review No. 9 (Apex Oil Company, pipe bridge over LA 44, St. James Parish)	Joy Johnson	12/20/2018	Apex Oil Company, Inc.	1/18/2019	Wei Peng	Completed.	1/28/2019
10	UPRR Track Project - Shreveport LA - US 171 Overpass modifications - str. 0250809811 & 0280809812	Jared Ray / Joy Johnson	1/7/2019	UPRR	-	Xuyong Wang	Kick off meeting on 1/17/2019. Wait for formal permit request.	1/17/2019

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3.4.2 Review the Initial Project Permit Application Package

Verify that the Project Permit Application Package is complete. As a minimum, verify the following:

- All structural calculations are stamped, signed and dated by a professional engineer currently registered in the state of Louisiana in the discipline of civil engineering.
- Application information and details conform to all DOTD requirements;
- Application information and details demonstrate that facilities and structures have been designed in accordance with applicable codes and requirements;
- There are no apparent safety issues;
- Submitted plans, design, calculations, reports, etc. are in accordance with:
  - AASHTO LRFD Bridge Design Specifications,
  - DOTD Bridge Design and Evaluation Manual (BDEM),
  - DOTD Bridge Design Technical Memoranda (BDTM),
  - DOTD Minimum Design Guidelines, and
  - Louisiana Standard Specifications for Roads and Bridges (LSSRB).
  - Louisiana Administrative Code, Title 70, Part II, Chapter 5, Section 511.A.2.b.v.
  - EDSM IV.2.1.7
  - EDSM IV.2.1.8
  - Bridge Attachment Permit Supplement
  - All other correct and applicable laws, rules, regulations, specifications and codes.
- Minimum vertical clearance and horizontal clearance are fulfilled;
- Assumptions, loads, and load combinations are reasonable;
- Guard rail requirements are fulfilled for underpass and overpass;
- Bridge rails are properly designed;
- Any additional loads due to permit project are checked against those allowed for existing bridges / structures;
- Components attaching to DOTD's bridges/structures are acceptable; and that

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- Load ratings for proposed structure(s) are included in the Permit Application Package.

Selectively check dimension and details as a cursory review of the plans for accuracy, consistency, and constructability. The Bridge Design reviewer should not perform QC/QA of the applicants' work.

In accordance with Section 3.3, if applicable, request the Section 25 Bridge Load Rating group to review loads applied to DOTD structures and determine if the loads can be allowed, and if allowed, whether or not the current bridge load rating will require modification.

#### 3.4.3 Request Additional Information as Needed or Prepare Comments

- After initial review, request additional information as needed from the applicant through the HQ ROW Permit Engineer.
- After receipt and review of additional information, prepare review comments. If there are no comments, write "no comments" in the review comments documentation.
- Provide the Permit Application Package and review comments to the direct Assistant Bridge Design Administrator for review. The Assistant Bridge Design Administrator will notify the Bridge Design Engineer Administrator if review comments indicate that the Permit Application Package contains elements not addressed by, or not in conformance with, the requirements of 3.4.2. Review comments may be added by the administrator(s) at this time.
- Upon notification from the Assistant Bridge Design Administrator or Bridge Design Engineer Administrator as applicable, provide all review comments to the HQ ROW Permit Engineer.

#### 3.4.4 Review Revised or Updated Project Permit Package

- After receiving responses from the applicant, review the revised or updated Permit Application Package to see if any additional items need to be addressed.

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- After receipt and review of the revised or updated Permit Application Package, prepare review comments. If there are no comments, write "no comments" in the review comments documentation.
- Provide the revised or updated Permit Application Package and review comments to the direct Assistant Bridge Design Administrator for review. The Assistant Bridge Design Administrator will notify the Bridge Design Engineer Administrator if review comments indicate that the revised or updated Permit Application Package contains elements not addressed by, or not in conformance with, the requirements of 3.4.2. Review comments may be added by the administrator(s) at this time.
- Upon notification from the Assistant Bridge Design Administrator or Bridge Design Engineer Administrator as applicable, provide all review comments to the HQ ROW Permit Engineer.

**3.4.5 Update Project Permit Review Log Sheet**

- Update pertinent information in the Project Permit Review Log Sheet to complete the review process.

**4.0 Contact Information**

For questions regarding this Standard Operating Procedure, contact:

Kelly Kemp

Bridge Design Gang 009

Phone: (225) 379-1809

Address: 1201 Capitol Access Rd.

Baton Rouge, LA 70804

Email: [Kelly.Kemp@la.gov](mailto:Kelly.Kemp@la.gov)

Comments: Assistant Bridge Design Administrator

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**Appendix A: References**

- *Right-of-Way Contacts*  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/Road\\_Design/Right-of-Way/Pages/Contacts.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Right-of-Way/Pages/Contacts.aspx)
  
- *Project Permit Review Folder*  
<R:\Gang1 Common\Permit Review>
  
- *26Plan Room (Exchange Plans)*  
<P:\Exchange Plans\Permits\Headquarters>

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**Appendix B: Glossary**

AASHTO – American Association of State Highway and Transportation Officials

BDEM – Bridge Design and Evaluation Manual

BDTM – Bridge Design Technical Memoranda

DOTD – Louisiana Department of Transportation and Development

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**Appendix C: Sample Project Permit Application Form**

Three (3) copies of the drawings must accompany this permit application.

When applicable, the following supplement is also required and shall become a part of this permit: Railroad Supplement

Permit Number \_\_\_\_\_  
CONTROL \_\_\_\_\_ SECTION \_\_\_\_\_

ENTERED IN COMPUTER FILE

\_\_\_\_\_  
INITIAL AND DATE

STATE OF LOUISIANA  
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

**PROJECT PERMIT**

(Required by State Law) Rev 5/13

A copy of this permit shall be available at the site where and when work is performed.

Whereas \_\_\_\_\_  
(Print or type name of applicant)

hereinafter termed applicant, requests a permit for the use and occupancy of the right-of-way of State Highway No. \_\_\_\_\_

in \_\_\_\_\_ Parish, located as follows:

from: \_\_\_\_\_ Lat: \_\_\_\_\_ Long: \_\_\_\_\_

to: \_\_\_\_\_ Lat: \_\_\_\_\_ Long: \_\_\_\_\_  
(in Decimal Degrees, e.g. Lat:-30.459, Long: -91.178)

for the installation, operation and maintenance of the following described project (use additional sheets as necessary):

Estimated number of times this facility will be accessed each year after construction has been completed, including meter readings: \_\_\_\_\_

By signing this permit, applicant/permittee hereby acknowledges receiving a copy of the permit, the general conditions and standards, and the Standards for Installation of Facilities on State Highways, and agrees to comply with all provisions contained therein and all applicable laws, rules and regulations.

DOTD USE ONLY:

Permit is subject to the following conditions (use additional sheets as necessary):

**RECOMMENDED FOR APPROVAL**  
(Check box if review required)

District Permit Specialist / Date

District Area Engineer / Date

District Water Resources Engineer / Date

District Administrator (or Designee) / Date  
Print Name \_\_\_\_\_

Applicant must notify District Permit Specialist at phone number: \_\_\_\_\_  
prior to beginning work and after work is completed.  
Final inspection and approval by: \_\_\_\_\_

Issue Date: \_\_\_\_\_

Installation to be completed by: \_\_\_\_\_  
(Date)

HEADQUARTERS (original)

pc: DISTRICT

Permit must be signed by the owner or lessee of the property.  
Contractor may NOT acquire permit

\_\_\_\_\_  
(Agency Representative Signature) (Date)

\_\_\_\_\_  
(Name of Person Signing Permit) (Printed or Typed)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Street or P.O. Box)

\_\_\_\_\_  
(City or Town) (State) (Zip Code)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(E-mail Address)

**DOTD APPROVAL:**

\_\_\_\_\_  
Headquarters Right-of-Way Permit Engineer / Date or  
District Administrator (or Designee) / Date

Print Name \_\_\_\_\_

pc: PERMITTEE

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**Appendix D: Permit Approval Matrix**

**Right-of-way Permit Approval Requirements**  
Rev. 10/29/2018

**Any Permit Deviating From Current Highway Standards, Specifications Or Rules Must Be Submitted To HQ Permit Engr For Approval By Chief Engr**

* May require fees		
Permit Type	Permit Form	Final Approval
Abandonment	Utility	District Administrator
Automatic License Plate Camera	Automatic License Plate Camera	District Administrator
* Bridge Attachment	Utility	Headquarters Permit Engineer
Bus Shelter/Bench	Access Connection	District Administrator
Drainage/Beautification (installing culverts and cleaning ditches)	Project	District Administrator
Driveway - Residential, Commercial, and Non-commercial	Access Connection	District Administrator
Effluent Discharge	Project	Headquarters Permit Engineer
* Electrical ≤ 89 kV	Utility	District Administrator
* Electrical > 89 kV	Utility	Headquarters Permit Engineer
* Fiber cable (Interstate and other Controlled Access)	Fiber Optic	Headquarters Permit Engineer
Flag Pole	Project	District Administrator
Geophysical - anything other than cable method	Geophysical	Headquarters Permit Engineer
Geophysical - utilizing cable method only	Geophysical	District Administrator
Hay Harvesting	Seasonal Hay Harvest	District Administrator
Highway Modifications within Control of Access	Project	Headquarters Permit Engineer
Highway Modifications - Roadway Realignment, Roundabouts	Project	Headquarters Permit Engineer
Highway Modifications - Median openings, standard turn lanes, intersection modification/redesign, widening projects	Project	District Administrator
Mailbox	Mailbox	District Administrator
Monitoring Well	Project	Headquarters Permit Engineer
Movable Property	Movable Property	District Administrator
* Natural Gas Distribution ≤ 120 psi	Utility	District Administrator
* Natural Gas Distribution > 120 psi	Utility	Headquarters Permit Engineer
Open Cut - for service connections outside roadway crown	Utility	District Administrator
Overhead Pipe Rack, Utility Bridge, or Pedestrian Walkway	Project	Headquarters Permit Engineer
* Pipeline ≤ 1200psi and conforming with pipe chart (crossing only)	Utility	District Administrator
* Pipeline > 1200psi or at variance with pipe chart (crossing only)	Utility	Headquarters Permit Engineer
* Pipelines under elevated structures (crossing only)	Utility	Headquarters Permit Engineer
Railroad spur crossing state highway	Project	Headquarters Permit Engineer
* Roadway Lighting with Certification	Utility	District Administrator
Sidewalk	Project	District Administrator
Soil Borings (including Testing)	Project	District Administrator
Street (new public street)	Access Connection	District Administrator
* Telecommunication (copper, fiber, and coaxial) excluding that covered by Fiber Cable and Wireless on controlled access	Utility	District Administrator
Temporary/Construction Driveway	Access Connection	District Administrator
Temporary use/storage within highway right-of-way	Temporary Occupancy	District Administrator
Vegetation permits involving the interstate system, significant trees, outdoor advertising, or landscaping/plantings.	Vegetation Enhancement	Headquarters Permit Engineer
Vegetation permits involving brush clearing, utility route clearing, irrigation, or mowing	Vegetation Maintenance	District Administrator
* Water/ Sewer	Utility	District Administrator
* Wireless	Wireless	Headquarters Permit Engineer
All other permit requests not listed above	Project	Headquarters Permit Engineer

Note: Permits requiring review outside of the district must be approved by the Headquarters Permit Engineer.