



# JEFFERSON PARISH

Office of the President

**Michael S. Yenni**  
President

August 21, 2019

Jefferson Parish Ethics & Compliance Commission  
990 N. Corporate Drive, Suite 300  
Jefferson, Louisiana 70123

RE: Complaint against Inspector General David McClintock for excessive spending.

Dear Members of the Ethics and Compliance Commission:

Please allow this letter to serve as a formal complaint and request for an investigation into the conduct of David McClintock, Jefferson Parish Inspector General, with regard to his leases of 5401 Jefferson Highway and 990 N. Corporate Drive, as well as various one-time purchases. As explained below, Mr. McClintock has spent, and will spend, large amounts of money to lease and renovate two separate properties unnecessarily; furthermore, he has obligated the Parish to pay for leases that extend beyond his appointment term and the Inspector General millage term. I ask that the Ethics and Compliance Commission investigate these above-referenced circumstances.

## **I. Jurisdiction**

The Jefferson Parish Ethics and Compliance Commission (hereinafter “Commission”) is authorized by the Parish Council to “review, interpret, render advisory opinions on and enforce the ordinances, rules, regulations and policies of Jefferson Parish which regulate the ethics and standards of conduct for Jefferson Parish employees, officials and other persons who are the recipients of public funds.” Jefferson Parish Charter, Sec. 4.10(A). The Commission may refer cases for investigation, or hold hearings on violations of the ordinances, rules, regulations and policies of the Parish. Jefferson Parish Charter, Sec. 4.10(A). The Commission’s rules require it to consider any signed complaint from an elector concerning a matter within its jurisdiction. La. Admin. Code. Title 52, Pt. I, § 701; Jefferson Parish Charter, Sec. 4.10(D).

The Commission is also entrusted with the duty to appoint an Inspector General for the Parish, who must provide “a full-time program” of investigations, audits, inspections, and performance reviews of parish operations in order to improve our government, as well as to identify and prevent fraud, waste, and abuse of Parish resources. Jefferson Parish Charter, Sec. 4.09(A). Once appointed, the Inspector General may only be removed “for cause and after a public hearing” before the Commission. Jefferson Parish Charter, Sec. 4.09(B). Causes for removal may include

“abuse of power or authority . . . ethical misconduct in office, unprofessional conduct, and other acts tarnishing the integrity of the office of inspector general.” Jefferson Parish Code of Ordinances, Sec. 2-155.10(5).

## II. Background

In 2013, the Inspector General opted to lease a property located at 5401 Jefferson Highway to use as an office for himself and his staff. (Ex. 1, 5401 Jefferson Highway Lease.) Before occupying the property, the Inspector General and the property owner agreed that the owner would renovate the offices to the Inspector General’s specifications; the costs of these renovations would be spread out over a base rent amount and paid off over the lifetime of the lease. (Ex. 2, 5401 Jefferson Highway Renovation Contract.) These renovations were documented as costing \$138,615.00. (Ex. 2, pg. 3.) An additional \$13,122.24 and \$3,285.00 were spent on installation of carpeting and flooring and a sound masking system, respectively, bringing the renovation total to \$155,022.24. (Ex. 3, Invoice 14-0005679 and Invoice 14-0028294.) It should be noted that the Inspector General executed the lease for this property prior to the renovations having been performed. It should be further noted that the Inspector General was offered free office space by Councilman Templet, and we expect to receive email verification regarding this issue.

Despite the significant amount of money poured into the 5401 Jefferson Highway property, and even though the OIG is welcome to use any Parish-owned building,<sup>1</sup> Mr. McClintock chose to move offices only four years later to 990 N. Corporate Boulevard. (Ex. 4, 990 N. Corporate Lease.) He did so after meeting with the Director of General Services, Anthony Francis, on or about August 30, 2018 to discuss the use of a Parish-owned property at no expense to the OIG. We again expect to receive email verification shortly. Mr. McClintock was informed during that discussion that the former Jefferson Parish Sheriff’s Office building on Hessmer Avenue was available and would be suitable for his needs. Nevertheless, Mr. McClintock chose not to save taxpayer dollars by using the former JPSO building. Instead, he signed a seven-year lease for his current office space at 990 N. Corporate later that same day. (Ex. 5, 990 N. Corporate Renovation Contract.) The total amount paid by Parish taxpayers for Mr. McClintock’s unnecessary leases will be \$1,095,831.00. (Table 1.)

<b>Building</b>	<b>Rent and Term</b>	<b>Amount</b>
Total costs of lease payments for five-year lease for 5401 Jefferson Highway	\$6,750 per month for 60 months	\$405,000.00
Total costs of lease payments for seven-year lease for 990 N. Corporate Drive.	\$8,224 per month for 84 months	\$690,816.00
<b>Total in lease and renovation payments that could have been saved by using a Parish-owned building.</b>		<b>\$1,095,831.00</b>

Again, Mr. McClintock opted to renovate this rental property with the costs of renovation incorporated into his lease payments. This time, the renovations cost \$137,747.42, and the lease included a provision that the landlord can require the OIG to remove those improvements at the

<sup>1</sup> Sec.2-155.10(14) states that the OIG shall not be located in the Yenni Building or the Gretna Government Building. However, this does not preclude the OIG from operating in another Parish-owned property.



end of their lease at the OIG's cost.<sup>2</sup> (Ex. 4, 990 N. Corporate Renovation Contract; Ex. 5, pg. 6, 990 N. Corporate Lease.) In the last five years, Mr. McClintock has spent at least \$289,484.66 renovating two separate offices—neither of which are owned by the Parish—for himself and his employees.

The renovation totals do not include the additional one-time expenses for items or services the Parish will never own or benefit from, such as moving costs and soundproofing. (See Table 2, below.) These decisions exemplify Mr. McClintock's pattern of spending.

<b>Purchase Order</b>	<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
13-0018062	9/23/2013	Hon Company	\$33,963.35	Various office furniture
13-0018098	9/24/2013	Inwood Office Environments	\$17,960.62	Various office furniture
14-0005679	3/24/2014	Mohawk Carpet & Affiliates	\$13,122.24	Carpet and Installation for 5401 Jefferson Highway
14-0016184	5/5/2014	Hon Company	\$1,189.67	Desk components
14-0028294	12/23/2014	Sound Management Group	\$3,285.00	Sound masking system
16-0002478	1/27/2016	Hon Company	\$416.16	Storage cabinets
16-0002478	1/27/2016	Hon Company	\$416.16	Storage cabinets
18-0028156	10/31/2018	Hug-Condon Moving & Storage Co.	\$4,415.00	Moving costs
18-0031863	12/7/2018	Homeland Safety Systems	\$36,147.01	Security systems for 990 N. Corporate
19-0003368	2/8/2019	Hon Company	\$2,880.70	8 chairs, 1 table top, 1 table base
19-0003368	2/8/2019	Hon Company	\$401.99	1 table top, 1 table base
19-0003368	3/6/2019	Hon Company	\$402.01	1 table top, 1 table base
Invoice	5/2/2019	Plaques & Patches	\$954.95	Custom seal and emblem plaque
Invoice	7/17/2019	AA Signs	\$875.00	Doors with privacy glass
<b>Total</b>			<b>\$116,429.86</b>	
<b>Costs of Non-Parish Items</b>			<b>\$56,969.25</b>	

It must also be noted that the lease for 990 N. Corporate expires on December 31<sup>st</sup>, 2026, long after the millage which funds the Inspector General's office is set to expire in 2021.<sup>3</sup> This decision indicates that Mr. McClintock has assumed he will be reappointed for another term, since the lease extends well beyond his current term limit of 2022. I ask this Commission to carefully consider the wisdom of allowing a single individual, whose appointment may not be renewed in 2022, to bind the Parish into paying up to \$394,752.00 for the four years of remaining lease payments that would accrue after that individual is no longer a Parish employee and after the expiration of the millage.<sup>4</sup>

<sup>2</sup> Page 6 of the lease for 990 N. Corporate states: "Any and all alterations, additions, and improvements to the Premises, including any built-in furniture (collectively, "Leasehold Improvements") shall be owned by LESSOR and shall remain upon the Premises, all without compensation, allowance or credit to LESSEE. LESSOR may . . . require LESSEE to remove any Leasehold Improvements performed by or for the benefit of LESSEE . . . at LESSEE's sole cost."

<sup>3</sup> Funds obtained from the millage in 2021 are used through 2022.

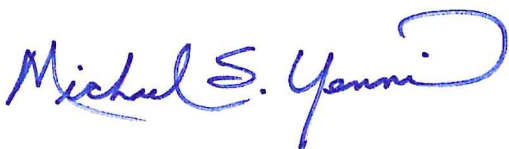
<sup>4</sup> Page 14 of the 990 N. Corporate lease has a provision that says the lease will terminate if funds are not appropriated for the lease payments—that is, if the millage is not renewed by the voters in 2021. But this provision

### III. Conclusion

It appears that the Inspector General has engaged in a pattern of spending unnecessary monies for leases, renovations and other expenses. The Inspector General has spent hundreds of thousands of taxpayer dollars unnecessarily renting and renovating his office space, only to move a short time later when it suited his whims. He also refused to use Parish-owned office space that would have cost the taxpayers nothing. Whether one agrees or disagrees philosophically as to where the OIG should be located, it is absolutely clear that taxpayer money would have been saved had he accepted to occupy one of the Parish-owned facilities. Accommodations for independence, privacy, and security could have easily been achieved at a much lesser cost to the public. The Jefferson Parish Sheriff's Office occupied one of the buildings offered to the IG, which we can all agree also had a need for independence, privacy and security. This building was more than adequate for the OIG.

Ironically, on August 20<sup>th</sup>, 2019, around 4:39 P.M., the Inspector General contacted me to discuss another issue. During that conversation, he made a point to tell to me that "if the Parish enters into a contract, they should have something to show for it at the end of the day." It is a travesty to the taxpayers who fund the Inspector General's millage that he apparently does not believe his own words, costing them hundreds of thousands of dollars for his unnecessary leases and renovations. The Parish certainly will have nothing to show for the \$1,095,831.00 spent renovating and leasing two privately-owned facilities. Therefore, I respectfully request that the Commission investigate this matter.

Sincerely,



Michael S. Yenni  
Jefferson Parish President

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also states that the OIG is still obligated to pay all costs "which have been earned prior to the termination date and the actual cost to construct Premises for LESSEE's occupancy." The OIG (or the Parish on the OIG's behalf) will still be obligated to pay work already performed, which would be the \$137,747.42 cost of renovating the property in 2018.



OFFICE RENTAL AGREEMENT  
Jefferson Parish Inspector General - Jefferson Business Center, LLC.

This Office Rental Agreement ("Agreement") is made between, the Parish of Jefferson - Office of Inspector General ("Company") and Jefferson Business Center, LLC ("Landlord"), and is dated August 13, 2013.

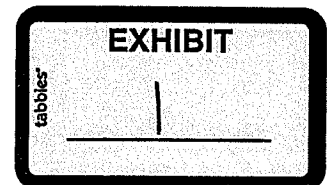
1. PERMISSION/USES: Landlord hereby grants to Company, (and its successors, assignees, licensees, employees, agents, independent contractors and suppliers, all of whom are included in the term "Company") permission to enter upon and use the following areas as administrative office space: 4,154 usable square feet of space as cross-hatched on the site-plan attached hereto and made part herewith as Exhibit A, located at 5401 Jefferson Highway, Harahan, Louisiana 70123-4241, Elmwood Side - Suite "C", (hereinafter, the "Building"), furnished with and fully wired, as is and where is, but including leasehold improvements and any related support and common areas, including but not limited to secured parking for 14 employees, ingress and egress to the building, rest rooms, for the full use and quiet enjoyment of Company (collectively, the cross-hatched area and common areas of Building shall be referred to as the "Premises"). Company will have 24 hour and seven day per week access to the Premises. The Premises will be used only for general office use. Company will not sublease the Premises, in whole or in part, or assign or pledge this lease or grant use of the Premises without the reasonable written consent of the Landlord, said consent not to be unreasonably conditioned, withheld or delayed. Additionally, Landlord agrees to provide temporary space for the company's use upon lease execution at no cost to the company until the permanent space is completed.

If requested by Company the Leased Premises shall have up to twelve (12) work stations of similar but various sizes provided for the Company use during the term of the lease or any extensions at no charge by the Landlord. Company shall pay for any workstations over twelve (12) and for cost of moving/cleaning of all workstations provided by the Landlord. The size and configurations of the workstations may vary. Landlord will allow Company the use of the workstations through the Term of the Lease and any extensions thereafter. The cost of moving and or reconfiguration of the systems furniture will be at Company's sole expense. Company accepts Landlord's systems furniture as-is and with no warranty. Initial cost of moving and set-up of any requested workstations shall be deducted from the build-out allowance.

Company shall have an ongoing right of first refusal on up to 3,196 square feet of contiguous space adjacent to the leased premises for the term of the lease. Company shall commit or refuse the space within 10 days of presentation by the Landlord.

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**OFFICE RENTAL AGREEMENT**  
**Jefferson Parish Inspector General - Jefferson Business Center, LLC.**

2. **TERM:** The term of the Agreement shall be for a full sixty-one (61) months ("Term") following the date of possession as defined hereafter. For the purposes of this Section the date of possession shall be defined as the date that Landlord turns over keys to the Leasehold Premises in turn-key condition, ready for Company's occupancy. To the extent that the date of possession is a date other than the first day of any calendar month, parties agree that the sixty one month term shall commence on the first day of the full calendar month following said possession date, and that all rents payable for any partial month shall be prorated accordingly. Provided Company is not in material default of any provision of this Agreement, Company shall have two (2) five (5) year option(s) to renew the Lease (each a "Renewal Term") with respect to the whole of the Leased Premises in accordance with the rent schedule attached hereto and made part herewith as Exhibit B) in the event of any pro-rata event occurring rent shall be the current annual rate at the time of the occupancy divided by 365, currently \$224.96 per day. Each Renewal Term shall be exercised by Company upon written notice to Landlord in accordance with the notice provisions contained herein, ninety (90) days prior to the expiration of the Term or any Renewal Term.

**FUND AVAILABILITY:** The continuation of this Agreement is contingent upon the appropriation of funds to fulfill the requirements of this Agreement. If funding is reduced or eliminated such that the effect is to provide insufficient monies for the continuation of this Agreement, the Agreement shall terminate on the last day of the fiscal year for which funds were appropriated. Such termination shall be without penalty or expense to Company except for payments, which have been earned prior to the termination date. Upon termination of this Agreement prior to the end of its term, the Company shall be relieved of its obligations under this Agreement except for payment of service/work already performed and Landlord shall be relieved of its obligations under this Agreement. Termination of this Agreement by the Company under these provisions shall not constitute an event of default in Section 12 below. Company may effect such termination by giving Landlord written notice within 30 days from the date Company learns that funds shall not be funded to fulfill the terms of this Agreement.

81,003.00\*\*+  
 81,003.00 +  
 81,003.00 +  
 81,003.00 +  
 81,003.00 +  
 81,003.00 +  
 6,750.00 +

3. **LEASE FEE/UTILITIES:** The lease rate will be as follows:

Month 1 of the lease shall be abated, followed by,  
Years 1-5 \$ 19.50/SF/Year - \$81,003.00/Yr. \$6,750.00/Monthly

411,765.00 \*

Such Lease fee will be inclusive of all utilities, security, parking, janitorial, maintenance, and common area maintenance, in connection with Company's use of the Premises. Rents due hereunder shall be due and



OFFICE RENTAL AGREEMENT

Jefferson Parish Inspector General - Jefferson Business Center, LLC.

payable monthly in equal monthly payments on or before the first day of each month during the Term or applicable Renewal Term.

**Operating Expense Increases:** Company shall pay its proportionate "pro-rata" share of applicable real estate tax increases within thirty (30) days following receipt of the applicable tax bill to Company commencing on the second (2nd) lease year, and each lease year thereafter. For the purposes of this section Company's pro-rata share shall be the percentage that the Company's leasehold shall bear to the gross leasable area of the property, exclusive of common areas. Company shall pay its proportionate pro-rata share of increases in operating expenses commencing with the beginning of the second (2<sup>nd</sup>) lease year, and each lease year thereafter. Adjustments to operating expenses shall include, but not be limited to, utilities, janitorial service, service contracts on Building systems, property insurance and reasonable management fees, but shall exclude those expenses that are capital in nature, which shall be the sole financial responsibility of Landlord. In no event shall Tenant's annual increase in operating expenses exceed four percent (4%) of the previous years operating expenses.

4. **LEASEHOLD:** Landlord shall provide Company the premises in accordance with the build out as shown on AGL space plan dated 07/29/2013, attached hereto and made part herewith as Exhibit C, except that up to 12 work stations shall be provided by Landlord without charge if requested by the company. The Allowance shall be limited to \$ 100,000.00 total cost and any unused portion shall be retained by the Landlord.
5. **DEPOSIT:** None required.
6. **CONDITION OF PREMISES:** Landlord hereby represents and warrants that the Premises (including but not limited to the interior and exterior structure and utility systems) are in compliance with all applicable laws, regulations and building codes and is fit for the ordinary purpose of general office use. If any aspect of the Premises is deemed to be in non-compliance with any such laws, regulations and/or building codes, such non-compliance will be the sole responsibility of the Landlord. In the event the Premises become untenable for any reason, including but not limited to failure of the utility systems, force majeure or Landlord's failure to repair the Premises, Company will be entitled to a rent abatement, proportional to the square footage rendered untenable to the total square footage of the leased premises for any such time the company is unable to utilize the premises as intended, wholly or partially. The Premises and all appurtenances contained therein, including, but not limited to, fixtures, locks, keys, and glass are accepted by Company in their present

OFFICE RENTAL AGREEMENT  
Jefferson Parish Inspector General - Jefferson Business Center, LLC.

condition, except for any latent defects and any repairs or improvements as this lease requires Landlord to make.

7. **LANDLORD'S WARRANTIES:** Landlord represents, warrants and agrees that: (a) Landlord is the sole and exclusive legal owner of the Premises and has the full right, power and authority to grant Company the rights granted to Company hereunder; (b) Landlord will take no action or allow or permit or authorize any third party to take any action which might interfere with Company's full use and quiet enjoyment of the Premises in accordance with the terms hereof; (c) Landlord will maintain the Premises in useable condition for all uses by Company contemplated hereunder; (d) the Premises (roof, foundation/structure) and all systems permanently affixed thereto are in and will be maintained in good working order; (e) it is not necessary for Company to obtain the consent or permission of or to pay any amounts to, any person, firm or corporation in order to enable Company to enjoy the full rights to the use of the Premises as described herein; and (f) there are no hazardous material in, under or around the Premises; and (g) Landlord agrees to indemnify and hold Company harmless from and against any and all claims, demands, liabilities and expenses (including, without limitation, reasonable attorneys' fees and costs) arising from and in connection with any third-party claim against Company resulting from (i) a breach of any of Landlord's representations, warranties or agreements set forth herein; or (ii) the negligence or willful misconduct of Landlord, its licensees, employees, agents, independent contractors and suppliers.
8. **HOLD HARMLESS:** Except to the extent as further provided in this Section, Company will indemnify and hold Landlord harmless from and against any loss, cost or damage (including reasonable attorney's fees, court costs and claim/litigation expenses) resulting from Company's use of the premises. Notwithstanding the foregoing, Company will not indemnify Landlord for any loss, cost or damage resulting from: (a) a breach by Landlord of any of Landlord's representations, warranties and/or agreements; (b) Landlord's gross negligence or willful misconduct; or (c) any settlement entered into by Landlord without Company's written consent.
9. **INSURANCE:**
- (a) Landlord agrees to maintain liability and property damage insurance covering the Property in customary and adequate levels.
- (b) Company, at its sole cost and expense, will obtain, prior to the commencement of the Term, and will keep in full force and effect at all



OFFICE RENTAL AGREEMENT

Jefferson Parish Inspector General - Jefferson Business Center, LLC.

times during the term of this lease, the following insurance policies to protect itself and Landlord:

(I) Comprehensive General Public Liability and Property Damage Insurance providing coverage for personal injury liability and property damage coverage, with contractual liability endorsement covering Company's agreement to indemnify Landlord from and against all costs, expenses, and/or liability under the terms of this lease (unless due to the negligence and/or willful misconduct of Landlord), with minimum Combined Single Limits for bodily injury and property damage of \$1,000,000.00 per person per occurrence, or such other reasonable minimum limits as will be established from time to time by Landlord.

(II) Worker's Compensation Insurance in accordance with the statutory requirements of the State of Louisiana and Employers Liability with a limit of \$ 300,000.00

(III) All Risk Property Insurance on all of Company's improvements, equipment, fixtures, and personal property located in, upon, or about the Premises or used in the conduct of Company's business in, upon, or from the Premises, covering all risks covered by a policy of fire and extended coverage insurance (including sprinkler leakage coverage), and all other risks, with limits equal to the full insurable value thereof. Proceeds of all such insurance with respect to Company's improvements, if any, will be payable jointly to Landlord and Company, and, in the event of a casualty, providing that this lease remains in full force and effect, all proceeds will be disbursed in such manner as Landlord will reasonably require to insure restoration of Company's improvements, if any.

(c) Each insurance policy in Paragraph 10(b)(1), above, will name Landlord, and if required by mortgage, the mortgage holder, as an additional insured and will be issued by a company reasonably acceptable to Landlord and qualified to do business in the State of Louisiana. Company agrees to deliver a Certificate of Insurance evidencing each policy required hereunder, to Landlord before the Term begins and no later than fifteen (15) calendar days before any such insurance policy will expire. The certificate of insurance will state that such policies may not be cancelled except upon thirty (30) calendar days prior written notice to Landlord. Company will require each such policy of insurance and each renewal or replacement thereof to contain a clause in a form reasonable acceptable to Landlord providing that each underwriter waives all of its rights of recovery, under subrogation or otherwise, against Landlord. In

OFFICE RENTAL AGREEMENT  
Jefferson Parish Inspector General - Jefferson Business Center, L.L.C.

addition, each such insurance policy and each renewal or replacement thereof will contain a "Breach of Warranty" clause stating that the interests of Landlord, if any, including its employees and agents, will not be affected by the failure of Company or any insurer to comply with any of the warranties expressed in the printed conditions of the policy.

Company will not knowingly do or cause or suffer to be done any act or thing which would cause the policies of fire or other casualty insurance covering the Premises to become void or suspended or which would increase the risk of fire or other casualty insurance applicable to the Premises, the building in which the Premises is located within.

10. COMPLIANCE WITH LAW: The Premises will not be used for any unlawful purposes. Company will not conduct any auction sale on the Premises. Company agrees to comply with all applicable requirements of the State, Parish, Municipal, Federal, and other applicable government authorities relating to Company's use and occupancy of the Premises. If it is found that Company, its agents, representatives, or employees are using the Premises for any unlawful purposes, effective upon written notice to Company, such is an event of Default in accordance with the Default provisions contained herein. Failure of Landlord to invoke its rights in accordance with the default provisions contained in this agreement shall in no way constitute waiver of any rights or affirmative obligations of the respective parties granted herein.
11. RIGHT OF ENTRY: Excepting emergency situations, defined to be imminent peril to life and property, in which no notice shall be required, Company will permit Landlord, its agents or representatives, and such other persons as may be authorized by Landlord to enter into and upon any part of the Premises upon 24 hours prior written notice, for the purposes of inspecting the same, showing the Building to prospective purchasers, mortgagees, prospective tenants during the last six months of the Term or Renewal Term, insurers, or to clean or make repairs, alterations, additions, or decorations thereto or to the Building in which the Premises is located within. Landlord shall use commercially reasonable efforts to minimize interference with Company's business activities at all times. Subject to Paragraph 6 above, Company will not be entitled to any abatement or reduction of rent or any damages whatsoever by reason thereof. Landlord will also have the right to place the usual "for sale" and "for rent" signs on the building in which the Premises is located at any time during the Term and the usual "for rent" signs on the Premises during the last month of the Term.
12. DELIVERY AT EXPIRATION OF LEASE: Upon expiration or other earlier termination of this Agreement or expiration of any applicable Renewal



OFFICE RENTAL AGREEMENT  
Jefferson Parish Inspector General - Jefferson Business Center, LLC.

Term, Company shall surrender possession of the Premises immediately to Landlord in good broom-clean condition. Any holding over by Company will not operate, except by written agreement between the parties, to extend or renew this lease. Any holding over by Company without Landlord's consent, shall be a tenancy-at-will or monthly tenancy terminable by either party upon thirty (30) days notice. In such event of holding over without Landlord's consent, Lease Fees payable hereunder shall be one and one-half times the standard monthly Lease Fee payable hereunder, in addition to such other reasonable and substantiated loss or damage caused to Landlord by such holding over.

13. **EVENTS OF DEFAULT; REMEDIES:** If Company fails to pay the Lease Fee, or payments attributable to Real Estate Tax Increases or Operations Cost increases within fifteen (15) days following receipt of written notice (each a "Monetary Default") or fails to comply with any other provision of this lease within thirty (30) days after receipt of written notice (each a "Non-Monetary Default"), or if Company abandons the Premises or discontinues its use, or removes from the Premises any property which is owned by Landlord, or makes an assignment for the benefit of creditors or if a receiver or other custodian is appointed by Company or any of Company's creditors by a court of competent jurisdiction, then the Company shall be in Default of this agreement. In such event, Landlord will have the right, at Landlord's option effective upon written notice to Company: (a) to terminate this Agreement effective as of the date listed on said notice, (b) to proceed one or more times for past due installments of rent only, without prejudicing the right to proceed later for additional installments, or exercise any other remedy; or (c) to have recourse to any other remedy or mode of redress to which Landlord may be entitled by law.

In the event Landlord exercises the right to terminate this Agreement, then: (a) Landlord will have the right, as soon as said termination is effective, to re-enter the leased premises and re-let the same for such price and on such terms as may be immediately available, reserving its rights to any and all remedies at law. In such event, Company will be liable for the difference between the available market rent, and the Lease Fee for the balance of the applicable Term or Renewal Term, together with any reasonable and customary losses and expenses for re-letting. Failure of Landlord to exercise any right granted in this section will not be construed as a waiver of the right to subsequently enforce for a new default such right, and no indulgency the Landlord will be construed as a waiver of any right therein granted.

In the event of any claim by Landlord against Company, whether or not material, Landlord will be limited to Landlord's remedy at law for damages.

OFFICE RENTAL AGREEMENT

Jefferson Parish Inspector General - Jefferson Business Center, LLC.

Nothing in this subparagraph will limit the right of the Landlord to evict in the event of a Default by Company.

14. **NOTICE:** Notice for the purposes of this Agreement shall be by certified mail, return receipt, or via nationally recognized overnight courier service. Landlord and Company acknowledge and agree that there shall be no email or faxed notice. Notice shall be effective as of the date received by the receiving party at the following addresses:

If to Landlord: Mr. John Callegari, 5301 Jefferson Hwy, Jefferson, LA 70123

If to Company: Mr. David McClintock, Inspector General, 5401 Jefferson Hwy, Suite "C", Jefferson, LA 70123

15. **MISCELLANEOUS:** This Agreement is the entire agreement of the parties and will replace and supersede all prior arrangements, either oral or written, as to the subject matter hereof. This Agreement cannot be modified or cancelled except by written instrument signed by both parties.

Should any portion, condition or provision of this agreement be later held to be invalid by any Louisiana court, that portion, condition or provision shall be stricken and shall have no effect on the validity of the remaining terms and conditions of this agreement. Landlord acknowledges that it has not entered in this Agreement in reliance upon any representation (written or oral, express or implied) of Company not contained herein. With prior written approval, Landlord agrees that Company may assign this Agreement and its rights hereunder to any third party. This Agreement will inure to the benefit of and be binding upon the parties' respective successors, licensees and assignees. Paragraph headings are for convenience only and are of no legal force or effect whatsoever.

16. **BROKERAGE:** Tenant and Landlord hereby represent and warrant each to the other that it has not engaged, dealt with or otherwise discussed this transaction with any other broker, agent, or finder, except for SRSA Commercial Real Estate, Inc. (Broker for Company) and Don Randon Real Estate, Inc. (Broker for Landlord). Landlord agrees to pay the aforementioned Brokers pursuant to a separate commission agreement.



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Jefferson Parish Inspector General - Jefferson Business Center, LLC.

IN WITNESS WHEREOF, the parties have signed this Agreement as of the date set forth above.  
ACCEPTED AND AGREED TO:

Jefferson Business Center LLC ("Landlord")

By: [Signature] Printed: Robert S. Maloney

Title: OWNER / MEMBER

Date: AUGUST 13, 2013

Parish of Jefferson, Office of Inspector General (Company/Tenant)

By: [Signature] Printed: David McClintock

David N. McClintock,  
Inspector General

Date: 8/13/2013

[Handwritten mark]

AMENDMENT NO 1  
OFFICE RENTAL AGREEMENT  
Jefferson Parish Inspector General – Jefferson Business Center, L.L.C.

This Amendment to Office Rental Agreement is hereby made and entered into between the Parish of Jefferson Office of Inspector General and Jefferson Business Center, LLC on February 25, 2014.

The Parish of Jefferson Office of Inspector General ("Company") and Jefferson Business Center, LLC ("Landlord") entered into an Office Rental Agreement ("Agreement") on August 13, 2013 the terms and conditions of which are fully incorporated herein as if set forth fully. Per the provisions of Paragraph 15 Miscellaneous the parties seek to modify Paragraph 1 of the Office Rental Agreement to provide as follows:

"1. PERMISSION/USES: Landlord hereby grants to Company, (and its successors, assignees, licensees, employees, agents, independent contractors and suppliers, all of whom are included in the term "Company") permission to enter upon and use the following areas as administrative office space: 4,154 usable square feet of space as cross-hatched on the site-plan attached hereto and made part herewith as Exhibit A, located at 5401 Jefferson Highway, Harahan, Louisiana 70123-4211, Elmwood Side – Suite "C", (hereinafter, the "Building"), furnished with and fully wired, as is and where is, but including leasehold improvements and any related support and common areas, including but not limited to secured parking for 14 employees (subject to permit approval, area to be secured constructed at Company's expenses). Ingress and egress to the building, rest rooms, for the full use and quiet enjoyment of Company (collectively, the cross-hatched area and common areas of Building shall be referred to as the "Premises"). Company will have 24 hour and seven-day per week access to the Premises. The Premises will be used only for general office use. Company will not sublease the Premises, in whole or in part, or assign or pledge this lease or grant use of the Premises, in whole or in part, or assign or pledge this lease or grant use of the Premises without the reasonable written consent of the Landlord, said consent not to be unreasonably conditioned, withheld or delayed. Additionally, Landlord agrees to provide temporary space for the company's use upon lease execution at no cost to the company for a period not to exceed five (5) months, or until February 1, 2014, and thereafter the company will compensate Landlord per square foot for temporary space occupied until the permanent space is completed. Temporary space to be vacated 30 days from date permanent space is completed.

This Amendment shall be effective February 1, 2014 upon execution of the Amendment by parties as evidenced by signatures below.

IN WITNESS WHEREOF, the parties have signed this Amendment to the Agreement as of the date set forth below:

ACCEPTED AND AGREED TO:

Jefferson Business Center LLC (Landlord)

By: [Signature] Printed: Robert S. Maloney

Title: OWNER

Date: 3/27/14

Parish of Jefferson, Office of Inspector General (Company/Tenant)

By: [Signature] Printed: David McIntock

Date: 3/31/14

**MJones**

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**From:** Kim Chatelain <kchatelain@jpoig.net>  
**Sent:** Wednesday, April 09, 2014 4:59 PM  
**To:** MJones  
**Subject:** RE: Lease with Jefferson Business Center

Occupancy occurred on September 1, 2013.

*Kim Raines Chatelain*

1<sup>st</sup> Assistant Inspector General  
Jefferson Parish Office of Inspector General  
Phone: (504) 736-8962  
Direct dial: (504) 390-5200  
E mail: [kchatelain@jpoig.net](mailto:kchatelain@jpoig.net)

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**From:** MJones [mailto:[MJones@jeffparish.net](mailto:MJones@jeffparish.net)]  
**Sent:** Wednesday, April 9, 2014 4:22 PM  
**To:** Kim Chatelain  
**Subject:** Lease with Jefferson Business Center

The lease starts on the date of possession. Do you know what date the landlord turned over the keys to the premises? Please let me know as soon as you can so I can set up the contract.

Marisa M. Jones  
Accountant III  
Finance Department  
Jefferson Parish General Government Building  
200 Derbigny Street - Suite 4200  
Phone (504) 364-2771  
Fax (504) 364-2815

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**MJones**

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**From:** KSchrieffer  
**Sent:** Wednesday, April 09, 2014 3:06 PM  
**To:** MJones  
**Cc:** KChatelain; NWhitney  
**Subject:** contract for OIG  
**Attachments:** OIG- Lease Agreement.pdf; OIG-Section 2-155.10 Office of Inspector General.pdf

Good Afternoon Marisa,

Attached is a contract between the Office of Inspector General and Jefferson Business Center, LLC for the lease of an office space. You will notice that there is no resolution attached and that is because the OIG does not need a Council resolution, as stated in the attached Section 2-155.10 of the Code of Ordinances (It is on page 6, highlighted). Please set a contract up in the AS-400, using account 22600-3562-7442. Also, please let Kim Chatelain know the contract number assigned so that she can start processing payment.

Thanks!

Kerry Schrieffer, CPA  
Assistant Finance Director  
Jefferson Parish Finance Dept  
Phone 504-364-2767  
Fax 504-364-2815



Jefferson Parish, Louisiana, Code of Ordinances >> PART II - CODE OF ORDINANCES >> Chapter 2 - ADMINISTRATION >> ARTICLE V. - DEPARTMENTS >> DIVISION 2.8. OFFICE OF INSPECTOR GENERAL >>

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DIVISION 2.8. OFFICE OF INSPECTOR GENERAL

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Sec. 2-155.10. Office of inspector general.

**Sec. 2-155.10. Office of inspector general.**

- (1) *Creation of the office of inspector general.* Pursuant to Section 4.09 of the Jefferson Parish Charter, the office of office of Inspector general is established.
- (2) *Purpose.* The purpose of this section is to establish a full-time program of investigation, audit, inspections, and performance review to provide increased accountability and oversight of entities of parish government or special districts or entities receiving funds through the parish, and to assist in improving agency operations and deterring and identifying, fraud, waste, abuse, and illegal acts. Further, in pursuing its mandate to prevent and detect fraud, waste, abuse and illegal acts, the office of inspector general shall use all the powers in this article to assist management in the establishment of effective systems of control.
- (3) *Appointment.*
  - (a) The appointing authority for the inspector general shall be the ethics and compliance commission.
  - (b) The ethics and compliance commission shall convene within sixty (60) days of a vacancy in the position of inspector general to initiate the national search for the inspector general.
  - (c) The appointing authority shall conduct a nationwide search to fill the position of inspector general. The appointing authority will also recommend the annual salary of the inspector general and approve the annual salary each year thereafter.
  - (d) In case of a vacancy in the position of inspector general, the chairperson of the appointing authority may appoint a first assistant inspector general, deputy inspector general, or other office of inspector general management personnel as interim inspector general until such time as a successor inspector general is appointed. The appointing authority may by majority vote of all members overrule the chairperson's appointment and appoint an alternative candidate with majority approval.
  - (e) The inspector general is to be selected without regard to political affiliation and on the basis of integrity, capability for strong leadership, and demonstrated ability in accounting, auditing, financial analysis, law, management analysis, public administration, investigation, criminal justice administration or other closely related fields. In addition, the inspector general should possess demonstrated knowledge, skills, abilities and experience in conducting audits, investigations, inspections, and performance reviews.
  - (f) Qualified candidates for inspector general shall be a person who:
    1. Has at least five (5) years of experience in any one (1), or combination, of the following fields:

- i. As an inspector general;
  - ii. As a federal law enforcement officer;
  - iii. As a federal or state court judge;
  - iv. As a licensed attorney with expertise in the areas of audit and investigation of fraud, mismanagement, waste, corruption, and abuse of power;
  - v. As a senior-level auditor or comptroller;
  - vi. Supervisory experience in an office of an inspector general or an investigative public agency similar to an office of inspector general.
2. Has a four-year degree from an accredited institution of higher learning.
- (g) Highly qualified candidates, in addition to the minimal qualifications contained in this section, shall be a person who:
1. Has managed and completed complex investigations involving allegations of fraud, waste, abuse, illegal acts, theft, public corruption, deception and conspiracy;
  2. Has demonstrated the ability to work with local, state and federal law enforcement agencies and the judiciary; and/ or
  3. Has an advanced degree in law, accounting, public administration, or other relevant field.
- (h) A former or current elected official or employee of parish government may not be appointed inspector general within five (5) years following the end of such individual's period of service. Notwithstanding the foregoing restriction, employees of the office of inspector general who have served in the office for four (4) or more years may be immediately eligible for appointment to the position of inspector general. The inspector general shall hold at appointment, professional certification as a certified inspector general (CIG), Two (2) or more other professional certifications such as certified inspector general investigator (CIGI), certified inspector general auditor (CIGA), certified public accountant (CPA), certified internal auditor (CIA), certified governmental financial manager (CGFM), and certified fraud examiner (CFE) are recommended. A former or current elected official or employee of the state or its political subdivisions may not be appointed inspector general within five (5) years following that individual's period of service. This shall not prohibit the reappointment of an inspector general currently holding the position of inspector general.
- (i) The inspector general shall not hold, nor be a candidate for, any elective office while inspector general, and no officer or employee of the office of the inspector general shall hold, or be a candidate for, any elective office while an officer or employee. The inspector general shall not hold office in any political party or political committee, nor shall he/she participate in any political campaign of any candidate for public office, nor make any campaign contribution or campaign endorsement, while inspector general. No officer or employee of the office of the inspector general shall hold office in any political party or political committee, or participate in any political campaign of any candidate for public office, or make any campaign contribution or campaign endorsement, while an officer or employee of the office of inspector general.
- (4) *Term of office.* The inspector general is appointed for a term of five (5) years, which term shall begin when the inspector general begins employment with the parish. Subsequent four-year terms may be renewed at the discretion of the appointing authority.
- (5)

*Removal from office.* Following a public hearing by the appointing authority, the inspector general may be removed from office for cause by two-thirds (2/3) vote of the entire membership of the ethics and compliance commission, which must then publicly report the reasons for removal to the parish council. Causes for removal may include abuse of power or authority, conviction of a state or federal felony, or entry of a guilty or nolo contendere plea to a state or federal felony charge, discrimination, ethical misconduct in office, unprofessional conduct, and other acts tarnishing the integrity of the office of inspector general.

(6) *Resources.*

- (a) The office of inspector general shall be funded by an annual appropriation by the parish council in an amount sufficient to cover its operations pursuant to Section 4.09 (D) of the Jefferson Parish Charter.
- (b) The inspector general shall prepare and transmit an annual operating budget to the chief operating officer, identifying in the budget all proposed expenditures.

(7) *Organizational placement.*

- (a) The office of inspector general shall be operationally independent from the legislative and executive branches of the parish, including the parish council, and the office of the parish president, but is authorized and encouraged to work cooperatively with the ethics and compliance commission. "Operationally independent" shall mean that the neither the parish council, the parish president, nor any employee of the parish shall prevent, impair, or prohibit the inspector general from initiating, carrying out, or completing any audit, investigation, inspection or performance review.
- (b) The office of inspector general shall conduct preliminary inquiries, inquiries or investigations on behalf of the ethics and compliance commission on all matters brought before it. For the purposes of performing the duties, powers, authority, and functions of this article, legal counsel may be retained by the ethics and compliance commission pursuant to Section 4.09 of the Jefferson Parish Charter to serve as legal counsel for the ethics and compliance commission and the office of inspector general.
- (c) The office of the inspector general shall be considered a parish law enforcement agency for the purposes of this chapter, but shall not be a police force and shall not bear firearms. Upon the request of the inspector general, the sheriff may deputize investigative employees of the office of inspector general with limited police powers. Such deputies shall not be granted arrest power, and shall be deputized solely for the purpose of carrying out the duties of the office of inspector general and only in connection with the investigation of a matter within the purview of the office of inspector general.

(8) *Records disclosure.* All records of the office of inspector general shall be exempt from public disclosure and shall be considered confidential, unless it is necessary for the inspector general to make such records public in the performance of his duties. Unauthorized disclosure of information by the inspector general or any employee of the office of inspector general is subject to review and disciplinary action by the appointing authority.

(9) *Reporting the results of inspector general findings.*

- (a) The office of inspector general shall report its recommendations and results of its findings to the ethics and compliance commission.
- (b) Prior to concluding a report or recommendation, which contains findings as to the person or entity being reported or who is the subject of the recommendation, the inspector general shall provide the affected person or entity a copy of the report or recommendation.
- (c)

Such person or entity shall have thirty (30) working days to submit a written explanation or rebuttal of the findings before the report or recommendation is finalized, and such timely submitted written explanation or rebuttal shall be attached to the finalized report or recommendation.

- (d) This section shall not apply when the inspector general, in conjunction with a district attorney, attorney general or United States attorney, determines that supplying the affected person or entity with such report will jeopardize a pending criminal investigation.
- (10) *Annual reports.* The inspector general shall report on the activities of the office of Inspector general for the preceding calendar year to the ethics and compliance commission, on or before March 31 of each year, on matters undertaken, costs incurred, costs recovered, matters concluded, and results. The report shall describe accomplishments of the office of Inspector general. Copies of the report shall be provided to the parish council, the parish president, and any oversight agencies interested in the activities of the office of Inspector general. Upon issuance, members of the media and the public shall be promptly advised of the issuance of the report. Such reports will be provided to them upon request.
- (11) *Authority.* The office of inspector general is authorized to engage in the following specific functions:
- (a) Audit, evaluate, investigate, and inspect the activities, records, and individuals with contracts, subcontracts, procurements, grants, agreements, and other programmatic and financial arrangements undertaken by parish government and any other function, activity, process, or operation conducted by parish government.
  - (b) Audit the efficiency and effectiveness of parish government operations and functions and conduct reviews of parish government's performance measurement system.
  - (c) Review the reliability and validity of the information provided by parish government performance measures and standards.
  - (d) Initiate such investigations, audits, inspections, and performance reviews of parish government as the Inspector general deems appropriate.
  - (e) Receive and investigate complaints from any source and investigate those complaints that the Inspector general deems credible or upon his own initiative conduct investigations concerning alleged fraud, waste, abuse, illegal acts, and service deficiencies including deficiencies in the operation and maintenance of facilities.
  - (f) Engage in prevention activities, including but not limited to: the prevention of fraud, waste, abuse, and illegal acts; review of legislation; review of rules, regulations, policies, procedures, and transactions; and the supplying, providing, and conducting of programs for training, education, certification and licensing.
  - (g) Conduct joint investigations and projects with other oversight or law enforcement agencies, including, but not limited to the district attorney, attorney general, and the United States attorney.
  - (h) When efficiency problems are noted, the Inspector general has an affirmative duty to provide a standard of efficient practice to the unit in question, and assess whether adequate resources are available for implementation of a program.
  - (i) Issue reports and recommend remedial actions to be taken by the parish council, the parish president, or parish departments or agency heads to overcome or correct operating or maintenance deficiencies and inefficiencies identified by the office of Inspector general.
  - (j) Issue public reports as set forth in subsections (9) and (10).
  - (k)

- Monitor implementation of recommendations made by the office of inspector general and other audit, investigative, and law enforcement agencies.
- (l) Establish policies and procedures to guide functions and processes conducted by the office of inspector general.
  - (m) Maintain information regarding the cost of investigations and cooperate with appropriate local, state, and federal administrative and prosecutorial agencies in recouping such costs from non-governmental entities involved in willful misconduct.
  - (n) Require reports from the office of the parish president, parish council, or parish departments, agencies, special districts, boards, or commissions, regarding any matter within the jurisdiction of the inspector general.
  - (o) Upon discovering credible information of corruption, fraud, waste, abuse or illegal acts in carrying out his duties and responsibilities as inspector general, the inspector general shall report to the district attorney, or the United States attorney, or other appropriate law enforcement agency.
  - (p) Whenever the inspector general has reasonable grounds to believe there has been a violation of federal or state law, the inspector general shall refer a matter to the district attorney, the United States attorney or other appropriate law enforcement agency.
  - (q) When the inspector general has reason to believe he must recuse himself from a matter, because of a potential conflict of interest, the inspector general shall refer such matter to the district attorney, the United States Attorney or other appropriate law enforcement agency.
  - (r) The inspector general shall refer audit, investigative, inspection, or performance review findings to the ethics and compliance commission, the state ethics board, or to any other federal, state or local agency he deems appropriate.
  - (s) After referring a matter to any appropriate law enforcement agency, the inspector general may assist the law enforcement agency in concluding any investigation.
  - (t) Upon detecting a potential violation of state ethics law the office of inspector general shall notify the state ethics board pursuant to R.S. 42:1161.
  - (u) Upon detecting a potential violation of a parish ethics ordinance or code, the office of inspector general shall notify the ethics and compliance commission.
  - (v) The inspector general shall be notified in writing prior to any meeting of a selection or negotiation committee relating to the procurement of goods or services by the parish, including meetings involving third-party transactions. The notice required shall be given to the inspector general as soon as possible after a meeting has been scheduled, but in no event later than twenty-four (24) hours prior to the scheduled meeting. The inspector general may attend all parish meetings relating to the procurement of goods or services as provided herein, and may pose questions and raise concerns consistent with the functions, authority and powers of the inspector general. An audio recorder or court stenographer may be utilized to record all selection or negotiation committee meetings attended by the office of the inspector general.
  - (w) The person in charge of any department, agency, board, commission, the parish president, the parish council, or any parish council member, may request the assistance of the office of inspector general with respect to implementation of any suggested legislation or legislative policy, in such an event the inspector general may assign personnel to conduct, supervise, or coordinate such activity.
  - (x)



The inspector general may do all things necessary to carry out the functions and duties set forth in this section, including the promulgation of rules and regulations regarding the implementation of responsibilities, duties and powers of the office.

- (12) *Powers.* The office of inspector general shall have access to all records, information, data, reports, plans, projections, matters, contracts, memoranda, correspondence, audits, reviews, papers, books, documents, computer hard drives, e-mails, instant messages, recommendations, and any other material of the parish council, office of the parish president, all parish departments, agencies, boards, commissions, or of any individual, partnership, corporation, or organization involved in any financial or official capacity with parish government that the inspector general deems necessary to facilitate an investigation, audit, inspection, or performance review. The inspector general shall have access to all employees of the parish. At all times the inspector general shall have access to any building or facility that is owned, operated or leased by the parish or any department, agency, board, commission, or any property held in trust to the parish.
- (13) *Professional standards.* Standards for initiating and conducting audits, investigations, inspections, and performance reviews by the office of inspector general will conform to the Principles and Standards for Offices of Inspectors General (Green Book) promulgated by the Association of Inspectors General. The office of inspector general shall develop an operations manual available to the public that contains principles based on these standards.
- (14) *Physical facilities.* The ethics and compliance commission and the office of inspector general shall be located off site from the General Government Building and the Yenni Building, and shall have sufficient and necessary equipment, office supplies, and office furnishings to enable the ethics and compliance commission and the office of inspector general to perform their functions and duties.
- (15) *Organizational structure.*
- (a) The inspector general and the ethics and compliance commission shall have the power to establish personnel procedures and procurement procedures for each of their offices. The inspector general and the ethics and compliance commission shall have the power to appoint, employ, contract, and remove such assistants, employees, consultants, and personnel including, but not limited to legal counsel, as deemed necessary for the efficient and effective administration of the activities of each of their offices.
- (b) The office of inspector general may include, but not be limited to, a division of criminal investigations, a division of audit, a division of inspections, and a division of performance review.
- (16) *Quality review.*
- (a) Audits, investigations, inspections and performance reviews shall be subject to annual quality assurance reviews by a third-party advisory committee to include one (1) representative named by the parish council, one (1) representative named by the parish president, one (1) representative named by the Louisiana Supreme Court, one (1) representative named by the Association of Inspectors General, and one (1) representative named by the ethics and compliance commission; said committee shall be renewed annually.
- (b) The office of inspector general shall be subject to peer review by the Association of Inspectors General every three (3) years. Such peer review shall be paid for by the office of the inspector general. When completed, the Association of Inspectors General shall submit its recommendations and findings of such peer review to the ethics and compliance commission and the inspector general. The inspector general

- shall comply with the recommendations of the peer review within ninety (90) days, provided that the recommendations and findings are accepted and approved by the ethics review board. Copies of the written report resulting from this peer review shall be furnished to the ethics review board, parish council, and the parish president. This report shall also be made available to the public, when such process is completed.
- (c) Within one hundred eighty (180) days from the date of the Inspector general's employment with the parish, the Inspector general shall submit to the parish council the governing policies of the office of Inspector general for review and acceptance.
- (17) *Annual work plan.* The Inspector general shall present an annual work plan for the ensuing calendar year to the ethics and compliance commission, no later than September 1 of each year. The plan shall include:
- (a) Risk assessment criteria used in establishing the work plan;
- (b) A schedule of projects and anticipated completion dates; and
- (c) Quality assurance procedures planned for implementation.
- (18) *Subpoena power and access to information.*
- (a) For purposes of an investigation, audit, inspection, or performance review, the Inspector general may administer oaths and affirmations, subpoena witnesses, compel their attendance and testimony under oath, take evidence, and require the production of any records which the Inspector general deems relevant or material to an investigation, audit, inspection or performance review.
- (b) In carrying out the provisions of this ordinance, the Inspector general, shall have access to all records, reports, audits, reviews, papers, books, documents, computer hard drives, e-mails, instant messages, recommendations, correspondence, including information relative to the purchase of supplies and services or anticipated purchase of supplies and services from any contractor by any parish department, agency, board, or commission, and any other data and material that is maintained by or available to the parish which in any way relates to the programs and operations with respect to which the Inspector general has duties and responsibilities.
- (c) The Inspector general may request information, cooperation, and assistance from any parish department, agency, special district, board, or commission. Upon receipt of a request for such information, cooperation, and assistance from the Inspector general, each person in charge of any parish department, agency, special district, board, or commission, or shall furnish the Inspector general or his authorized representative with such information, cooperation, and assistance.
- (d) The Inspector general shall have direct and prompt access to the head of any parish department, agency, special district, board, or commission, when necessary for any purpose pertaining to the performance of his duties and responsibilities.
- (e) The Inspector general may require by summons, the attendance and testimony under oath of persons, and the production of all records, reports, audits, inspections, reviews, papers, books, documents, computer hard drives, e-mails, instant messages, recommendations, correspondence and any other data and material relevant to any matter under audit, investigation, inspection, or performance review. Such summons shall be served in the same manner as a summons for the production of documents in civil cases issued on behalf of the state. Any judge of the 24th Judicial District Court may, upon application by the Inspector general, issue an order to compel the production of records, reports, audits, reviews, papers, books, documents, computer hard drives, e-mails, instant messages, recommendations, correspondence, and any other data and material as aforesaid in the same manner and to the same extent as

before said court. Any failure to obey such order may be punished by said court as contempt.

- (f) Any person who fails to appear in response to a subpoena, fails to answer any question, fails to produce information requested, or knowingly gives false testimony during an investigation, audit, inspection or review shall be guilty of contempt of court, or chargeable with appropriate criminal offenses and subject to loss of employment with the parish.
- (19) *Cooperation.* It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the inspector general in any investigation, audit, inspection, performance review, or hearing pursuant to this chapter. Every parish contract and every bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program shall contain a statement that the corporation, partnership, or person understands and will abide by all provisions of this chapter. Any employee, appointed officer or elected official of the parish who violates any provision of this chapter shall be subject to discharge, in addition to any other penalty provided in the Jefferson Parish Charter or ordinances.
- (20) *Legal communications.* Providing the office of inspector general, an agency of parish government, with communications by and between any parish attorney and the parish council, parish president, or any parish officer, employee, department, agency, special district, board, or commission, pursuant to the provisions of this section, shall not be deemed or construed as a waiver of any attorney-client privilege enjoyed by the parish, the parish council, the parish president, or any parish officer, employee, department, agency, special district, board, or commission.
- (21) *Complaints by public employees.* The inspector general may receive and investigate complaints or information from any public employee concerning the possible existence of any activity constituting fraud, waste, abuse, and illegal acts. The inspector general shall not, after receipt of a complaint or information from an employee, disclose the identity of the employee without the written consent of said employee, unless the inspector general determines such disclosure is necessary and unavoidable during the course of the investigation. In such event the employee shall be notified in writing at least seven (7) days prior to such disclosure. Any employee who has authority to take, direct others to take, recommend, or approve any personnel action shall not, with respect to such authority, take or threaten to take any action against any employee as a reprisal for making a complaint or disclosing information to the inspector general, unless the complaint was made or information disclosed with the knowledge that it was false or with willful disregard for its truth or falsity.

(Ord. No. 24011, § 1, 5-11-11)

**Standard Agreement  
Between Owner and Contractor  
A 107**

For CONSTRUCTION PROJECTS OF LIMITED SCOPE where  
the Basis of Payment is a STIPULATED SUM

This document includes General Conditions, A201-L, and should not be used with other general conditions.

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**AGREEMENT**

made as of the 13th day of February in the year of Two Thousand and Fourteen.

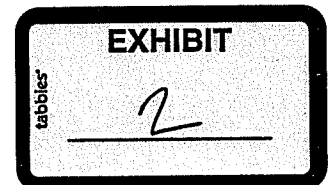
**BETWEEN the Owner:** Robert Maloney Sr.  
5401 Jefferson Hwy.  
Jefferson, LA 70123

**and the Contractor:** R & M Construction of Louisiana, Inc.  
4821 East Judge Perez Dr.  
Violet, La 70092

**The Project is:** JPOIG-Jefferson Parish Office of Inspector General  
5401 Jefferson Hwy.  
Jefferson, LA 70123

**The Architect is:** AGL Architectural & Interior Design  
433 Metairie, Rd. Suite 206  
Metairie, LA 70005  
Project # 4470

The Owner and Contractor agree as set forth below.



## ARTICLE 1

### THE WORK OF THIS CONTRACT

1.1 The Contractor shall execute the entire Work described in the Contract Documents, except to the extent specifically indicated in the Contract Documents to be the responsibility of others, or as follows.

R & M Construction of Louisiana, Inc only scope of work included in this contract:

1. Frame walls as per plans
2. Hang rock, tape and float new framed walls
3. Paint walls
4. Wall blocking
5. Install vinyl base
6. Install new doors and hardware
7. A.C.- Duct alterations only
8. Electrical-Run switches and outlets and move ceiling lay-ins to accomodate new build-out.
9. Plumbing- Install sink in kitchen area.
10. Install cabinets and sink in kitchen
11. Install one ramp
12. Install provided bullet proof window

## ARTICLE 2

### DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

2.1 The date of commencement is the date from which the Contract Time of Paragraph 2.2 is measured, and shall be the date of this Agreement, as first written above, unless a different date is state below or provision is made for the date to be fixed in a notice to proceed issued by the Owner.

Work commences when permit, mobilization fee and signed contract are received.

2.2 The Contractor shall achieve Substantial Completion of the entire Work no later than

12 weeks after work commences.

The completion date is subject to adjustments of this Contract Time as provided in the Contract Documents.



**ARTICLE 3**  
**CONTRACT SUM**

3.1 Subject to additions and deductions as provided in the Contract Documents, the Owner shall pay the Contractor in current funds for the Contractor's performance of the Contract Sum of One Hundred Thirty Eight Thousand, Six Hundred Fifteen & no/100 Dollars (\$ 138,615.00).

3.2 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:

3.3 Unit prices, if any, are as follows:

**ARTICLE 4**  
**PROGRESS PAYMENTS AND PAYMENT SCHEDULE**

4.1 Based upon Applications for Payment submitted to the Owner, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents:

\$13,861.00 Mobilization fee	\$13,862.00 retiainge is due after Certificate of
\$36,964.00 Rougn-in- Closed Walls	Occupancy and punch-list is complete.
\$36,964.00 Trim-out, Finishes	
\$36,964.00 Certificate of Occupancy is issued	

4.2 Documentation Required For Payment:

Invoice

4.3 Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

(Usury laws and requirements under the Federal Truth in Lending Act, similar state and local consumer credit laws and other regulations at the Owner's and Contractor's principal places of business, the location of the Project and elsewhere may affect the validity of this provision. Legal advice should be obtained with respect to deletions or modifications, and also regarding requirements such as written disclosures or waivers.)

**ARTICLE 5**  
**FINAL PAYMENT**

5.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when the Work has been completed and the Contract fully performed, subject to the provisions listed under OTHER CONDITIONS OR PROVISIONS on page 6.

**ARTICLE 6**  
**ENUMERATION OF CONTRACT DOCUMENTS**

6.1 The Contract Documents consist of this Agreement, Conditions of the Contract, Drawings, Addenda issued prior to the execution of this Agreement, and other documents listed here. Except for Modifications issued after execution of this Agreement, the documents are as follows:

6.1.1 The Agreement is this executed Abbreviated Agreement Between Owner and Contractor, A107-L.

6.1.2 The Supplementary and other Conditions of the Contract are those contained in the Project Manual dated , and are as follows:

<u>Document</u>	<u>Pages</u>	<u>Title</u>
Excursions:		
1.		Using existitng ceilings
2.		Carpet,hardwood flooring,base
3.		No Fence
4.		Sprinkler work & fire detection
5.		No Ballistic film on windows
6.		Data termination by JP
7.		Using existing blinds
8.		No flooring
9.		No light fixtures
10.		Windows

6.1.3 The Specifications are those contained in the Project Manual dated as in Subparagraph 6.1.2 and are as follows:

<u>Section</u>	<u>Pages</u>	<u>Title</u>
----------------	--------------	--------------

6.1.4 The Drawings are as follows, and are dated unless a different date is shown below:  
(Either list the Drawings here or refer to an exhibit attached to this Agreement.)

<u>Number</u>	<u>Pages</u>	<u>Title</u>
T1.0	E4.0	
C1.0	M1.0	
C2.0	M2.0	
C2.1	M3.0	
LS1.0		
A1.0		
A2.0		
A3.0		
A4.0		
A5.0		
E1.0		
E2.0		
E3.0		

6.1.5 The Addenda, if any, are as follows:

<u>Number</u>	<u>Pages</u>	<u>Title</u>
1	1 & 2	Dated 12-10-13

Portions of Addenda relating to bidding requirements are not part of the Contract Documents unless the bidding requirements are also enumerated in this Article 6.

6.1.6 Other documents, if any, forming part of the Contract Documents are as follows:

**ARTICLE 7**

**LICENSES AND INSURANCE REQUIREMENTS**

7.1 Licenses, permits and bonds to be supplied and paid by as follows:

License #35399

7.2 Insurance Requirements:

Workmens compensation and liability

**ARTICLE 8**

**GENERAL PROVISIONS**

Contractor is to include all labor and approved materials, appliances and services of every kind necessary for proper execution of work. Contractor shall re-execute any work that fails to conform to the requirements of the contract. Contractor will remove all of his construction debris from the site and leave premises in broom-clean condition. All work shall be completed in a workmanship like manner and in compliance with all codes and other applicable laws. To the extent required by law, all work shall be performed by individuals duly licensed and authorized by law to perform said work. Contractor has the right to let other contracts in connection with the work contracted for. Contractor shall adequately protect the work, adjacent property and the public and shall be responsible for any damage or injury due to his act or neglect. Change Orders shall be in writing and signed by both parties to this Agreement.

To the fullest extent permitted by law, the Contractor shall hold harmless and indemnify the Owner and their Agent(s) from and against any and all claims, damages, losses, expenses and fees arising out of or resulting from performance of the Contractor's Work, including hazardous materials, Worker's Compensation claims and subrogation.

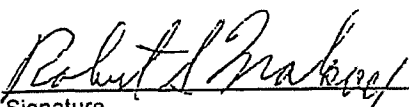
**OTHER CONDITIONS OR PROVISIONS**

See attachment(s) :  Yes  No

General Conditions A201-L Included:  Yes  No

This Agreement entered into as of the day and year first written above.

**OWNER**

  
\_\_\_\_\_  
Signature

Robert Maloney Sr.-Owner  
\_\_\_\_\_  
Name and title

**CONTRACTOR**

  
\_\_\_\_\_  
Signature

Ronald Doane- Vice-President  
\_\_\_\_\_  
Name and title

**PERMIT FEES NOT REFUNDABLE**

JEFFERSON PARISH INSPECTION & CODE ENFORCEMENT

EAST BANK  
1221 ELMWOOD PARK BLVD.  
HARAHAN, LA 70123  
736-6964  
FAX 736-8387

WEST BANK  
300 MAPLE STREET  
HARVEY, LA 70058  
364-3512  
FAX 364-3534

AREA INSPECTOR NO. 13

COUNCIL DISTRICT NO. 2

**NOT A PERMIT  
UNTIL APPROVED**

**BUILDING APPLICATION NO. 13-309994**

SHADED AREAS FOR OFFICIAL USE ONLY

CASHIER NO. \_\_\_\_\_ DATE APPLIED 10/24/13 DATE ISSUED 2/7/14

PROJECT ADDRESS 5401 JEFFERSON HY. SUITE NO. C SUBDIVISION ELMWOOD PLANTATION SQ. NO. A LOT NO. 16-C-1

OWNER OR AGENT Robert Maloney Sr. ADDRESS 5301 JEFFERSON HY. PHONE 504 940-1288  
JEFFERSON LA. 70123

NAME OF BUSINESS/TENANT JP Inspector Gen. TYPE OF BUSINESS Jeff. Par. Govt. NEW  EXISTING  IN JEFFERSON PARISH

ARCHITECT / CIVIL ENGINEER BRIAN ANDERSON ADDRESS 433 METAIRIE RD. PHONE NO. 504 888-9079 REG. NO. 6714  
AG L DESIGNS METAIRIE LA. 70005 FAX 504-888-9079

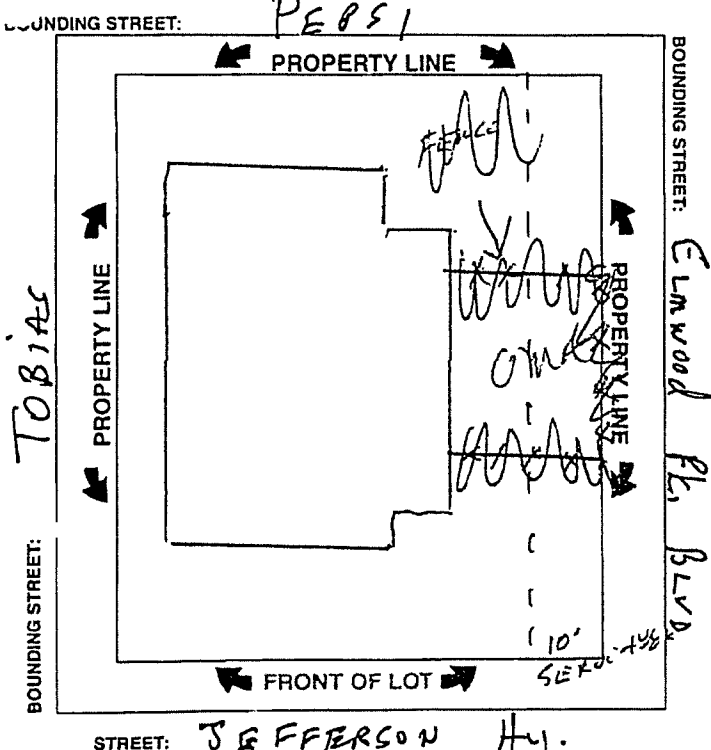
CONTRACTOR R+M CONSTRUCTION ADDRESS 4821 E JUDGE PEREZ PHONE NO. 277 1646 OCCUP. LICENSE NO. 2925  
VIOLET 70092 HOMEBUILDERS NO. 35399 STATE LICENSE NO. 35399

DESCRIPTION TENANT BUILDOUT PERMITTED HEIGHT 38.615.00 STORIES 4  
EST. VALUE 100,000.00

NO. OF PILES \_\_\_\_\_ ZONING M-2 PILE ZONE \_\_\_\_\_ REQ. PK. SP. 327 MISC. REMARKS \_\_\_\_\_  
CDZ BOARD OF STANDARDS \_\_\_\_\_ BOARD ZONING ADJ. \_\_\_\_\_

FIA ZONE CDZ N.G.V.D OR \_\_\_\_\_ ABOVE CROWN OF STREET, WHICHEVER IS HIGHER

FILL IN PLOT PLAN BELOW  
RESIDENTIAL APPLICATION MUST SHOW OFF STREET PARKING  
ON PLOT PLAN



TYPE OF CONSTRUCTION	<u>1</u>	2	3	4	5	<u>A</u>				
OCCUPANCY	A	<u>B</u>	E	F	H	I	M	R	S	U

IS THIS A CORNER LOT?  YES  NO  
KEY LOT IN REAR?  YES  NO servitude

SQUARE FEET PER FLOOR		COOP HT BUILDING FEE <u>537.00</u> PLAN REVIEW FEE <u>100.00</u> VIOLATION FEE _____ ADDITIONAL FEE <u>233.62</u>
1st FLOOR	<u>99,400</u>	
2nd FLOOR	<u>N/A</u>	
3rd FLOOR	<u>N/A</u>	
GARAGE, STORAGE CARPORT, ETC.	<u>N/A</u>	

TOTAL SQUARE FEET \_\_\_\_\_ BOX NO. 10/24/13

THIS PERMIT SHALL NOT EXEMPT YOU FROM ANY OBLIGATIONS UNDER ANY ORDERS OR JUDGMENTS. THE ISSUANCE OF THIS PERMIT DOES NOT NEGATE THE REQUIREMENT OF APPEARING AT ANY SCHEDULED HEARINGS.

THE SCOPE OF THIS APPLICATION REVIEW IS LIMITED TO THE PROPERTY AS SHOWN ON THE SURVEY SUBMITTED. THE ISSUANCE OF THIS PERMIT DOES NOT GRANT ANY RIGHTS INTO THIS PROPERTY THAT THE APPLICANT DID NOT HAVE AS OF THE DATE OF THE APPLICATION.

I CERTIFY THAT THE CONSTRUCTION OR RECONSTRUCTION, FOR WHICH THIS PERMIT IS ISSUED, WILL BE IN ACCORDANCE WITH THE PRESENTLY ADOPTED BUILDING CODE AND ORDINANCES GOVERNING CONSTRUCTION AND RECONSTRUCTION OF BUILDINGS IN JEFFERSON PARISH. I ACKNOWLEDGE THAT THIS PERMIT DOES NOT AUTHORIZE CONSTRUCTION CONTRARY TO EXISTING TITLE RESTRICTIONS OR ZONING LAWS OF JEFFERSON PARISH. I FURTHER ACKNOWLEDGE THAT ANY MISREPRESENTATION MADE HEREIN MAY RESULT IN THE REVOCATION OF THE PERMIT

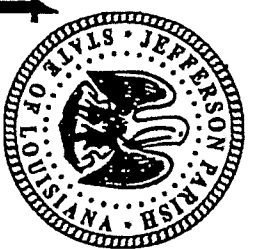
ISSUED BY: [Signature] OWNER OR AGENT: [Signature]





# Jefferson Parish

## Inspection and Code Enforcement



# Permit Placard

# 13-309994

Address 5401 JEFFERSON HWY STE C

Project Description INTERIOR RENOVATIONS

3/7, 2014

Separate Filing /Application shall be made for  
Electrical, Mechanical, Gas, or Plumbing Inspections.

[Signature]  
Code Official

This Placard Must Be Conspicuously Posted Continuously During Construction

Jefferson Parish  
Inspections and Code Enforcement

West Bank  
400 Maple Ave.  
Harvey, LA 70058

Plan Review Section

East Bank  
1221 Elmwood Park Blvd.  
Jefferson, LA 70123

Monday, November 18, 2013

AGL Design  
Brian Anderson  
433 Metairie Rd.  
Metairie LA 70005

Re: Permit Application # 13-309994 Jefferson Parish Inspector General  
5401 JEFFERSON HWY Suite C , JEFFERSON, LA 70123  
Commercial Remodeling/Renovations

This is to certify that the subject prints were received.

The following approvals are required prior to issuance of permit. Contact the individual department or agency relevant to their respective review:

Review Department	East Bank	West Bank
Plan Review	(504) 736-6959	(504) 364-3658
Mechanical	(504)736-6920	(504) 364-3520
Plumbing	(504) 736-6926	(504) 364-3507
Site Review	(504) 736-6397	(504) 736-6397
Planning	(504) 736-6320	(504) 736-6320

All plans are reviewed for compliance with the 2009 international Building Code as locally amended.

The following comments have been noted and shall be responded to by either revised plans and/or addendum letters (in duplicate), depending on the particular concern. For the type of response required, please contact the undersigned Plan Reviewer. When inquiring, please be prepared with your Jefferson Parish application number.

**Commercial Building Review**

- 11/18/2013 Contractor must show proof of registration for Louisiana General Sales Tax from the Louisiana Department of Revenue and Taxation. (225-219-7318)
- 11/18/2013 Contact site plan review for changes to parking lot.
- 11/18/2013 The proposed fence is on a ten (10) foot utility servitude. We will submit a request for approval to locate the fence on the servitude from 4 public works departments. Applicant must obtain approval from Atmos, Entergy and phone company.
- 11/18/2013 Contact the planning department for approval for approval of the ten (10) foot chain link fence with barb wire on top in the twenty (20) CPZ foot front yard landscape area.
- 11/18/2013 A copy of an executed contract must be provided. Permit fees may be adjusted accordingly..

Additional requirements and/or comments may follow upon receipt of the above required information. Before any permits can be issued, a copy of an executed contract must be provided and permit fees may be increased accordingly.

NOTE: This review shall in no way permit and/or authorize any omission or deviation from the specific requirements of the adopted codes.

If you require further assistance, please contact the appropriate office at the number listed above.

George Faustermann

CC:

R&M Construction, 4821 E. Judge Perez, Violet LA 70092

309994

STATE OF LOUISIANA  
Department of Public Safety and Corrections  
Office of State Fire Marshal Code Enforcement and Building Safety  
8181 Independence Boulevard  
Baton Rouge, Louisiana 70806  
225-925-4920

H "BUTCH" BROWNING  
FIRE MARSHAL

BUILDING REHABILITATION

BRIAN ANDERSON  
AGL ARC.& INT. DESIGNS  
433 METAIRIE RD  
SUITE 208  
METAIRIE, LA 70005

RE: P0440326  
JPOIG, INTERIOR RENOVATIONS  
SUITE "C"  
5401 JEFFERSON HWY  
JEFFERSON, LA 70123

NFPA 101, 2009  
IBC, 2009 (CHAPTERS 9 & 10)

BUSINESS

Dear Applicant:

This is to advise that we have reviewed the drawings and specifications for the subject proposed construction and have determined that they appear to satisfactorily comply with the adopted laws, codes, rules and regulations of The State Fire Marshal subject to the following requirements:

1. **Scope of Work:** This review is for the renovation of a 4,845 Sq.ft tenant space within existing fully Sprinklered with fire alarm single story building, Business/ Group B.
2. 101:4.6.11.1 Buildings or portions of buildings shall be permitted to be occupied during construction, repair, alterations, or additions only if all means of egress and all fire protection features are in place and continuously maintained for the portion(s) occupied.
3. This review applies to new work indicated in the drawings and does not apply to existing non-conforming conditions.
4. This review does NOT apply to work in UNDEVELOPED SPACES, or NOTES referring to VACANT SUITE or ADJACENT TENANT NO WORK indicated in drawings. Before any work is commenced in that area, plans and specifications shall be reviewed by this office.
5. LAC 55:V:307 Periodic observation of construction shall be made by a licensed architect or civil engineer. The enclosed Certificate of Completion containing the signature(s) of the responsible design professional(s) shall be presented to the Inspector at time of final inspection for occupancy.
6. **A REVIEW FOR COMPLIANCE WITH THE FIRE PROTECTION AND EGRESS REQUIREMENTS OF CHAPTERS 9 AND 10 OF THE INTERNATIONAL BUILDING CODE IS INCLUDED IN THIS REVIEW. Review for compliance with all other requirements of the LOUISIANA STATE UNIFORM CONSTRUCTION CODE, in accordance with Act 12 of the 2005 First Extraordinary Session of the Louisiana Legislature, IS NOT INCLUDED IN THIS REVIEW. Contact the building official of the applicable political subdivision to coordinate compliance with**

Oct 16, 2013  
P0440326 - PAGE 1

these requirements. LRS 40:1730.23 mandates the enforcement of building codes by municipalities and parishes in Louisiana, as described by LRS 40:1730.28.

Note: In accordance with LRS 40:1730.39.A, this office may establish contract agreements with municipalities and parishes in order to provide uniform construction code enforcement on their behalf, as provided in LRS 40:1730.24. Please visit our web site at <http://www.dps.state.la.us/sfm/index.htm> for a current list of jurisdictions requesting plan review by this office, a fee schedule, and a checklist of information required for review.

**PROVIDE A DUPLICATE SET OF PLANS AND SPECIFICATIONS TO THE BUILDING OFFICIAL (OR THIRD-PARTY) FOR REVIEW AND/OR PERMITTING, THE STATE FIRE MARSHAL REVIEWED AND STAMPED DOCUMENTS SHALL NOT BE USED FOR THIS PURPOSE. ADDITIONAL MARKING OR ALTERATIONS MADE TO THE APPROVED STAMPED PLANS MAY CAUSE DELAYS IN FINAL ACCEPTANCE FOR OCCUPANCY.**

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NOTE: THE FOLLOWING COMMENTS IDENTIFY ISSUES FOR INFORMATIONAL AND CAUTIONARY PURPOSES OR ISSUES THAT COULD NOT BE VERIFIED IN THE SUBMITTED DOCUMENTS.

7. LRS 40:1731-( Effective 10/01/11) Provide access for persons with disabilities in accordance with the ADA-ABA Accessibility Guidelines, July 23, 2004 (also known as the 2010 Standards). This does not include a review for compliance with the Federal Americans with Disabilities (Civil Rights) Act of 1990. NOTE: As per ADA-ABA 2004, Section F103, Office of State Fire Marshal appeal determinations are not valid for facilities that are designed, constructed, altered, or operated with federal funds, or leased by a federal agency. The authority having jurisdiction over such appeals is the administrator of the General Services Administration (GSA). Compliance with state regulations and requirements does not guarantee compliance with federal law. "CAUTIONARY/INFORMATIONAL" items and paragraph references are noted as follows:
  - a) 302 Floor and ground surfaces shall be stable, firm, and slip-resistant.
  - b) 303 Thresholds shall comply with requirements of this section regarding changes in level. (Not more than 1/2" height and beveled if over 1/4")
  - c) 404.2.7 Handles, pulls, latches, locks, and other operable parts on doors and gates shall comply with 309.4. Hardware shall not require tight grasping, tight pinching, or twisting of the wrist to operate.
  - d) 215.2 and 215.3 Where emergency warning systems are provided, they shall include both audible alarms and visual alarms. (Employee work areas and offices shall be wired such that visible alarms can be installed as needed.)
  - e) 216.2 Where signage identifies permanent rooms or spaces OR EXITS, the signage shall comply with Sections 703.1 - 703.5 (raised characters, Braille, visual characteristics, height).
  - f) 208 Provide ONE accessible parking spaces. One of every 6 accessible spaces but not less than one shall be "Van Accessible" (96" wide space plus 96" wide aisle OR 132" wide space plus 60" wide aisle) as per section 502. And as per Section 216.5 provide signage at accessible parking as per Section 502 where there are 5 or more parking spaces on a site.
8. 101:7.2.1.2.3.2, 101:7.1.5.1, and IBC 1008.1.1 A doorway in a means of egress shall provide at least 32" in clear width (consider installing 36" wide doors) and at least 6'-8" in nominal height. Where a pair of doors is provided, at least one leaf shall comply with clear width requirement.
9. 101:7.2.1.3.1, 101:7.1.6.3, and IBC 1008.1.5 through 1008.1.7 The floor elevation shall not change by more than 1/2" from one side of a door to the other.

10. 101:7.2.2.4.4.5 Provide a minimum clearance of 2-1/4" between the handrails and the walls or guards to which they are attached. See notes marked on drawing sheet LS1.0.
11. 101:7.2.1.5 and IBC 1008.1.9 Locks on doors in means of egress shall not require the use of a key, special device or special knowledge to open in the direction of egress.

Submit a "REQUEST FOR EXEMPTION" for special locking arrangements in accordance with Interpretive Memorandum 2009-03 available on our website at <http://www.dps.louisiana.gov/sfm/> under the PLAN REVIEW / FORMS section. Also see Interpretive Memorandum 2009-04 for clarification regarding "Magnetic Lock Releasing Devices & Electrified Locks/Latches", or Interpretive Memorandum 2009-05 for clarification regarding Special Healthcare Locking Arrangements.

NOTE: The "Life Safety and Property Protection Licensing Law" (LRS 40:1664 et seq.) requires locksmiths to be licensed. Contact the licensing section of this office at 225.925.7047 for guidance and assistance.

12. 101:7.2.1.5.9 and IBC 1008.1.94 through 1008.1.9.5 Doors shall be openable with ONLY one releasing operation. A two-step release, such as a knob and an independent slide bolt, is NOT acceptable.
13. 101:38. 2.2.2.5 and IBC 1008.1.4.4 Access-controlled egress doors complying with all provisions of NFPA 101:7.2.1.6.2 and the IBC are permitted on the ENTRANCE DOORS ONLY. Signage shall comply with ADAAG 4.1.3(16).
14. LAC 55:305 Insulation and insulation assemblies shall meet the requirements of Section 719, International Building Code, 2009 Edition.
  - a. Concealed and exposed insulation shall have a flame spread of 0-25 and a smoke developed of 0-450 in accordance with IBC 719.
  - b. Cellulose fiber thermal insulation shall meet the requirements of paragraph IBC 719.
  - c. Foam plastic insulation shall meet the requirements of IBC 719 and 2603.
  - d. Thermal barriers shall protect foam plastic insulation in accordance with IBC 2603.4.
  - e. Thermal barriers are not required if ignition barriers complying with IBC 2603.4.1.6 protect foam plastic insulation used in attics or crawl spaces, where entry is made only for service of utilities.
15. LRS 40:1711 Provide safety glazing in hazardous locations at POR verify.
16. 101:8.7.1.2 Separate Copy and File rooms with an area greater than 100 Sq.ft from other parts of the building with smoke partitions in accordance with 8.4.
17. 101:8.2.2.3 Fire compartments shall be formed by fire barriers that are continuous from foundation through all intervening construction to the roof deck or floor deck, from outside wall to outside wall or from fire barrier to fire barrier, including continuity through all concealed spaces, such as those found above a ceiling, including interstitial spaces.
18. 101:8.3.5 Penetrations through rated construction shall be sealed by approved firestop systems or devices tested in accordance with ASTM E-814 or ANSI/UL 1479 or by assemblies of firestopping materials capable of preventing the passage of flames and hot gases when tested and rated in accordance with NFPA 251. (This requirement applies for elevator controls on shaft walls, electrical outlets, light switches, etc.).
19. 101:38.3.3 Interior walls and ceilings shall have a flame spread of 0-200 except in Exit Access Corridors which shall have a flame spread of 0-75 and a smoke development rating of 0-450.

20. 101:38.3.3 Interior floor finish in corridors and exits shall be Class I or II in accordance with Section 10.2.7.
21. Modifications to the existing sprinkler system shall be in accordance with NFPA 13.
22. LRS 40:1574 and LAC 55:V:303 Submit automatic sprinkler system shop drawings with plan review application and fee prior to installation of any work to this system.

Note: See Interpretive Memorandums 2013-02 and 2013-03 for submittal requirements.

Sprinkler shop drawing submittals are required to be reviewed by the professional of record/owner before being submitted to the Office of State Fire Marshal plan review section. Shop drawings reviewed by the professional of record shall bear his/her shop drawing review stamp indicating reviewed/no exceptions taken. See Interpretive Memorandum 2013-02. In order to expedite the review process, requests by the SFM reviewer for additional information will be sent both to the professional of record/owner and the sprinkler contractor. Contractor will be permitted to respond back to the SFM reviewer and copy the professional of record/owner with their response. Additional information will not require a shop drawing review stamp. Note: this does not include the response sent as a result of Request for Information letter.

Be advised that a sprinkler system that satisfies the requirements of NFPA 101 Life Safety Code, NFPA 13, NFPA 13R and/or NFPA 13D may not necessarily be considered by the building insurance underwriters as "full coverage" or "fully sprinklered", for insurance purposes.

NFPA 13:4.3, 22.1.4 (2007 edition) Complete and submit owner's information certificate to system designer in order to identify special occupancies and commodity classifications before start of design. Form can be found in the SFM website/Building Safety/Sprinklers (<http://sfm.dps.louisiana.gov/>).

NFPA 13:10 Underground piping shall be installed in accordance with chapter 10. See 10.6 for specific requirements for piping run under buildings.

Fire Pump, if provided, to meet the requirements of NFPA 20, 2007 edition.

NFPA 25:4.1.2\* Accessibility. The property owner or occupant shall provide ready accessibility to components of water-based fire protection systems that require inspection, testing, or maintenance.

23. Modifications to the existing fire alarm system shall be in accordance with NFPA 101, NFPA 72, ADA-ABA, and IBC.
24. LRS 40:1574 and LAC 55:V:303 Submit fire alarm system shop drawings with plan review application and fee prior to installation of any work of this section. Such work shall not commence until shop drawings have been found to be in compliance with applicable codes by this office. The submittal shall include a copy of this letter and shall be in accordance with the submittal requirements outlined in the memorandum dated June 24, 1993 which was distributed from this office to all state licensed fire alarm contractors, architects and engineers. Specify the "Type of Signaling System" to be utilized, identify the monitoring station, describe the evacuation system ("zoned" or "general"), and include information concerning the means of protecting fire command centers, circuitry, and other essential equipment, such as may be required for high-rise buildings, as applicable.
25. Shop drawings for fire protection systems, such as Fire Alarm, Sprinklers, and Suppression Systems, that are required to be submitted to this office for review, shall be routed through the "Professional of Record's" (Architect / Engineer) office, and shall be stamped with his "Shop Drawing Review



Stamp" or equivalent, indicating that shop drawings have been reviewed by him for conformance with plans, specifications, and appropriate codes.

26. LRS 40:1664.4 All work and inspections of life safety and property protection systems and equipment shall be performed by a contractor licensed with the appropriate endorsement by the Office of the State Fire Marshal.
27. HVAC system shall be constructed in accordance with 101:9.2.
28. Compliance with the 2011 NFPA 70, National Electrical Code (NEC), is mandated by RS 40:1730.28.A(7). Contact the local Building Official of the applicable local political subdivision or a Louisiana State Uniform Construction Code Council registered third-party provider to verify plan review and inspection requirements of the proposed electrical work.
29. NFPA 70:720 through 820 Low voltage (less than 50 volts) wiring systems shall meet the requirements of these sections.
30. NOTE: Please mail all correspondence related with this project to:  
NEW ORLEANS PLAN REVIEW  
Office of State Fire Marshal  
1450 Poydras St.  
Suite 1500  
New Orleans, LA 70112  
Contact the reviewer at 504.568.8509 (fax: 504-568-8511), if you have any questions regarding this project.
31. NOTE: Please ENCLOSE A COPY OF THIS LETTER WITH FUTURE SUBMITTALS OR OTHER CORRESPONDENCE pertaining to this project.

Changes to construction in the field which are not consistent with the reviewed documents are not authorized unless reviewed by this office for compliance with Code. Modifications to reviewed plans must be submitted to this office by the Architect/Civil Engineer for review prior to final inspection. If an Architect or Civil Engineer is not required by RS 37:155, revisions shall be submitted by the Owner. Submittals shall include plans, completed application, a minimum \$55.00 review fee, and a copy of the most current plan review letter.

Compliance with code requirements for fire protection systems, such as Fire Alarm, Sprinkler and Suppression Systems, is determined by separate shop drawing submittal and is not included in this review.

This review applies to work indicated in the drawings or specifications. Existing portions of the facility or building unaffected by the new work shall comply with LAC 55:103B.

This review shall in no way permit and/or authorize any omissions or deviations from the specific requirements of the adopted codes, rules and regulations in accordance with R.S. 40:1574.1(B).

This review is valid for 180 days from the date of this letter. Construction permits must be issued and/or construction must commence within this time period.

This office requires certification of the completed project in accordance with the approved documents (certificate enclosed).

Occupancy of the project will not be permitted until we receive the completed certificate and a satisfactory inspection of the completed construction has been made by this office.

**PERMIT FEES NOT REFUNDABLE**

JEFFERSON PARISH INSPECTION & CODE ENFORCEMENT

EAST BANK  
1221 ELMWOOD PARK BLVD.  
HARAHAN, LA 70123  
736-6954  
FAX 736-8387

WEST BANK  
400 MAPLE STREET  
HARVEY, LA 70058  
364-3512  
FAX 364-3534

AREA INSPECTOR NO. B  
COUNCIL DISTRICT NO. 2

**NOT A PERMIT  
UNTIL APPROVED**

**BUILDING APPLICATION NO. 13-309994**

CASHIER NO. \_\_\_\_\_ DATE APPLIED 10/24/13 DATE ISSUED 2/7/14

**ADDED AREAS FOR OFFICIAL USE ONLY**

PROJECT ADDRESS <u>5401 JEFFERSON HY.</u>	SUITE NO. <u>C</u>	SUBDIVISION <u>ELMWOOD PLANTATION</u>	SQ. NO. <u>A</u>	LOT NO. <u>16-C-1</u>
OWNER OR AGENT <u>Robert Maloney Sr.</u>	ADDRESS <u>5301 JEFFERSON HY.</u>		PHONE <u>504 940-1288</u>	
NAME OF BUSINESS/TENANT <u>JP Inspector Gen.</u>		TYPE OF BUSINESS <u>DATA PR. GORT.</u>		NEW <input type="checkbox"/> EXISTING <input checked="" type="checkbox"/> IN JEFFERSON PARISH

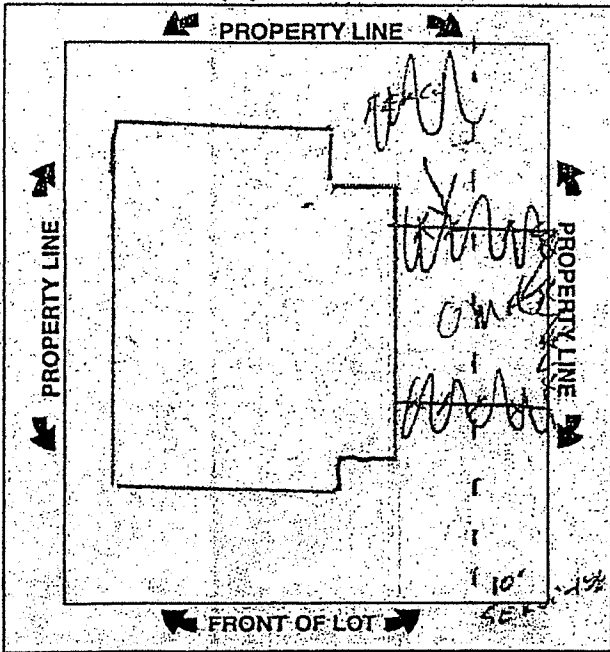
ARCHITECT / CIVIL ENGINEER <u>BRILL ANDERSON</u> <u>AG L DESIGN</u>	ADDRESS <u>433 METAIRIE RD.</u> <u>METAIRIE LA 70005</u>	PHONE NO. <u>504 888-9077</u>	REG. NO. <u>6714</u>
CONTRACTOR <u>R+M CONSTRUCTION</u> <u>VIOLET 70092</u>	ADDRESS <u>4871 E JUDGE PEREZ</u>	FAX <u>504-888-9079</u>	OCCUP. LICENSE NO. <u>3925</u>
		HOMEBUILDERS NO. <u>35399</u>	STATE LICENSE NO. <u>35399</u>

DESCRIPTION <u>TENANT BUILDOUT</u>	PERMITTED HEIGHT <u>31.38</u>	STORIES <u>615.00</u>
	EST. VALUE <u>100,000.00</u>	

NO. OF PILES	ZONING <u>M-2</u>	PILE ZONE	REQ. PK. SP. <u>329</u>	MISC. REMARKS
	<u>CHL</u>			
FIA ZONE	N.G.V.D OR		ABOVE CROWN OF STREET, WHICHEVER IS HIGHER	

FILL IN PLOT PLAN BELOW  
RESIDENTIAL APPLICATION MUST SHOW OFF STREET PARKING  
ON PLOT PLAN

BOUNDING STREET: PEPSI



TYPE OF CONSTRUCTION	<u>0</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>A</u>				
OCCUPANCY	<u>A</u>	<u>B</u>	<u>E</u>	<u>F</u>	<u>H</u>	<u>I</u>	<u>M</u>	<u>R</u>	<u>S</u>	<u>U</u>
IS THIS A CORNER LOT?	<input checked="" type="checkbox"/> YES		<input type="checkbox"/> NO							
KEY LOT IN REAR?	<input type="checkbox"/> YES		<input type="checkbox"/> NO <u>servitude</u>							
SQUARE FEET PER FLOOR		<u>COOSA ST</u>								
1st FLOOR	<u>99,400</u>		BUILDING FEE		<u>537.00</u>					
2nd FLOOR	<u>N/A</u>		PLAN REVIEW FEE		<u>100.00</u>					
3rd FLOOR	<u>N/A</u>		VIOLATION FEE							
GARAGE, STORAGE CARPORT, ETC.	<u>N/A</u>		ADDITIONAL FEE		<u>233.62</u>					
TOTAL SQUARE FEET			BOX NO		<u>10/24/13</u>					

THIS PERMIT SHALL NOT EXEMPT YOU FROM ANY OBLIGATIONS UNDER ANY ORDERS OR JUDGMENTS. THE ISSUANCE OF THIS PERMIT DOES NOT NEGATE THE REQUIREMENT OF APPEARING AT ANY SCHEDULED HEARINGS.

THE SCOPE OF THIS APPLICATION REVIEW IS LIMITED TO THE PROPERTY AS SHOWN ON THE SURVEY SUBMITTED. THE ISSUANCE OF THIS PERMIT DOES NOT GRANT ANY RIGHTS INTO THIS PROPERTY THAT THE APPLICANT DID NOT HAVE AS OF THE DATE OF THE APPLICATION.

I CERTIFY THAT THE CONSTRUCTION OR RECONSTRUCTION, FOR WHICH THIS PERMIT IS ISSUED, WILL BE IN ACCORDANCE WITH THE CURRENTLY ADOPTED BUILDING CODE AND ORDINANCES GOVERNING CONSTRUCTION AND RECONSTRUCTION OF BUILDINGS IN JEFFERSON PARISH. I ACKNOWLEDGE THAT THIS PERMIT DOES NOT AUTHORIZE CONSTRUCTION CONTRARY TO EXISTING TITLE RESTRICTIONS OR ZONING LAWS OF JEFFERSON PARISH. I FURTHER ACKNOWLEDGE THAT ANY MISREPRESENTATION MADE HEREIN MAY RESULT IN THE REVOCATION OF THE PERMIT.

ED BY: [Signature]

OWNER OR AGENT: [Signature]

BUILDING INSPECTOR COPY

JEFFERSON PARISH-INSPECTION & CODE ENFORCEMENT

-EAST BANK-  
1221 ELMWOOD PARK BLVD.  
HARRAHAN, LA 70123  
736-8964

-WEST BANK-  
400 MAPLE AVE.  
HARVEY, LA 70058  
384-3500

BUILDING ONLY

DO NOT POUR   
DO NOT CLOSE WALLS   
NOT COMPLETE

OK TO POUR   
~~OK TO CLOSE~~   
~~COMPLETE~~

ADDRESS: 5401 Jefferson Hwy PERMIT NO.: 13-309954

REMARKS: FRAME & FINAL

FRAME & FINAL

BUILDING ONLY

OK

INSPECTOR: [Signature] DATE: 5/5/14

CENTRAL FILE COPY



Jefferson Parish  
Inspections and Code Enforcement


Certificate of Completion

Date Issued: 05/06/2014  
Permit No.: 13-309994  
Job Location: 5401 Suite C JEFFERSON HWY, JEFFERSON, LA 70123  
Completion Date: 05/06/2014

Based on the records of this office, on the date of issuance, this certificate certifies the above construction was completed in accordance with the applicable provisions of the Building and Related Construction Codes of Jefferson Parish.

Certificates of Completion are issued subject to the laws, ordinances, and regulations provided by the Jefferson Parish Regulatory Division, Department of Inspection and Code Enforcement.

Sincerely,



David Williams,  
Regulator Manager

JEFFERSON PARISH  
DEPARTMENT OF INSPECTION AND CODE ENFORCEMENT  
MECHANICAL INSPECTION SECTION

(Use separate application for each job)

Transaction No. \_\_\_\_\_

Date: 4/28/14  Hold  Ready Permit No. 13-309994

Job Address: 5401 Jefferson Hwy Sta. \_\_\_\_\_ City \_\_\_\_\_

Name of Business or Customer: Jefferson Business Center Commercial:  Residential: \_\_\_\_\_

Intersecting Streets: Elmwood Park Blvd and Jefferson Hwy

Proposed Work: Duct Alteration

Owner \_\_\_\_\_ Mechanical License # M-16719

Will not use 3<sup>rd</sup> party  Will use 3<sup>rd</sup> party Contract Price \_\_\_\_\_

New Building  Addition/Renovation  Change out  Fire  Six Month  Leak  Shoring

Mechanical Contractors Name: (PLEASE PRINT CLEARLY) <u>Jeremy Ferret</u>	License No. <u>M16719</u>	State License No. <u>53222</u>
Signature <u>Jeremy Ferret</u>	Phone No. _____	Cell No. <u>238-</u>

From 1 to 5 H.P.	530.00	
From 5 to 10 H.P.	50.00	
From 11 to 100 H.P.	70.00	
From 101 to 500 H.P.	130.00	
Over 500 H.P.	190.00	
Warm Air Heater Gas or Electric	25.00	
Under 200,000 BTU's	40.00	
Over 200,000 BTU's		
Elevators		
Passenger & Freight	50.00	
2 Through 4 Floors	20.00	
Over 4 Floors, Per Floor		
Moving Stairs	150.00	
Belt Elevator (Manlift)		
2 through 5 Floors	50.00	
Over 4 Floors, Per Floor	20.00	
Workman's Builder's Hoist	20.00	
Alteration Permit - Amount of total Contract Cost: First \$1,000.00	350.00	30.00
Each Additional \$1,000.00 of Contract Cost	30.00	10.00
hood	50.00	
Air Compressor Tanks or Unfired Pressure Vessels: 5 to 20 Cubic Ft.	20.00	
Pressure Vessels: Over 20 Cubic Ft.	30.00	
Re-inspection	60.00	
Same Day Inspection	50.00	
After Hours Inspection (Mon - Fri)	150.00	
Weekend (Sat & Sun)	175.00	
Holiday	200.00	
Takeover Fee	50.00	
Sign Violation	200.00	
Investigation Fee	300.00	
Sign Violation Fee	200.00	
Non Refundable Application Fee		21.00
<u>APR 28 2014</u>	Total Fees	<u>51.00</u>

- Defects
- Residence Close walls & ceiling approved
- Close walls only Approved
- Close Ceiling Approved
- Inspection Requested
- Rough In \_\_\_\_\_
- Ceiling \_\_\_\_\_
- Wall \_\_\_\_\_
- Slab \_\_\_\_\_
- Final 9:00 PM 5/1/14 OC

Office Notes: \_\_\_\_\_

Inspector Notes: \_\_\_\_\_

No Defects

Per 90

**JEFFERSON PARISH-INSPECTION & CODE ENFORCEMENT**

-EAST BANK-  
1221 ELMWOOD PARK BLVD.  
HARAHAN, LA 70123  
736-6984

-WEST BANK-  
400 MAPLE AVE.  
HARVEY, LA 70058  
364-3500

**BUILDING ONLY**

DO NOT POUR   
DO NOT CLOSE WALLS   
NOT COMPLETE

OK TO POUR   
~~OK TO CLOSE~~   
~~COMPLETE~~

ADDRESS: 5401 Jefferson Hwy PERMIT NO.: 13-309994

REMARKS: FRAME & FINAL

FRAME & FINAL

BUILDING ONLY

OK

INSPECTOR: [Signature] DATE: 5/5/14

CENTRAL FILE COPY



JEFFERSON PARISH  
DEPARTMENT OF INSPECTION AND CODE ENFORCEMENT  
ELECTRICAL INSPECTION SECTION  
(Use separate application for each job)

Date: 3/11/14  Hold  Ready Permit No. 13-309994

Job Address: 5401 Jefferson Hwy Ste. C City Jefferson

Intersecting Streets: Elmwood Park Blvd and Repsi St.

Proposed Work: Adding Circuits for New Construction work

- RESIDENTIAL  COMMERCIAL
- WILL NOT USE 3<sup>RD</sup> PARTY  WILL USE THIRD PARTY  NO METER NEEDED  METER NEEDED
- Construction Pole  New Construction  Trailer  Vacancy  Pool  Service  Additions  Repairs

Electrician Name: (PLEASE PRINT) Travis Segura License No. E-19358

Signature Travis Segura Phone No./Cell No. 504 416-2864

Item	Quantity	Fees	Total
Construction Loop		.30 per amp	
New Service		.30 per amp	
Circuits	<u>13</u>	3.00 ea	<u>39.00</u>
Vacancy		30.00	
Illuminated Sign		50.00 ea	
Generator		30.00 ea	
Solar Panels		30.00	
Lowering Meter		30.00	
Alterations/Repairs	<u>1</u>	30.00	<u>30.00</u>
Take over fee		50.00	
Elevator/Escalator		50.00 ea	
Pool/Fountain		100.00 ea	
Storage Pool/Wading/Spa		30.00	
Same Day Inspection		50.00	
Emergency Re-connect		30.00	
After Hour Meter Release		30.00	
After Hours Inspection (M-F)		150.00	
Weekend Inspection (Sat-Sun)		175.00	
Holidays		200.00	
Additional hours-After 3 hours		50.00 per hr	
Investigation Fee		300.00	
Non Refundable Application Fee		21.00	21.00
		<b>Total Fees</b>	<b><u>90.00</u></b>

**PAID**  
3/11/14  
\$60.00

1 <sup>st</sup> Re-inspection	60.00
2 <sup>nd</sup> Re-inspection	120.00
3 <sup>rd</sup> Re-inspection	180.00
<b>TOTAL FEE</b>	

Date 30 Day Meter Released	Meter Released by
Date Permanent Meter Released	Meter Released by
Date Emergency Reconnect	Meter Released by

**INSPECTOR USE ONLY**

- Inspection Requested
- Rough In \_\_\_\_\_
- Underground \_\_\_\_\_
- Ceiling \_\_\_\_\_
- Wall 3/12/14 OK to close (L6) 3/12/14
- Slab \_\_\_\_\_
- Final \_\_\_\_\_

- Results of Inspection
- Defects \_\_\_\_\_
- Close walls & ceiling approved
- Close walls only Approved
- Close Ceiling Approved

Office Notes: (L6) OK to close walls  
3/12/14

Service Amps		
Circuits		
Subtotal:	\$ _____	
Application Fee:	\$21.00	
Total:	\$ _____	
Final Inspection Approved by:	Date _____	
Meter		
Needed	Net	Existing
Re-Crimp	Re-Seal	Service Drop





5

TRANSACTION # \_\_\_\_\_



LA. LIC # 150

J.P. CERT.# 401

JEFFERSON PARISH  
DEPARTMENT OF INSPECTION AND CODE ENFORCEMENT  
PLUMBING SECTION

PHONE # (504) 733-9113 PERMIT # 13-309994 DATE 4-24 2014

PLEASE PRINT ALL INFORMATION CLEARLY

NAME LICENSED MASTER PLUMBER Ronald Deslatte

ADDRESS, CITY, STATE, ZIP 325 Hickory Ave Harahan 70123  
A FILING TO DO PLUMBING AS HEREINAFTER SPECIFIED UPON MY PREMISES AT:

JOB ADDRESS 5401 Jefferson Hwy Suite # C 70123

BOUNDING STREETS Elmwood Park / Tobias Park

SIGNATURE OF LICENSED MASTER PLUMBER C Deslatte

NUMBER OF FIXTURES	KIND AND TYPE OF FIXTURES	INSPECTION CHARGES
	FIXTURES	
	FLOOR DRAINS	
	HUB DRAINS	
	SUBSURFACE DRAINAGE	
	GREASE TRAPS	
	CAN WASHER	
	LAWN SPRINKLER	
	ROOF DRAIN	
	SEWER LINE (REPAIR ONLY)	
	SEWER CAP	
	MAN HOLES	
	WATER LINES	
	CATCH BASIN	
	TUNNEL	
	WATER METER	
	R. P. B. P. (BACKFLOW VALVE)	
<u>1</u>	RESET	<u>50</u>
	MISCELLANEOUS	
	SEWER CARDS	
	TAKE OVER	

	FEE	DATE
SPECIAL INSPECTION		
SPECIAL INSPECTION		
SPECIAL INSPECTION		
REINSPECTION		
REINSPECTION		
REINSPECTION		
INVESTIGATION FEE		

*final complete 4-24-14  
R Miller*

NON-REFUNDABLE APPLICATION FEE 21.00

**P A I D**  
DISPOSAL WILL BE BY (PUBLIC SEWER) (SEWER PLANT)  
STRIKE OUT ONE NOT APPLICABLE

APR 24 2014 TOTAL CHARGES \$ 71.00

Per 88

DJP 4/24/14

TOTAL CHARGES \$ \_\_\_\_\_

TOTAL CREDITS \$ \_\_\_\_\_

TOTAL AMOUNT \$ \_\_\_\_\_

OF CODE



WWW.JEFFPARISH.NET

JOHN F. YOUNG, JR.  
PARISH PRESIDENT

JEFFERSON PARISH  
DEPARTMENT OF INSPECTION & CODE ENFORCEMENT

TIFFANY SCOT WILKIN  
DIRECTOR

THIRD PARTY INSPECTIONS ACKNOWLEDGMENT

13-309994  
(PERMIT/FILING NUMBER)

5401 Jefferson Hwy Suite C  
(MUNICIPAL ADDRESS OF WHERE THE WORK WILL BE PERFORMED)

JPL Steve Pather - Facility Manager  
(NAME OF PROPERTY OWNER)

This Third Party Inspections Acknowledgment is being executed by: (check one)

The owner of the property, who acknowledges the below, or

An authorized representative of the property owner, who acknowledges that the owner is aware of the below.

That Third Party Inspectors will be utilized on the above-referenced project for compliance with State mandated construction codes, and that for the particular trade the Third Party Inspector conducts inspections, all required inspections for that trade will be conducted to successful completion.

Owner/Authorized representative acknowledges the requirement to contact the Parish to obtain written approval prior to the pouring of slabs and/or footings, and before the closing of walls and/or ceilings to insure that all requirements have been met, including, but not limited to, FEMA, zoning, plumbing, electrical, mechanical and gas.

Owner/Authorized representative further acknowledges that the Third Party Inspector is not affiliated with the Parish of Jefferson.

[Signature]  
Owner or Authorized Representative's Signature

Travis Spivey  
Owner or Authorized Representative's Printed Name

4/15/14  
Date

JEFFERSON PARISH  
DEPARTMENT OF INSPECTION AND CODE ENFORCEMENT  
ELECTRICAL INSPECTION SECTION  
(Use separate application for each job)

Date: 3/11/14  Hold  Ready Permit No. 13-309994

Job Address: 5401 Jefferson Hwy Ste. C City Jefferson

Intersecting Streets: Elwood Park Blvd and Pepsi St.

Proposed Work: Adding Circuits for New Constructing walls

- RESIDENTIAL  COMMERCIAL Contract Price \_\_\_\_\_
- WILL NOT USE 3<sup>RD</sup> PARTY  WILL USE THIRD PARTY  NO METER NEEDED  METER NEEDED
- Construction Pole  New Construction  Trailer  Vacancy  Pool  Service  Additions  Repairs

Electrician Name: (PLEASE PRINT) <u>TRAVIS Segura</u>	License No. <u>E-19308</u>
Signature <u>Travis</u>	Phone No./Cell No. <u>504 416-7864</u>

Item	Quantity	Fees	Total
Construction Loop		.30 per amp	
New Service		.30 per amp	
Circuits	<u>13</u>	3.00 ea	<u>39.00</u>
Vacancy		30.00	
Illuminated Sign		30.00 ea	
Generator		30.00 ea	
Solar Panels		30.00	
Lowering Meter		30.00	
Alterations/Repairs	<u>✓</u>	30.00	<u>32.00</u>
Take over fee		50.00	
Elevator/Escalator		50.00 ea	
Pool/Fountain		100.00 ea	
Storage Pool/Wading/Spa		30.00	
Same Day Inspection		50.00	
Emergency Re-connect		30.00	
After Hour Meter Release		30.00	
After Hours Inspection (M-F)		150.00	
Weekend Inspection (Sat-Sun)		175.00	
Holidays		200.00	
Additional hours-After 3 hours		50.00 per hr	
Investigation Fee		300.00	
Non Refundable Application Fee		21.00	21.00
		Total Fees	<u>90.00</u>
			<u>\$60.00/W</u>

**PAID**  
12-3/11/14

1 <sup>st</sup> Re-inspection	60.00
2 <sup>nd</sup> Re-inspection	120.00
3 <sup>rd</sup> Re-inspection	180.00
<b>TOTAL FEE</b>	

Date 30 Day Meter Released	Meter Released by
Date Permanent Meter Released	Meter Released by
Date Emergency Reconnect	Meter Released by

**INSPECTOR USE ONLY**

**Inspection Requested**

- Rough In \_\_\_\_\_
- Underground \_\_\_\_\_
- Ceiling \_\_\_\_\_
- Wall 3/12/14 DS
- Slab \_\_\_\_\_
- Final \_\_\_\_\_

**Results of Inspection**

- Defects \_\_\_\_\_
- Close walls & ceiling approved
- Close walls only Approved
- Close Ceiling Approved

Office Notes:

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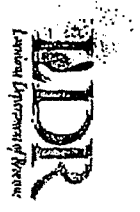


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Service Amps	
Circuits	
Subtotal:	\$ _____
Application Fee:	\$21.00
Total:	\$ _____
Final Inspection Approved by:	_____ Date _____
Meter	
Needed	Net Existing
Re-Crimp	Re-Seal Service Drop

Paul Vandberg  
Per 736-8389

R-1027-L (6/99) This certificate must be publicly displayed as provided by law.



See reverse side for important information.

State of Louisiana  
Department of Revenue  
Sales Tax  
Registration Certificate  
Date Issued 10/22/2010  
Effective date 10/1/2010  
400MOU Filer  
7141807-001

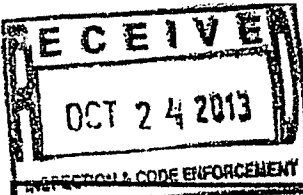
R & M CONSTRUCTION OF LOUISIANA INC

*Cynthia Bilalys*  
Secretary of Revenue and Taxation

R & M CONSTRUCTION OF LOUISIANA INC  
4821 E JUDGE PEREZ DR  
VIOLET LA 70092-4037

*Carol R. Ruiz*  
Director of Sales Tax Section

4821 E JUDGE PEREZ DR  
VIOLET LA 70092-4037



13-309994  
JOB #

JEFFERSON PARISH WORK SHEET

JOB ADDRESS: 5401 JEFFERSON Hwy. SUITE # C SQ. FT. 4841  
 LOT: 16 SQUARE: C SUBDIVISION: Elmwood Plantation  
 OWNER: Robert Maloney Sr. PHONE # (504) 940-1288  
 AGENT: Steve Prather PHONE # (504) 610-0234  
 ADDRESS: 5401 Jefferson Hwy. CITY: HARRAHAW ST: LA. ZIP: 70123  
 ARCHITECT: AGL Designs - Brian Anderson PHONE # (504) 888-9077  
 ADDRESS: 433 Metairie Rd. CITY: Metairie ST: LA ZIP: 70005  
 FAX # (504) 888-9079 E-MAIL ADDRESS: agldesigns.com  
 CIVIL ENGINEER: N/A PHONE # ( )  
 ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 FAX # ( ) \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY DESIGN PROFESSIONAL

PRINCIPAL INTENDED USE OF THIS BUILDING IS: RESIDENTIAL ( ) BUSINESS (X) EDUCATIONAL ( ) FACTORY ( )  
 STORAGE ( ) INSTITUTIONAL ( ) ASSEMBLY ( ) HAZARDOUS ( ) MERCANTILE ( ) EST. VALUE: \$ 138,615.00  
 IS THIS BUILDING SPRINKLED?: YES (X) NO ( ) WILL THIS BE A NON-SMOKING BUILDING?: YES (X) NO ( )

DESCRIPTION: Office space for government agency  
 SUBMITTED: 4 SETS OF PLANS \_\_\_\_\_ PLOT PLANS \_\_\_\_\_ SURVEYS \_\_\_\_\_ SPECS \_\_\_\_\_

CONTRACTOR: Rt M Construction  
 STATE LICENSE: 35399 PHONE # (504) 277-1646  
 ADDRESS: 4821 E. Judge Pkwy. CITY: Violet ST: La ZIP: 70092  
 SUBMITTED BY: Steve Prather PHONE # 504 610-0234 DATE: 10/24/13

IF THE OWNER OR ARCHITECT WISHES, REVIEW COMMENTS CAN BE SENT VIA FAX OR E-MAIL.  
 FAX # ( ) \_\_\_\_\_ ATTN: \_\_\_\_\_  
 E-MAIL: Steve.p.jbc@gmail.com PLAN REVIEWER RECEIVING PLANS: Mr. Faustmann

DO NOT WRITE BELOW THIS LINE

B2A-E-1240  
 PARKING SPACES REQUIRED: 327 EXISTING PARKING SPACES: \_\_\_\_\_ PLAN REVIEWER'S INITIALS: MP  
 #SPACES APPROVED BY SITE PLAN REVIEW: STANDARD \_\_\_\_\_ HANDICAP \_\_\_\_\_ COMPACT \_\_\_\_\_ TOTAL \_\_\_\_\_  
 PLAN REVIEWER \_\_\_\_\_ DATE \_\_\_\_\_

JEFF PARISH  
 197451  
 MOHAWK CARPET & AFFILIATES  
 LA 70123

JEFF PARISH  
 PURCHASING DEPARTMENT  
 P.O. BOX 9  
 GREINA, LA 70054-0009



CONTACT:  
 Kim Chatelain  
 (504)736-8962

PURCHASE ORDER # 14-0005679

3/24/14

197451  
 MOHAWK CARPET & AFFILIATES

F.O.B.

DELIVERY 3/20/2014  
 REQ#: 600478195  
 CONT#: 55STAT2014  
 BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
440.0000	SQYD	001 Tile, Carpet Mohawk LA Contrat #406956 Line 00016 T Number 92506 Mohawk 24"x24" Carpet Tile "The Flow"	21.6800	✓ 9539.20
24.0000	SQYD	002 Tile, Carpet Mohawk La Contract 406956 Line 00085 T Number 92506 Carpet Tile 24"x24" Colorbeat	19.7200	✓ 473.28
4.0000	GL	003 Installation Supplies: Adhesive La Contract 406956 Line 00400 T Number 92506 Carpet Tile Adhesive	82.6000	✓ 330.40
464.0000	SQYD	004 Carpet Installation La Contract 406956 Line 00413 T Number 92506 Carpet Tile Full Spread Installation	5.9900	✓ 2779.36

TOTAL 13122.24

PHONE: 504-364-2678  
 FAX: 504-364-2683  
 EMAIL: PURCHASING@JEFFPARISH.NET  
 WEB SITE: WWW.JEFFPARISH.NET/BIDS

EXHIBIT  
 3



**SHIP TO/INVOICE TO:**  
 5401 Jefferson Hwy  
 Suite C  
 kchatelain@jeffparish.net  
 Jefferson LA 70123

**PARISH OF JEFFERSON**  
 PURCHASING DEPARTMENT  
 P.O. BOX 8  
 GREYSVILLE, LA 70042-0008



**CONTACT:**  
 Kim Chatelain  
 (804) 736-8962

**PURCHASE ORDER # 14-0028294**

12/23/14

286465  
**SOUND MANAGEMENT GROUP LLC**

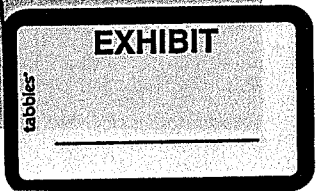
**F.O.B.**  
 InPrice

N/30  
**DELIVERY**  
 12/30/2014

**REQ#:** 600499274  
**CONT#:**  
**BID#:** 6000112038

**This order is placed subject to instructions and conditions attached hereto**

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	JOB	Reference all inquires to: Carol Gasper - Buyer I (504) 364-2678 ..... 0001 Sound Shadow (r) sound masking system. (1) M-101 Master Control Unit. (20) S - 201 Exposed Speaker Unit with volume control and 3 ft. chain with S-hook. (20) W - 402 20 ft Plenum grade pre-cut wire assemblies with IDC connectors. Plug in wall 24 Volt transformer. Materials, delivery, installation and tuning (Non-union labor prevailing wage). Discount offered.  <b>ATTN: MIKE BARKMAN</b> <b>(908) 874-7826</b> <b>EMAIL: MIKEB@SOUNDMANAGEMENTGROUP.COM</b>	3285.0000	3285.00



V# 276999  
55-17962  
Finance

LEASE AGREEMENT

990 NORTH CORPORATE DRIVE, LLC \* UNITED STATES OF AMERICA  
AND \* STATE OF LOUISIANA  
JEFFERSON PARISH, through OFFICE OF \* PARISH OF JEFFERSON  
INSPECTOR GENERAL

This LEASE AGREEMENT for office space (hereinafter the "AGREEMENT") is made and entered this 30th day of August, 2018 by and between the 990 North Corporate Drive, LLC, a Louisiana limited liability company (hereinafter "LESSOR"), and Jefferson Parish, a political subdivision of the State of Louisiana, through the Jefferson Parish Office of Inspector General, represented by David McClintock, Inspector General, who is duly authorized to act pursuant to JPCO 2-155.10 (hereinafter "LESSEE"). For consideration and under the following terms and conditions, the LESSOR agrees to lease to the LESSEE office space hereinafter defined:

ARTICLE 1. PREMISES

The LESSOR hereby grants to the LESSEE permission to occupy and use 5,192 square feet of office space on the 3<sup>rd</sup> floor of 990 Corporate Drive, Jefferson Louisiana known as Suite 300, furnished with and fully wired, as is and where is, but including leasehold improvements and any related support and common areas, including but not limited to parking, ingress and egress to the building, and rest rooms, for the use and quiet enjoyment of LESSEE.

ARTICLE 2. TERM

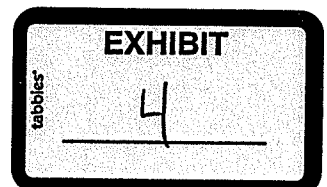
The Term of the Agreement shall be subject to an initial term of eighty-four (84) months commencing on the 1<sup>st</sup> day of January, 2018, and thereafter terminating on the 31<sup>st</sup> day of December, 2026.

Providing that (i) this Lease shall be in full force and effect; (ii) that LESSEE is not then in default of this Lease; and (iii) that LESSEE is still occupying for its own use and occupancy the entire Premises, then LESSEE shall have two (2) Five (5) year options to renew the Agreement (each a "Renewal Term") with respect to the whole of the premises for consideration defined herein. Such option to extend shall be exercised by LESSEE giving written notice of the exercise thereof (the "Exercise Notice") to LESSOR at least nine (9) months, but not more than twelve (12) months, prior to the expiration of the initial eighty-four (84) month Lease Term, time being of the essence.

If exercised, the Renewal Term shall be included in the definition of the Lease Term. The Renewal Term shall commence on the day immediately following the last day of the Lease Term. LESSOR and LESSEE agree to execute a memorandum confirming the commencement and expiration dates of the Renewal Term, such memorandum to form part of this Lease. Such Renewal Term shall be upon the same terms, covenants and conditions as set forth in this Lease, except that (i) LESSEE shall be limited to only two such Extension Terms, with the second term only being effective if LESSEE exercised the first Extension Term, (ii) LESSOR shall not be obligated to perform any alterations, improvements or work for the Building or Premises or any other space leased by LESSEE hereunder with respect to or during the Renewal Term, (iii) LESSEE shall not be entitled to any allowances, rent waivers, rent credits or other concessions with respect to the Renewal Term, (iv) only LESSOR'S Broker shall be entitled to any leasing commission from LESSOR with respect to the Renewal Term, and (v) the Base Rent for the first Extension Term shall be market rate, but not to exceed \$20.00, per square foot per annum and if so extended, the second Extension Term shall be market rate, but not to exceed \$21.00, per square foot per annum.

ARTICLE 3. RENT

LESSEE hereby agrees to a rate of \$19.01 per square foot for an annual rent of \$98,688 payable in equal installments of \$8,224 in advance, on the first (1<sup>st</sup>) day of each calendar month without setoff or delay. Payments are to be made in advance on the first day of each calendar month during the term to the Department of Finance, P.O. Box 9, Gretna, LA 70053.





The first installment shall be due upon execution of this Agreement by the parties. The rate of rent per square foot shall remain the same for the first full term of the Agreement, but it may be subject to increase at the Renewal Term.

If the term commences on a day other than the first day of the calendar month, then the lessee shall pay to lessor the rental for the number of days that exist prior to the first day of the succeeding month, with similar adjustment being made at the termination of this lease.

Payments of Rent only shall be made payable to the order of:  
990 North Corporate Drive, LLC, or to such other party that Landlord may designate from time to time by written notice to Tenant. Rental payment address shall be 2555 Severn Avenue, Suite 200, Metairie, LA 70002.

#### ARTICLE 4. DELIVERY OF PREMISES

LESSOR agrees to deliver, and LESSEE agrees to accept, possession of the premises on the effective date of this AGREEMENT. LESSOR will deliver possession of the premises to LESSEE in as-is condition. If LESSOR encounters delays in delivering possession of the premises to LESSEE, not as a result of LESSOR's negligence, this AGREEMENT will not be void or voidable, nor will LESSOR be liable to LESSEE for any loss or damage resulting from such delay. If the delay in possession is caused by LESSEE, then the date of delivery by LESSOR to LESSEE shall be deemed to be the date such delivery would have occurred but for LESSEE'S delay.

LESSEE is deemed to have accepted the Premises upon taking possession, in its "as-is" "where-is" subject to all faults condition and agreed that the Premises is in good order and satisfactory condition, with no representation or warranty by LESSOR as to the condition of the Premises or the Building or suitability thereof for LESSEE's use. Notwithstanding the foregoing, LESSOR shall, at LESSOR's sole cost and expense, construct the Premises based on the attached Exhibit "A", utilizing building standard construction standards and finishes (collectively, the "Lessor Work").

Upon occupancy, LESSEE shall be deemed to have acknowledged all obligations of LESSOR to be performed by LESSOR on or before the opening of the premises, and that the premises are, at such time, complete and in good, sanitary and satisfactory condition, without any obligation on LESSOR's part to make any alterations, upgrades or improvements thereto.

#### ARTICLE 5. USE OF PREMISES

The Premises is for the use of LESSEE. LESSEE agrees that the Premises is to be used for LESSEE's general office operations, including that of the Jefferson Parish Ethics and Compliance Commission, and for no other purpose. LESSEE shall conduct its business and control its agents, servants, contractors, employees, customers, licensees, and invitees in such a manner as not to interfere with, annoy or disturb other tenants, or in any way interfere with LESSOR in the management and operation of the Building.

LESSEE will maintain the Premises in a clean and healthful condition, and comply with all laws, ordinances, orders, rules and regulations of any governmental entity with reference to the operation of LESSEE's business and to the use, condition, configuration or occupancy of the Premises, including without limitation, the Americans with Disabilities Act (collectively referred to as "Laws"). During the Term, LESSEE's obligations to comply with Laws shall include, without limitation: (a) obtaining all permits, licenses, certificates and approvals to conduct its business in the Premises, without thereby subjecting LESSOR, the Property or other occupants to any costs, requirements, liabilities or restrictions, (b) any Leasehold Improvements (or any systems or equipment exclusively serving the Premises), and (c) any work outside the Premises (if LESSOR permits such work) required by Laws based solely on LESSEE's use of, work within, or systems or equipment exclusively serving, the Premises, whether or not any such work is deemed structural, involves a capital expenditure or results in a benefit extending beyond the Term. LESSEE, within ten (10) days after receipt thereof, shall provide LESSOR with copies of any notices it receives with respect to a violation or alleged violation of any Laws.

LESSEE will comply with the rules and regulations of the Building attached hereto as Exhibit B and such other rules and regulations adopted and altered by LESSOR from time to time and will

cause all of its agents, servants, contractors, employees, customers, licensees and invitees to do so. To the extent that any such rules or regulations shall be inconsistent with the express provisions of this Lease, such provisions of this Lease shall prevail. LESSOR shall have the right, upon no less than thirty (30) days' notice to LESSEE, to reasonably amend such Rules and supplement the same with other reasonable Rules relating to the Property, or the promotion of safety, care, efficiency, cleanliness or good order therein. Nothing herein shall be construed to give LESSEE or any other LESSEE Related Party (defined below) any claim, demand or cause of action against LESSOR or other owners of portions of the Property, or any management agent thereof, arising out of the violation of such Rules by any other LESSEE or visitor of the Property, or out of the enforcement, modification or waiver of the Rules by LESSOR in any particular instance, nor obligate LESSOR or its agent to enforce such Rules and Regulations against any LESSEE provided LESSOR enforces such rules and regulations in a uniform and non-discriminatory manner.

#### ARTICLE 6. ACCESS

LESSEE shall have access to the Premises twenty-four (24) hours per day, seven (7) days per week (subject, however, to the rules and regulations established from time to time by LESSOR for the Building). Access to the Building entrance outside the Normal Business Hours will be by means of a security card access system, guard system or other system or arrangement as established from time to time by LESSOR. Subject to Force Majeure, there will be a minimum of one (1) elevator in operation for LESSEE's use outside of the Normal Business Hours.

#### ARTICLE 7. PARKING

Any areas of the Building which may be set aside by LESSOR for the parking of automobiles may be used by LESSEE and LESSEE's visitors, invitees and licensees while engaged in business in the Premises, for the parking of their automobiles, in common with like use by other LESSEES of space in the Building. The use of said automobile parking areas by LESSEE and LESSEE's visitors, invitees and licensees shall be at their sole risk and expense, and in no event shall LESSOR have any liability for damage to, theft or loss of property of the LESSEE or of LESSEE's employees, visitors, licensees or invitees suffered or sustained in or about said parking areas. Said parking areas shall be under the exclusive control of LESSOR, who shall have the right to establish rules and regulations governing the use of said parking areas, and the right to change such rules and regulations from time to time, and the right to limit or terminate the right of LESSEE, its visitors, invitees and licensees or any other parties to use such parking areas. LESSEE agrees to keep, observe and comply with all such rules and regulations so established by LESSOR, and will direct and require its employees, licensees, visitors and invitees to comply therewith. No employee of LESSOR is authorized to accept possession of any vehicle from the LESSEE or from LESSEE's employees, licensees, visitors or invitees, or to accept custody of any articles from LESSEE. Parking shall be unreserved and free of charge throughout LESSEE's initial Lease Term.

LESSEE shall be provided with the right to use four (4) reserved parking spaces and seven (7) parking spaces on a "first come", "first served" unreserved basis within the parking facilities servicing the Building. In addition, LESSOR shall provide six (6) visitor parking spaces. Upon expiration or any termination of this Lease, the LESSEE will cause all of its automobiles and those of its executives and personnel to be immediately removed from the garage or other parking areas.

#### ARTICLE 8. GRAPHICS

LESSEE shall have the right to install, at LESSEE's cost, (a) any LESSEE identification signage at the entrance door of the Premises and (b) LESSEE's listing on the building lobby directory located on the first floor of the Building, subject however, to LESSOR's approval of such signage and listing. LESSEE shall not be permitted to install any signs or other identification without LESSOR's prior written consent. In no event shall LESSEE be entitled to any exterior signage at the Building.

#### ARTICLE 9. COMPLIANCE

LESSEE represents and warrants that LESSEE will occupy Premises and conduct business in a manner compliant with applicable local, state and federal laws. LESSEE represents and warrants that LESSEE does not receive biological and medical waste or any other medical byproducts.

LESSEE further represents and warrants that LESSEE will not install, operate or use at the premises any x-ray equipment. No portion of the Premises will be used, improved, fixtured, equipped or furnished by LESSEE with proceeds of any illegal activity.

#### ARTICLE 10. HAZARDOUS MATERIALS

LESSEE shall not transport, use, store, maintain, generate, manufacture, handle, dispose, release, discharge, spill or leak any "Hazardous Material" (as defined below), or permit an LESSEE Related Party to engage in such activities on or about the Property.

The Term "Hazardous Material" for purposes hereof shall include, but not be limited to: (i) any flammable, explosive, toxic, radioactive, biological, corrosive or otherwise hazardous chemical, substance, liquid, gas, device, form of energy, material or waste or component thereof, (ii) petroleum-based products, diesel fuel, paints, solvents, lead, radioactive materials, cyanide, biohazards, infectious or medical waste and "sharps", printing inks, acids, DDT, pesticides, ammonia compounds, and any other items which now or subsequently are found to have an adverse effect on the environment or the health and safety of persons or animals or the presence of which require investigation or remediation under any Law or governmental policy, and (iii) any item defined as a "hazardous substance", "hazardous material", "hazardous waste", "regulated substance" or "toxic substance" under the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, 42 U.S.C. §9601, *et seq.*, Hazardous Materials Transportation Act, 49 U.S.C. §1801, *et seq.*, Resource Conservation and Recovery Act of 1976, 42 U.S.C. §6901 *et seq.*, Clean Water Act, 33 U.S.C. §1251, *et seq.*, Safe Drinking Water Act, 14 U.S.C. §300f, *et seq.*, Toxic Substances Control Act, 15 U.S.C. §2601, *et seq.*, Atomic Energy Act of 1954, 42 U.S.C. §2014 *et seq.*, and any similar federal, state or local Laws, and all regulations, guidelines, directives and other requirements thereunder, all as may be amended or supplemented from time to time. Hazardous Materials shall also expressly include asbestos containing materials.

#### ARTICLE 11. EXCEPTED RIGHTS

This Lease does not grant any rights to light or air over or about the Building. LESSOR specifically excepts and reserves to itself the use of any roofs, the exterior portions of the Premises, all rights to the land and improvements below the improved floor level of the Premises, the improvements and air rights above the Premises and the improvements and air rights located outside the demising walls of the Premises, and such areas within the Premises as are required for installation of utility lines and other installations required to serve any occupants of the Building and the right to maintain and repair the same, and no rights with respect thereto are conferred upon LESSEE unless otherwise specifically provided herein. LESSOR further reserves to itself the right from time to time: (a) to change the Building's name or street address; (b) to install, fix and maintain signs on the exterior and interior of the Building; (c) to designate and approve window coverings; (d) to make any decorations, alterations, additions, improvements to the Building, or any part thereof (including the Premises) which LESSOR shall desire, or deem necessary for the safety, protection, preservation or improvement of the Building, or as LESSOR may be required to do by law; (e) to have access to the Premises to perform its duties and obligations and to exercise its rights under this Lease; (f) to retain at all times and to use pass-keys to all locks within and into the Premises; (g) to approve the weight, size, or location of heavy equipment, or articles in and about the Premises; (h) to close or restrict access to the Building at all times other than Normal Business Hours subject to LESSEE's right to admittance at all times under such regulations as LESSOR may prescribe from time to time, or to close (temporarily or permanently) any of the entrances to the Building; (i) to change the arrangement and/or location of entrances of passageways, doors and doorways, corridors, elevators, stairs, toilets and public parts of the Building; (j) if LESSEE has vacated the Premises during the last six (6) months of the Lease Term, to perform additions, alterations and improvements to the Premises in connection with a reletting or anticipated reletting thereof without being responsible or liable for the value or preservation of any then existing improvements to the Premises; and (k) to grant to anyone the exclusive right to conduct any business or undertaking in the Building. LESSOR, in accordance with Article XII hereof, shall have the right to enter the Premises in connection with the exercise of any of the rights set forth herein and such entry into the Premises and the performance of any work therein shall not constitute a constructive eviction or entitle LESSEE to any abatement or reduction of Rent by reason thereof.

**ARTICLE 12. LESSOR MAINTENANCE AND SERVICES**

**Lessor's Obligation To Maintain.** LESSOR shall, at its expense (except as included in Expenses), keep and maintain in good repair and working order, and make all repairs to and perform necessary maintenance upon: (a) all structural elements of the Building; and (b) all mechanical, electrical and plumbing systems that serve the Building in general; and (c) the Building facilities common to all tenants including, but not limited to, the ceilings, walls and floors in the Common Areas.

**Lessor's Obligation To Furnish Services.** LESSOR agrees to furnish LESSEE with the following:

A. Hot and cold water for use in the lavatories on the floor on which the Premises is located. If LESSEE desires water in the Premises for any approved reason, including a private lavatory or kitchen, cold water shall be supplied, at LESSEE's sole cost and expense, from the Building water main through a line and fixtures installed at LESSEE's sole cost and expense with the prior reasonable consent of LESSOR. If LESSEE desires hot water in the Premises, LESSEE, at its sole cost and expense and subject to the prior reasonable consent of LESSOR, may install a hot water heater in the Premises. LESSEE shall be solely responsible for maintenance and repair of any such hot water heater.

B. Central heat and air conditioning in season during Normal Business Hours, at such temperatures and in such amounts as are considered by LESSOR, in its reasonable judgment, to be standard for buildings of similar class, size, age and location, or as required by governmental authority. In the event that LESSEE requires central heat, ventilation or air conditioning at hours other than Normal Business Hours, such central heat, ventilation or air conditioning shall be furnished only upon the written request of LESSEE delivered to LESSOR at the office of the Building prior to 3:00 P.M. at least one Business Day in advance of the date for which such usage is requested. LESSOR will provide up to 50 hours of overtime HVAC per year free of charge to LESSEE. Any additional hours shall be charged at a cost presently is \$50.00 per hour.

C. Maintenance and repair of all Common Areas in the manner and to the extent reasonably deemed by LESSOR to be standard for buildings of similar class, size, age and location.

D. Janitor service in accordance with those services typically provided by other LESSORS in comparable buildings within the Harahan, Louisiana metropolitan area during normal business hours, services to be rendered and complete by no later than 4:30 PM on Business Days; provided, however, if LESSEE's use, floor covering or other improvements require special services. Janitor services may not access Premises unattended by LESSEE for purposes of delivering service.

F. Passenger elevator service in common with other tenants of the Building.

G. Electricity to the Premises.

The failure by LESSOR to any extent to furnish, or the interruption or termination of, any services in whole or in part, resulting from adherence to laws, regulations and administrative orders, wear, use, repairs, improvements, alterations or any causes beyond the reasonable control of LESSOR shall not render LESSOR liable in any respect nor be construed as a constructive eviction of LESSEE, nor give rise to an abatement of Rent, nor relieve LESSEE from the obligation to fulfill any covenant or agreement hereof. Should any of the equipment or machinery used in the provision of such services for any cause cease to function properly, LESSOR shall use reasonable diligence to repair such equipment or machinery.

LESSEE expressly acknowledges that if LESSOR, from time to time, elects to provide a lobby attendant or security services, LESSOR shall not be deemed to have warranted the efficiency of any lobby attendant, security personnel, service, procedures or equipment and LESSOR shall not be liable in any manner for the failure of any such security personnel, services, procedures or equipment to prevent or control, or apprehend anyone suspected of personal injury, property damage or any criminal conduct in, on or around the Property.

#### ARTICLE 13. LESSEE REPAIR AND ALTERATION

Lessee's Obligation to Repair Except to the extent such obligations are imposed upon LESSOR hereunder, LESSEE, at its sole cost and expense, shall perform all maintenance and repairs to the Premises as are necessary to keep the same in good condition and repair throughout the entire Lease Term, reasonable wear and tear excepted. LESSEE's repair and maintenance obligations with respect to the Premises shall include, without limitation, any necessary repairs with respect to: (1) any carpet or other floor covering, (2) any interior partitions, (3) any doors, (4) the interior side of any demising walls, (5) any telephone and computer cabling that serves LESSEE's equipment exclusively, (6) any supplemental air conditioning units, private showers and kitchens, including any plumbing in connection therewith, and similar facilities serving LESSEE exclusively, and (7) any alterations, additions or improvements performed by contractors retained by LESSEE. All such work shall be performed in accordance with rules, policies and procedures reasonably enacted by LESSOR from time to time for the performance of work in the Building. If LESSEE fails to make any necessary repairs to the Premises, LESSOR may, at its option, make such repairs, and LESSEE shall pay the cost thereof to the LESSOR on demand.

Lessee's Obligations Regarding Alterations. Except to the extent such work is performed prior to and/or in connection with delivery of Premises to LESSEE, LESSEE shall not make or allow to be made any alterations, additions or improvements to the Premises without first obtaining the written consent of Landlord in each such instance. All such improvements, alterations or additions shall be constructed in a good and workmanlike manner using Building Standard materials or other new materials of equal or greater quality. Landlord, to the extent reasonably necessary to avoid any disruption to the tenants and occupants of the Building, shall have the right to designate the time when any such alterations, additions and improvements may be performed and to otherwise designate reasonable rules, regulations and procedures for the performance of work in the Building. Upon completion, Tenant shall furnish "as-built" plans, contractor's affidavits and full and final waivers of lien and receipted bills covering all labor and materials. All improvements, alterations and additions shall comply with all insurance requirements, codes, ordinances, laws and regulations, including without limitation, the Americans with Disabilities Act.

Lessee's Improvements. Any trade fixtures, unattached and movable equipment or furniture, or other personalty brought into the Premises by LESSEE ("LESSEE's Property") shall be owned and insured by LESSEE. Any and all alterations, additions and improvements to the Premises, including any built-in furniture (collectively, "Leaschold Improvements") shall be owned by LESSOR and shall remain upon the Premises, all without compensation, allowance or credit to LESSEE. LESSOR may, nonetheless, at any time prior to, or within six (6) months after, the expiration or earlier termination of this Lease or LESSEE's right to possession, require LESSEE to remove any Leaschold Improvements performed by or for the benefit of LESSEE and all electronic, phone and data cabling as are designated by LESSOR (the "Required Removables") at LESSEE's sole cost. In the event that LESSOR so elects, LESSEE shall remove such Required Removables within ten (10) days after notice from LESSOR, provided that in no event shall LESSEE be required to remove such Required Removables prior to the expiration or earlier termination of this Lease or LESSEE's right to possession. In addition to LESSEE's obligation to remove the Required Removables, LESSEE shall repair any damage caused by such removal and perform such other work as is reasonably necessary to restore the Premises to a "move in" condition. If LESSEE fails to remove any specified Required Removables or to perform any required repairs and restoration within the time period specified above, LESSOR, at LESSEE's sole cost and expense, may remove, store, sell and/or dispose of the Required Removables and perform such required repairs and restoration work. LESSEE, within five (5) days after demand from LESSOR, shall reimburse LESSOR for any and all reasonable costs incurred by LESSOR in connection with the Required Removables.

#### ARTICLE 14. MOLD

Mold is a type of fungus. It occurs naturally in the environment and is necessary for the natural decomposition of plant and other organic material. Certain strains of mold have been shown to have potential adverse effects in susceptible persons. Mold can also have an adverse impact on real and personal property. LESSEE understands and acknowledges that the Premises are located in a region with a climate that may be conducive to the growth of mold and mildew. LESSEE further understands and acknowledges that maintaining an acceptable indoor environment is an

ongoing effort and that changes in occupancy, remodeling, maintenance procedures, and many other factors can have a significant effect on an indoor environment.

For purposes hereof, "Mold" is defined as the indoor presence or growth of mold, mildew, fungus and/or the presence of materials containing any of them. In most indoor environments, the availability of moisture becomes the limiting factor to amplification or growth of mold. Indoor mold is not always visible but it can sometimes be detected by the presence of a musty odor that is produced by microscopic volatile organic compounds ("MVOCs"), a metabolic byproduct of fungi and bacteria.

**Lessee's Rights and Obligations.** It is LESSEE's responsibility to keep the Premises clean, dry, well ventilated and free of contamination. LEAKS, EXCESS INDOOR RELATIVE HUMIDITY, WET FLOORING AND/OR MOISTURE WILL CONTRIBUTE TO THE GROWTH OF MOLD. LESSEE must immediately report to LESSOR any leaks, moisture or water intrusion, and any damage to or defect in the plumbing or air conditioning system. Unless there is an emergency, all notices must be provided in writing and must specify the repairs that are to be performed or required. In the case of an emergency, LESSEE may give LESSOR oral notice of the problem or defect. Within twenty four (24) hours after any emergency notification, LESSEE must provide LESSOR with written confirmation of LESSEE's oral notice to LESSOR. If any problem or defect is not corrected, or recurs, LESSEE must immediately notify LESSOR in writing of the need for additional corrective measures. LESSEE expressly understands and acknowledges that LESSOR shall not be liable for any damages which may be caused, directly or indirectly, by LESSEE's failure to maintain the Premises clean, dry, well ventilated and free of contamination.

**Remediation.** Any remediation or repairs required as a result of moisture or Mold must be performed by skilled professionals who are properly licensed and insured and approved by LESSOR in its sole discretion. Additionally, any remediation or repairs performed regarding the presence of moisture or Mold in the Premises shall be performed in accordance with the OSHA's Guide to Mold in the Workplace or such other industry standard as approved by LESSOR in its sole discretion. LESSOR shall have the right to inspect the Premises, upon reasonable notice to LESSEE, to determine their existing condition and whether LESSEE is complying with all of the terms contained hereinabove.

**Lessor's Rights and Obligations.** If LESSEE fails to comply with the duties or notice provisions contained herein, LESSOR may (but shall not be obligated to) at any time thereafter, with or without notice or demand and without limiting LESSOR in the exercise of any right or remedy which LESSOR may have by reason of such breach or default, perform any of LESSEE's obligations on behalf of LESSEE in such manner as LESSOR shall see fit, including payment of any moneys necessary to perform such obligation or obtain legal advice, and all expenses incurred by LESSOR in connection with the foregoing, as well as any other amounts necessary to compensate LESSOR for all detriment caused by LESSEE's failure to perform which in the ordinary course would be likely to result therefrom, shall be immediately due and payable from LESSEE to LESSOR, with interest at the Maximum Rate. Such performance by LESSOR shall not cure the breach or default of LESSEE hereunder, and LESSOR may proceed to pursue any or all remedies available to LESSOR on account of LESSEE's breach or default.

LESSOR shall not be responsible or liable at any time to LESSEE, or to those claiming by, through or under LESSEE, for any claim for loss of life, bodily or personal injury, personal property damage, damage to property or business, advertising injury, or for business interruption or relocation expense and/or any other claim arising out of and/or caused directly or indirectly by the actual, alleged or threatened existence, discharge, dispersal, transmission, migration, release, or exposure to Mold, at any time now or hereafter found within, upon and/or about the Premises and/or the Building, regardless of how it got there. These provisions regarding mold apply regardless of any other cause or event, including any negligence by LESSOR, that contributes concurrently or in any sequence to the loss or damage.

#### **ARTICLE 15. LIENS**

LESSEE covenants not to do, make, engage or acquire any improvements which may be subject of a mechanic's lien. LESSEE will not permit any mechanic's liens or other liens to be placed upon the Premises or LESSEE's leasehold interest therein, the Building, or the Property. LESSOR's title to the Building and Property is and always shall be paramount to the interest of

LESSEE, and nothing herein contained shall empower LESSEE to do any act that can, shall or may encumber Landlord's title.

ARTICLE 16. RIGHT OF ENTRY

LESSOR and its agents or representatives shall not enter the Premises excepting emergency situations, defined to be imminent peril to life and property, in which no notice shall be required. LESSOR may enter Premises upon LESSEE receiving 24 hours prior written notice to inspect the same, or to show the Premises to prospective purchasers, mortgagees, LESSEEs (during the last twelve months of the Lease Term or earlier in connection with a potential relocation) or insurers, or make repairs, alterations or additions thereto, including any work that LESSOR deems necessary for the safety, protection or preservation of the Building or any occupants thereof, or to facilitate repairs, alterations or additions to the Building or any other LESSEEs' premises. If reasonably necessary for the protection and safety of LESSEE and its employees, LESSOR may request LESSEE to temporarily close the Premises to nonessential staff and/or visitors in order for LESSOR to perform repairs, alterations or additions in the Premises. At LESSEE's option, LESSOR may perform all such work during business hours, after business hours or on weekends. Right of entry by LESSOR, absent emergency situations as defined above, shall not be construed as consent by LESSEE to LESSOR to enter the Premises without prior notice, or permission, and without supervision of LESSEE's representative. Entry by LESSOR hereunder shall not constitute a constructive eviction or entitle LESSEE to any abatement or reduction of Rent by reason thereof.

ARTICLE 17. ASSIGNMENT AND SUBLETTING

LESSOR shall have the right to transfer and assign, in whole or in part, all of its rights and obligations hereunder and in the Building and Property referred to herein, and in such event and upon such transfer, Landlord shall be released from any further obligations hereunder, and Tenant agrees to look solely to such successor in interest of Landlord for the performance of such obligations.

LESSEE, to include the Ethics and Compliance Commission, represents and warrants that LESSEE will not assign, sublease, transfer or encumber the Premises or any interest therein or grant any license, concession or other right of occupancy of the Premises or any portion thereof or otherwise permit the use of the Premises or any portion thereof by anyone other than LESSEE.

ARTICLE 18. CASUALTY DAMAGE

If the Premises or any part thereof shall be damaged by fire or other casualty, LESSEE shall give prompt written notice thereof to LESSOR. In case (i) the Building shall be so damaged that in LESSOR's reasonable judgment, substantial alteration or reconstruction of the Building shall be required (whether or not the Premises has been damaged by such casualty), (ii) LESSOR will not be permitted by applicable law to rebuild the Building in substantially the same form as existed prior to the fire or casualty, or (iii) the Premises has been materially damaged and there is less than two (2) years of the Lease Term remaining on the date of such casualty, (iv) any Mortgagee should require that the insurance proceeds payable as a result of a casualty be applied to the payment of the mortgage debt, or (v) any material uninsured loss to the Building, LESSOR may, at its option, terminate this Lease by notifying LESSEE in writing of such termination within ninety (90) days after the date of such casualty.

In the event of casualty damage to the Building, but not the Leased Premises, that denies LESSEE access to the Premises for a period in excess of 90 days of the casualty damage or to not less than sixty percent (60%) of the Premises requiring more than 150 days to repair (the LESSOR being allowed full access to such area for repair) then LESSEE shall have the option to terminate this lease as of the time of the damage or the last time of LESSEE occupancy, whichever is the latter. In the event of any casualty damage giving rise to an option to terminate by either LESSEE or LESSOR, written notice of the parties' choice of exercising such option shall be delivered to the other party within sixty (60) days of the date of the casualty damage. Failure to deliver such notice timely shall constitute notice to the other party that the person having the option to terminate shall not exercise it and the conditions under this Lease shall continue as though option existed. Until LESSEE has given LESSOR notice of its intention to remain in possession after a casualty, giving rise to a right to terminate, LESSOR shall not be bound to begin any repair. If the Lease is terminated either party by any right granted under this Section, LESSEE shall vacate the Premises as expeditiously as possible but in no event later than thirty (30) days after the

delivery of the notice to terminate, and until vacated, rent shall be due on demand in accordance with terms of Lease. Any Leasehold Improvements not so removed by LESSEE shall become the property of LESSOR.

If this Lease is not terminated by either LESSOR or LESSEE as above, LESSOR shall commence and proceed with reasonable diligence to restore the Building (provided that LESSOR shall not be required to restore any unleased premises in the Building) and the Leasehold Improvements (but excluding any improvements, alterations or additions made by LESSEE in violation of this Lease) located within the Premises, if any, which LESSOR has insured to substantially the same condition they were in immediately prior to the happening of the casualty. Notwithstanding the foregoing, LESSOR's obligation to restore the Building, and the Leasehold Improvements, if any, shall not require LESSOR to expend for such repair and restoration work more than the insurance proceeds actually received by the LESSOR as a result of the casualty. When repairs to the Premises have been completed by LESSOR, LESSEE shall complete the restoration or replacement of all LESSEE's Property necessary to permit LESSEE's reoccupancy of the Premises, and LESSEE shall present LESSOR with evidence satisfactory to LESSOR of LESSEE's ability to pay such costs prior to LESSOR's commencement of repair and restoration of the Premises. LESSOR shall not be liable for any inconvenience or annoyance to LESSEE or injury to the business of LESSEE resulting in any way from such damage or the repair thereof, except that, subject to the provisions of the next sentence, LESSOR shall allow LESSEE a fair diminution of Rent on a per diem basis during the time and to the extent any damage to the Premises causes the Premises to be rendered untenantable and not used by LESSEE. If the Premises or any other portion of the Building is damaged by fire or other casualty resulting from the negligence of LESSEE or any LESSEE Related Parties, the Rent hereunder shall not be diminished during any period during which the Premises, or any portion thereof, is untenantable (except to the extent LESSOR is entitled to be reimbursed by the proceeds of any rental interruption insurance), and LESSEE shall be liable to LESSOR for the cost of the repair and restoration of the Building caused thereby to the extent such cost and expense is not covered by insurance proceeds. LESSOR and LESSEE hereby waive the provisions of any law from time to time in effect during the Lease Term relating to the effect upon leases of partial or total destruction of leased property. LESSOR and LESSEE agree that their respective rights in the event of any damage to or destruction of the Premises shall be those specifically set forth herein.

The remedies provided LESSEE herein in the event of casualty damage shall be the sole and only rights possessed by LESSEE, and LESSEE hereby renounces others that may now or subsequent to any casualty damage exist by law or contract against LESSOR or LESSOR's insurers.

#### ARTICLE 19. SURRENDER OF PREMISES

At the expiration or earlier termination of this Lease or LESSEE's right of possession hereunder, LESSEE shall remove all LESSEE's Property from the Premises, remove all Required Removables designated by LESSOR and quit and surrender the Premises to LESSOR, broom clean, and in good order, condition and repair, ordinary wear and tear excepted. If LESSEE fails to remove any of LESSEE's Property within one (1) day after the termination of this Lease or LESSEE's right to possession hereunder, LESSOR, at LESSEE's sole cost and expense, shall be entitled to remove and/or store such LESSEE's Property and LESSOR shall in no event be responsible for the value, preservation or safekeeping thereof. LESSEE shall pay LESSOR, upon demand, any and all expenses caused by such removal and all storage charges against such property so long as the same shall be in the possession of LESSOR or under the control of LESSOR. In addition, if LESSEE fails to remove any LESSEE's Property from the Premises or storage, as the case may be, within ten (10) days after written notice from LESSOR, LESSOR, at its option, may deem all or any part of such LESSEE's Property to have been abandoned by LESSEE and title thereof shall immediately pass to LESSOR.

#### ARTICLE 20. LESSOR INSURANCE

Throughout the Term, LESSOR shall carry and maintain such insurance (the cost of which being an Insurance Cost) as it deems necessary, which may include:

- Commercial General Liability Insurance applicable to the Property and its appurtenances providing, on an occurrence basis, a minimum combined single limit of Three Million Dollars (\$3,000,000.00), with a contractual liability endorsement covering LESSOR's indemnity obligations under this Lease.



- All Risk of Physical Loss Insurance written at replacement cost value and with a replacement cost endorsement covering the Building (including the Base Building and Building Central Systems but excluding all Leasehold Improvements including the LESSOR's Work), and all of LESSOR's personal property at the Property.
- Rent Loss Insurance as may be required by LESSOR's Mortgagee or ground lessor, or in such commercially reasonable amounts as may be determined appropriate by LESSOR recognizing that it is the express intent of the parties that LESSOR shall obtain rent-loss insurance for at least a one (1) year period insuring the continued payment of rent notwithstanding a fire or other casualty damaging the Building.
- Such additional insurance coverage as prudent LESSORs of other similar office buildings in the Harahan, Louisiana metropolitan area would maintain.

Payments for losses and recoveries under LESSOR's All Risks of Physical Loss Insurance shall be made solely to LESSOR or the Mortgagees of LESSOR as their interests shall appear. The cost of all such insurance shall be born by LESSOR.

#### ARTICLE 21. LESSEE INSURANCE

LESSEE, at its sole cost and expense, will obtain and maintain in full force and effect at all times during the term of this Agreement the following insurance policies to protect LESSEE and LESSOR:

- Comprehensive General Public Liability and Property Damage insurance providing coverage for all personal injury liability and property damage coverage, with contractual liability endorsement covering LESSEE's agreement to indemnify LESSOR from and against all costs, expenses, and/or liability under the terms of this Agreement (unless due to the negligence and/or willful misconduct of LESSOR), with a minimum Combined Single Limits for bodily injury and property damage of \$1,000,000.00 per person per occurrence, or such other reasonable minimum limits as may be established from upon Renewal Term by LESSOR. Policy(ies) to name LESSOR as additional insured.
- Worker's Compensation Insurance in accordance with the statutory requirements of the State of Louisiana and the Employers Liability with a limit of \$300,000.00.
- All Risk Property Insurance on all of LESSEE's improvements, equipment, fixtures, and personal property located in, upon, or about the Premises or used in the conduct of LESSEE's operations in, upon, or from the Premises, covering all risks covered by a policy of fire and extended coverage insurance (including sprinkler leakage coverage), and all other risks with limits equal to full insurable value thereof. Proceeds of all such insurance with respect to LESSEE's improvements, if any, will be payable jointly to the LESSEE and LESSOR, and, in the event of a casualty, providing that this Agreement remains in full force and effect, all proceeds will be disbursed in such manner as LESSOR will reasonably require to insure restoration of LESSEE's improvements, if any.

LESSEE shall not do or fail to do anything in, upon or about the Premises which will: (1) violate the terms of any of LESSOR's insurance policies; (2) prevent LESSOR from obtaining policies of insurance acceptable to LESSOR or any Mortgagees; or (3) result in an increase in the rate of any insurance on the Premises, the Building, any other property of LESSOR or of others within the Building. In the event of the occurrence of any of the events set forth in this Section, LESSEE shall pay LESSOR upon demand, as Additional Base Rental, the cost of the amount of any increase in any such insurance premium, provided that the acceptance by LESSOR of such payment shall not be construed to be a waiver of any rights by LESSOR in connection with a default by LESSEE under the Lease.

#### ARTICLE 22. INDEMNITY

LESSEE shall indemnify, defend and hold LESSOR, its members, principals, beneficiaries, partners, officers, directors, employees, Mortgagee(s) and agents, and the respective principals and members of any such agents (collectively the "LESSOR Related Parties") harmless against and from all liabilities, obligations, damages, penalties, claims, costs, charges and expenses, including, without limitation, reasonable attorneys' fees and other professional fees (if and to the extent

permitted by law), which may be imposed upon, incurred by, or asserted against LESSOR or any of the LESSOR Related Parties and arising, directly or indirectly, out of or in connection with the use, occupancy or maintenance of the Premises by, through or under LESSEE including, without limitation, any of the following: (1) any work or thing done in, on or about the Premises or any part thereof by LESSEE or any of its transferees, agents, servants, contractors, employees, customers, licensees or invitees; (2) any use, non-use, possession, occupation, condition, operation or maintenance of the Premises or any part thereof; (3) any act or omission of LESSEE or any of its transferees, agents, servants, contractors, employees, customers, licensees or invitees, regardless of whether such act or omission occurred within the Premises; (4) any injury or damage to any person or property occurring in, on or about the Premises or any part thereof; or (5) any failure on the part of LESSEE to perform or comply with any of the covenants, agreements, terms or conditions contained in this Lease with which LESSEE must comply or perform. In case any action or proceeding is brought against LESSOR or any of the LESSOR Related Parties by reason of any of the foregoing, LESSEE shall, at LESSEE's sole cost and expense, resist and defend such action or proceeding with counsel.

LESSOR and the LESSOR Related Parties shall not be liable for, and LESSEE hereby waives, all claims for loss or damage to LESSEE's business or damage to person or property sustained by LESSEE or any person claiming by, through or under LESSEE (including LESSEE's principals, agents and employees (collectively, the "LESSEE Related Parties")) resulting from any accident or occurrence in, on or about the Premises, the Building or the Property, including, without limitation, claims for loss, theft or damage resulting from: (1) the Premises, Building, or Property, or any equipment or appurtenances becoming out of repair; (2) wind or weather; (3) any defect in or failure to operate, for whatever reason, any sprinkler, heating or air-conditioning equipment, electric wiring, gas, water or steam pipes; (4) broken glass; (5) the backing up of any sewer pipe or downspout; (6) the bursting, leaking or running of any tank, water closet, drain or other pipe; (7) the escape of steam or water; (8) water, snow or ice being upon or coming through the roof, skylight, stairs, doorways, windows, walks or any other place upon or near the Building; (9) the falling of any fixture, plaster, tile or other material; (10) any act, omission or negligence of other tenants, licensees or any other persons or occupants of the Building or of adjoining or contiguous buildings, or owners of adjacent or contiguous property or the public, or by construction of any private, public or quasi-public work; or (11) any other cause of any nature except as otherwise provided by this Agreement, where such loss or damage is due to LESSOR's willful failure to make repairs required to be made pursuant to other provisions of this Lease, after the expiration of a reasonable time after written notice to LESSOR of the need for such repairs. To the maximum extent permitted by law, LESSEE agrees to use and occupy the Premises, and to use such other portions of the Building as LESSEE is herein given the right to use, at LESSEE's own risk.

#### ARTICLE 23. SUBROGATION

Notwithstanding anything set forth in this Lease to the contrary, LESSOR and LESSEE do hereby waive any and all right of recovery, claim, action or cause of action against the other, their respective principals, beneficiaries, partners, officers, directors, agents, and employees, and, with respect to LESSOR, its Mortgagee(s), for any loss or damage that may occur to LESSOR or LESSEE or any party claiming by, through or under LESSOR or LESSEE, as the case may be, with respect to their respective property, the Building, the Property or the Premises or any addition or improvements thereto, or any contents therein, by reason of fire, the elements or any other cause, regardless of cause or origin, including the negligence of LESSOR or LESSEE, or their respective principals, beneficiaries, partners, officers, directors, agents and employees and, with respect to LESSOR, its Mortgagee(s), which loss or damage is (or would have been, had the insurance required by this Lease been carried) covered by insurance. Since this mutual waiver will preclude the assignment of any such claim by subrogation (or otherwise) to an insurance company (or any other person), LESSOR and LESSEE each agree to give each insurance company which has issued, or in the future may issue, policies of insurance, with respect to the items covered by this waiver, written notice of the terms of this mutual waiver, and to have such insurance policies properly endorsed, if necessary, to prevent the invalidation of any of the coverage provided by such insurance policies by reason of such mutual waiver. For the purpose of the foregoing waiver, the amount of any deductible applicable to any loss or damage shall be deemed covered by, and recoverable by the insured under the insurance policy to which such deductible relates. In the event that LESSEE is permitted to and self-insures any risk which would have been covered by the insurance required to be carried by LESSEE, or if LESSEE fails to carry any insurance required to be carried by LESSEE, then all loss or damage to LESSEE, its leasehold interest, its business, its property, the Premises or any additions or improvements thereto or contents thereof

shall be deemed covered by and recoverable by LESSEE under valid and collectible policies of insurance.

**ARTICLE 24. CONDEMNATION**

If (a) the whole or any substantial part of the Premises or (b) any portion of the Building or Property which would leave the remainder of the Building unsuitable for use as an office building comparable to its use on the Commencement Date, shall be taken or condemned for any public or quasi-public use under governmental law, ordinance or regulation, or by right of eminent domain, or by private purchase in lieu thereof, then LESSOR may, at its option, terminate this Lease effective as of the date the physical taking of said Premises or said portion of the Building or Property shall occur. In the event this Lease is not terminated, the Rentable Area of the Building, the Rentable Area of the Premises and LESSEE's Pro Rata Share shall be appropriately adjusted. In addition, Rent for any portion of the Premises so taken or condemned shall be abated during the unexpired term of this Lease effective when the physical taking of said portion of the Premises shall occur. All compensation awarded for any such taking or condemnation, or sale proceeds in lieu thereof, shall be the property of LESSOR, and LESSEE shall have no claim thereto, the same being hereby expressly waived by LESSEE, except for any portions of such award or proceeds which are specifically allocated by the condemning or purchasing party for the taking of or damage to trade fixtures of LESSEE, which LESSEE specifically reserves to itself.

**ARTICLE 25. "FORCE MAJEURE"**

Whenever a period of time is herein prescribed for the taking of any action, LESSOR and LESSEE shall not be liable or responsible for, and there shall be excluded from the computation of such period of time, any delays due to events of Force Majeure. Events of "Force Majeure" shall include strikes, riots, acts of God, shortages of labor or materials, war, governmental law, regulations or restrictions and any other cause whatsoever that is beyond the control of Landlord.

**ARTICLE 26. EVENTS OF DEFAULT AND REMEDIES:**

Should LESSEE fail to timely pay rent to LESSOR within fifteen (15) days following receipt of written notice, "Notice of Monetary Default," or fails to comply with any other provision of this Agreement within thirty (30) days after receipt of written notice ("Notice of Non-Monetary Default"), or

LESSEE abandons the Premises or discontinues its use, or removes from the Premises any property which is owned by the LESSOR, or makes any assignment for the benefit of another, then the LESSEE shall be in default of this Agreement,

LESSOR will have the right, at LESSOR's option effective upon written notice to LESSEE: (a) to terminate this Lease effective as of the date listed on said notice, (b) to proceed one or more times for past due installments of rent only, without prejudicing the right to proceed later for additional installments, or exercise any other remedy; or (c) to have recourse to any other remedy or mode of redress to which LESSOR may be entitled by law.

In the event LESSOR exercises the right to terminate this Agreement, then: (a) LESSOR will have the right, as soon as said termination is effective, to re-enter the leased premises and re-let the same for such rights to any and all remedies at law. In such event, LESSOR shall provide LESSEE no less than 7 days to remove any confidential or privileged material or material which may be evidence in a local, state or federal enforcement proceedings. LESSEE will be liable for the difference between the available market rent, if less, and the Rent for the balance of the applicable Term or Renewal Term, together with any reasonable and customary losses and expenses for re-letting. Failure of LESSOR to exercise any right granted in this section will not be construed as a waiver of right to subsequently enforce for a new default such right, and no indulgency the LESSOR will be construed as a waiver of any right therein granted.

In the event of any claim by Lessor against Lessee, whether or not material, LESSOR will be limited to LESSOR's remedy at law for damages.

**ARTICLE 27. NO WAIVER**

Failure of LESSOR to declare any default immediately upon its occurrence, or delay in taking any action in connection with an event of default shall not constitute a waiver of such default, nor shall it constitute an estoppel against LESSOR, but LESSOR shall have the right to declare the default at any time and take such action as is lawful or authorized under this Lease. Failure by LESSOR to enforce its rights with respect to any one default shall not constitute a waiver of its rights with respect to any subsequent default. Receipt by LESSOR of LESSEE's keys to the Premises shall not constitute an acceptance or surrender of the Premises.

**ARTICLE 28. WAIVER OF JURY TRIAL**

LESSOR and LESSEE hereby waive any right to a trial by jury in any action or proceeding based upon, or related to, the subject matter of this Lease. This waiver is knowingly, intentionally, and voluntarily made by LESSEE, and LESSEE acknowledges that neither LESSOR nor any person acting on behalf of LESSOR has made any representations of fact to induce this waiver of trial by jury or in any way to modify or nullify its effect. LESSEE further acknowledges that it has been represented (or has had the opportunity to be represented) in the signing of this Lease and in the making of this waiver by independent legal counsel, selected of its own free will, and that it has had the opportunity to discuss this waiver with counsel.

**ARTICLE 29. LIMITATION OF LIABILITY**

NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED IN THIS LEASE, THE LIABILITY OF LESSOR (AND OF ANY SUCCESSOR LESSOR HEREUNDER) TO LESSEE SHALL BE LIMITED TO THE INTEREST OF LESSOR IN THE BUILDING, AND LESSEE AGREES TO LOOK SOLELY TO LESSOR'S INTEREST IN THE BUILDING FOR THE RECOVERY OF ANY JUDGMENT OR AWARD AGAINST THE LESSOR, IT BEING INTENDED THAT NEITHER LESSOR NOR ANY MEMBER, PRINCIPAL, PARTNER, SHAREHOLDER, OFFICER, DIRECTOR OR BENEFICIARY OF LESSOR SHALL BE PERSONALLY LIABLE FOR ANY JUDGMENT OR DEFICIENCY. LESSEE HEREBY COVENANTS THAT, PRIOR TO THE FILING OF ANY SUIT FOR AN ALLEGED DEFAULT BY LESSOR HEREUNDER, IT SHALL GIVE LESSOR AND ALL MORTGAGEES WHOM LESSEE HAS BEEN NOTIFIED HOLD MORTGAGES OR DEED OF TRUST LIENS ON THE PROPERTY, BUILDING OR PREMISES NOTICE AND REASONABLE TIME TO CURE SUCH ALLEGED DEFAULT BY LESSOR.

**ARTICLE 30. SUBORDINATION TO MORTGAGES**

LESSEE accepts this Lease subject and subordinate to any mortgage, deed of trust, ground lease or other lien presently existing or hereafter arising upon the Premises, or upon the Building and/or the Property and to any renewals, modifications, refinancings and extensions thereof (any such mortgage, deed of trust, lease or other lien being hereinafter referred to as a "Mortgage", and the person or entity having the benefit of same being referred to hereinafter as a "Mortgagee"), but LESSEE agrees that any such Mortgagee shall have the right at any time to subordinate such Mortgage to this Lease on such terms and subject to such conditions as such Mortgagee may deem appropriate in its discretion provided the mortgagee for itself and any party claiming by, through or under such mortgagee agrees in writing to recognize this Lease in the event it or such party acquires the Building by foreclosure or deed-in-lieu of foreclosure. LESSEE agrees upon demand to execute such further instruments subordinating this Lease, acknowledging the subordination of this Lease or attorning to the holder of any such Mortgage as LESSOR may reasonably request. If any person shall succeed to all or part of LESSOR's interests in the Premises whether by purchase, foreclosure, deed in lieu of foreclosure, power of sale, termination of lease or otherwise, and if and as so requested or required by such successor-in-interest, LESSEE shall, without charge, attorn to such successor-in-interest.

If the LESSOR's leasehold interest in any ground lease shall be terminated, LESSEE agrees that this Lease shall, at the option of the ground lessor, remain in full force and effect (or if terminated by law as a result of LESSOR's interest being terminated, LESSEE will enter into a new Lease with the identical terms and conditions of this Lease). LESSEE agrees to give any Mortgagee, by certified mail, return receipt requested, a copy of any notice of default served upon LESSOR, provided that prior to such notice LESSEE has been notified in writing (by way of notice of Assignment of Rents and Leases, or otherwise) of the address of such mortgagees and/or trust deed

holders. LESSEE further agrees that if LESSOR shall have failed to cure such default within the time provided for in this Lease, then the mortgagees and/or trust deed holders shall have an additional thirty (30) days within which to cure such default or if such default cannot be cured within that time, then such additional time as may be necessary if within such thirty (30) days, the mortgagee and/or trust deed holder has commenced and is diligently pursuing the remedies necessary to cure such default (including but not limited to commencement of foreclosure proceedings, if necessary, to effect such cure), in which event this Lease shall not be terminated while such remedies are being so diligently pursued. LESSEE agrees that in the event of the sale of the Land or the Building, by foreclosure or deed in lieu thereof, the purchaser at such sale shall only be responsible for the return of any Security Deposit paid by LESSEE to LESSOR in connection with this Lease to the extent that such purchaser actually receives such Security Deposit. LESSEE further agrees that any successor to LESSOR's interest shall not be bound by (i) any payment of monthly Rent or Additional Rent for more than one (1) month in advance, except prepayments in the nature of security for the performance by LESSEE of its obligations under this Lease or (ii) any amendment or modification of this Lease made without the consent of LESSOR's mortgagee or such successor in interest.

#### ARTICLE 31. FUND AVAILABILITY

The continuation of this Agreement is contingent upon the appropriation of funds to fulfill the requirements of this Agreement. If funding is reduced or eliminated such that the effect is to provide insufficient monies for the continuation of this Agreement, the Agreement shall terminate on the last day of the fiscal year for which funds were appropriated. Such termination shall be without penalty or expense to the LESSEE except for payments, which have been earned prior to the termination date and the actual cost to construct Premises for LESSEE's occupancy, up to \$30.00 per square foot, amortized over the first term. Upon termination of this Agreement prior to the end of its term, the LESSEE shall be relieved of its obligations under this Agreement except for payment of service/work already performed and LESSOR shall be relieved of its obligations under this Agreement. Termination of the Agreement by the LESSEE under these provisions shall not constitute an event of default. LESSEE may effect such termination by giving LESSOR written notice within thirty (30) days from the date LESSEE learns that funds shall not be funded to fulfill the terms of this Agreement.

#### ARTICLE 32. RECORDATION

Parties to this Agreement may, but shall not be obligated, to record the Agreement lease in the office of the recorder for Jefferson Parish.

#### ARTICLE 33. MISCELLANEOUS

Whenever applicable, the terms below have the following meaning:

"Building Standard" shall mean the type, grade, brand, quality and/or quantity of materials Landlord designates from time to time to be the minimum quality and/or quantity to be used in the Building.

"Business Day(s)" shall mean Mondays through Fridays, exclusive of Holidays. The term "Holidays" means New Year's Day, Mardi Gras, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day, together with any other days hereafter commonly recognized as holidays by a majority of the other office tenants in the Building.

"Common Areas" shall mean those areas provided by Landlord for the common use or benefit of all tenants generally and/or the public, such as corridors, elevator foyers, common mail rooms, restrooms, vending areas, lobby areas (whether at ground level or otherwise) and other similar facilities. Landlord reserves the right to periodically modify the Common Areas; provided, however that no such modification to the Common Areas shall render the Common Areas not befitting an office building of similar size, class and age.

"Lease Year" shall refer to each consecutive twelve (12) month period commencing with the Commencement Date (if such date is the 1<sup>st</sup> day of a calendar month) or on the first day of the calendar month in which such Commencement Date shall occur (if such date is other than on the first day of a calendar month) and each successive anniversary thereof; provided, however that the first Lease Year shall commence as of the Commencement Date.

"Normal Business Hours" for the Building shall mean 6 a.m. to 6 p.m. on Business Days and 8:00 a.m. to 1:00 p.m. on Saturdays (excluding Holidays").

"Permitted Use" shall mean general office use.

"Property" shall mean the Building and the parcel(s) of land on which it is located, and all other improvements owned by Landlord and serving the Building and the tenants thereof and the parcel(s) of land on which they are located.

#### ARTICLE 34. ENTIRE AGREEMENT

This Agreement, including any exhibits attached hereto, sets forth all promises, Agreements, conditions and understanding between the parties concerning the Premises. There are no oral Agreements between the parties hereto affecting this Agreement, and this Agreement supersedes and cancels any and all previous negotiations, arrangements, letters of intent, lease proposals, Agreements, representations, promises, warranties and understanding between the parties hereto with respect to the subject matter hereof. No alteration, amendment, change or addition to this Agreement shall be binding upon the parties unless reduced in writing, mutually executed and delivered between them.

#### ARTICLE 35. SEVERABILITY

Should any provision or portion of this Agreement be held by a court of competent jurisdiction to be illegal, invalid, or unenforceable under Law or Regulation, the remaining provisions or portions shall remain in full force and effect upon the parties who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. This Agreement represents the result of negotiations between LESSOR and LESSEE, each of which has been (or has had opportunity to be) represented by counsel of its own selection, and neither of which has acted under duress or compulsion, whether legal, economic or otherwise. Consequently, LESSOR and LESSEE agree that the language in all parts of the Agreement shall in all cases be construed as a whole according to its fair meaning and neither strictly for nor against LESSOR or LESSEE.

#### ARTICLE 36. GOVERNING LAW

This Agreement shall be deemed to be a contract made under the laws of the State of Louisiana, and for purposes shall be interpreted in its entirety in accordance with the laws of said state. The parties hereto agree that the sole and exclusive venue of any suit or proceeding brought pursuant to this contract shall be the 24<sup>th</sup> Judicial District Court for the Parish of Jefferson, State of Louisiana.

#### ARTICLE 37. NOTICES

Whenever any demand, request, approval, consent or notice ("Notice") shall or may be given to either of the parties by the other, each such Notice shall be in writing and shall be sent by registered or certified mail with return receipt requested, or sent by overnight courier service (such as Federal Express) at the respective addresses of the parties for notices as set forth below:

##### LESSOR

c/o SRSA Commercial Real Estate, Inc.  
ATTN: Steve Reisig  
2555 Severn Avenue, Suite 200  
Metairie, LA 70002

with copy to:  
c/o 990 North Corporate Drive, LLC  
100 N Centre Ave., Suite 502  
Rockville Centre, NY 11570  
ATTN: Jody Grass and Jeff Coleman

##### LESSEE

Jefferson Parish Office of Inspector General  
ATTN: Inspector General  
990 Corporate Drive, Suite 300  
Jefferson, LA 70123

with copy to:  
Jefferson Parish Ethics and Compliance  
Commission  
P.O. Box 1674  
Metairie, LA 70004-1674

If, however, LESSEE has vacated the Premises or is in default of this Lease, then LESSOR may serve Notice by any manner permitted by law. Any Notice under this Lease delivered by registered or certified mail shall be deemed to have been given, delivered, received and effective on the earlier of (a) the third day following the day on which the same shall have been mailed with sufficient postage prepaid or (b) the delivery date indicated on the return receipt. Notice sent by overnight courier service shall be deemed given, delivered, received and effective upon the day after such notice is delivered to or picked up by the overnight courier service. Either party may, at any time, change its Notice Address by giving the other party Notice stating the change and setting forth the new address.

IN WITNESS WHEREOF, the parties hereto have signed their names on the dates listed below, in the presence of the undersigned competent witnesses:

WITNESSES:

LESSOR: 990 North Corporate Drive,  
LLC

Eileen Grass Eileen Grass  
Printed name:

Jonny Grass  
By: JONNY GRASS

S.G. CORIGAN S.G. Corigan  
Printed name:

8/30/18  
Date:

WITNESSES:

LESSEE: Jefferson Parish Office of  
Inspector General

James M. Mitchell Jr. James M. Mitchell Jr.  
Printed name:

David McClintock  
By: David McClintock, Inspector General

Jeffrey Adolph Jeffrey Adolph  
Printed name:

8/30/18  
Date:





# HIGHLAND COMMERCIAL CONSTRUCTION

909 S. Causeway Blvd, Jefferson, LA 70121  
Office (504) 837-5567 Fax (504) 837-5569

## PROPOSAL

August 20, 2018

Proposal submitted to: By: K Laborde

Work to be performed at:

Name	SRSA	Name	Inspector General
Street	2555 Severn Ave, suite 200	Street	990 Corporate Dr.
City, State Zip Code	Metairie, La	City, State Zip Code	Elmwood, La
Phone/Fax	504-831-2363		
Attention	Sandra	Estimate	\$137,747.42

All work is guaranteed to be as specified, and the work to be performed in accordance with the drawings and specifications submitted for the above referenced project and completed in a substantial work manlike manner.

**Scope of Work:**

General Condition, Supervision:	\$7,677.74
Demolition:	\$11,850.00
Framing, drywall and acoustical:	\$24,800.00
Door, Frames, & Hardware: Includes Lite Kits and frosted glass.	\$5,075.00
Wall coverings:	\$0.00
Float and paint:	\$20,200.00
Millwork: Includes reception counter and conference room.	\$1,200.00
Glazing: Includes relocating bulletproof transaction window. Does not include voice port.	\$600.00
Electrical and lighting:	\$13,800.00
HVAC/Plumbing:	\$12,113.00
Fire Alarm:	\$3,450.00
Sprinkler:	\$9,981.00
Floor cover & base: Includes labor only to patch public corridor w/ building supplied carpet tiles.	\$12,950.00
Misc:	\$0.00
Trash Removal / Clean & Detail:	\$2,100.00
	Subtotal \$125,796.74
	Contractor overhead and profit \$11,950.69
	<b>Total Amount of Proposal: \$137,747.42</b>

**Notes: ADD TO BASE BID.**

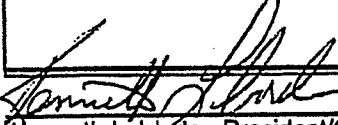
Alt: Replace existing hardware with new standard LSDA lever handle.

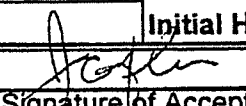
\$2,800.00

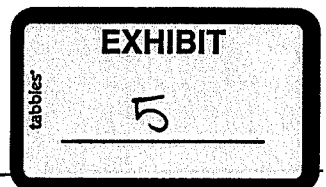
Any alterations or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

**ACCEPTANCE OF PROPOSAL**

Acceptance of Proposal - the above prices, specifications and conditions are satisfactory and hereby accepted. We understand that prices quoted are good for 15 days from date of this proposal. You are authorized to do the work as specified.

  
Kenneth Laborde President/Owner  
9/26/18  
Date

 Initial Here  
Signature of Acceptance  
9-26-18  
Date



**PERMIT FEES NOT REFUNDABLE**  
**JEFFERSON PARISH INSPECTION & CODE**  
**ENFORCEMENT**

East Bank  
 1221 Elmwood Park Blvd.  
 Harahan, La 70123  
 736-6964  
 Fax 738-8387

West Bank  
 400 Maple Street  
 Harvey, LA 70058  
 364-3512  
 Fax 364-3534

**Council District No. District 2**

**Building Permit No. 18-385900**

Date Applied 10/17/2018		Date Issued 11/26/2018	
Project Address 990 CORPORATE RD, JEFFERSON, LA 70123		Subdivision ELMWOOD CORPORATE VILLAGE	Sq.No. 00
		Lot No. CV2Y1	
Owner Jody Grass jodywithalied@gmail.com	Address 45 veterans Blvd Kenner LA 70062		Phone 5044675050
Name of Business 990 Corporate Dr (Inspector General)		Type of Business	
Architect/Engineer M. Claire Pickering claire@fludarchdesign.com	Address 7500 Oak St New Orleans LA		Phone 5044302516
Contractor HIGHLAND COMMERCIAL CONSTRUCTION INC. Paula@Highland-Construction.com	Address 909 S. Causeway Blvd Jefferson LA 70121		Phone 5048375567
Description Renovation of an existing office space on 3rd floor of existing building.		State License No. 29350	
		Permitted Height 41	Stories 3
		Est. Value \$137747.00	
No. of Piles 0.00	Zoning M2 (CPZ)	Req. Pk. Sp. Existing	Misc. Remarks
FIA Zone X -3.5		N.A.V.D OR 6 inches Above Crown of Street, Whichever is higher	
Soil Type - COMMERCE SILTY CLAY LOAM(Soil Type:6)		Type of Construction IIA	
Occupancy B			
Is this a corner lot?		Yes	
Key lot in rear?		No	
Square Feet		Fees	
Living Sq. Ft.		Building Permit	\$727.00
Accessory Sq. Ft.		Plan Review	\$137.75
Total Sq. Ft.	4515.00	Cons. Trades	\$0.00
Plan Box No.	CF	Violation Fee	\$0.00
Permit Balance		\$0.00	
This permit shall not exempt you from any obligations under any orders, consent judgments, or judgments further. This permit may not clear all violations if any such violations do not relate to this permit.			
Notice: The scope of this application review is limited to the property as encumbered on the survey submitted. Must contact Dept of Public Works prior to construction or repair of sidewalks, driveway aprons or curb cuts.			

I certify that the construction or reconstruction, for which this permit is issued, will be in accordance with the currently adopted building code and ordinances governing construction and reconstruction on buildings in Jefferson Parish. I acknowledge that this permit does not authorize construction contrary to existing title restrictions or zoning laws of Jefferson Parish. I further acknowledge that any misrepresentation made herein may result in the revocation of the permit.

Ricky Hollier

11/26/2018

Issued by

Date

JEFFERSON PARISH DEPARTMENT OF INSPECTION & CODE ENFORCEMENT

**ELECTRICAL SECTION**

P A I D  
Per 33 T.B.

East Bank (504)736-6935

West Bank (504)364-6857

Date: 11-27-18 Permit # 18-385400

Transaction#: \_\_\_\_\_ Initials: \_\_\_\_\_

Job Address: 990 Corporate Rd.

Ste/Apt# \_\_\_\_\_ City: Elmwood

Commercial  Residential

Proposed Work: Office Renovation

Contractor Name: Russell Stockton

License #: 0514 Phone #: 504-908-7576

Signature: Russell Stockton

3<sup>rd</sup> Party Provider Information: (If Used)

Name: FECI, LLC

Phone #: 504-309-3860

Email Address: denise@ieciassociates.com

Requested	Date	Failed	Passed
Rough In:	_____	_____	_____
Underground:	_____	_____	_____
Slab:	_____	_____	_____
Walls:	_____	_____	_____
Ceiling:	_____	_____	_____
Final:	_____	_____	_____

Office/Inspection Notes: \_\_\_\_\_

ITEM	FEES	QUANTITY	TOTAL
Construction Loop/Shore Power/Trailer Loop	.30 Per Amp		
New or Replacement of Service	.30 Per Amp		
Circuits New/Added	3.00 Each		
Vacancy Inspection	30.00		
Illuminated Sign	30.00 Each		
Generator	30.00 Each		
Solar Panels	30.00		
Alterations / Repairs	30.00	1	30.00
Take Over Fee	50.00		
Elevator / Escalator	50.00 Each		
Pool / Fountain	100.00 Each		
Same Day Inspection	50.00		
Emergency Re-connect	30.00		
After Hour Meter Release	30.00		
After Hours Inspection (M-F)	150.00		
Weekend Inspection (Sat - Sun)	175.00		
Holidays	200.00		
Investigation Fee	300.00		
1 <sup>st</sup> Re-inspection	60.00		
2 <sup>nd</sup> Re-inspection	120.00		
3 <sup>rd</sup> Re-inspection	180.00		
NON REFUNDABLE APPLICATION FEE	21.00	1	21.00
		TOTAL	510.00

Item	Released by:	Date:
Construction Loop		
Permanent Meter / Net Meter / Existing Meter		
Emergency Reconnect		
30 Day Meter / Reseal / Re-crimp		

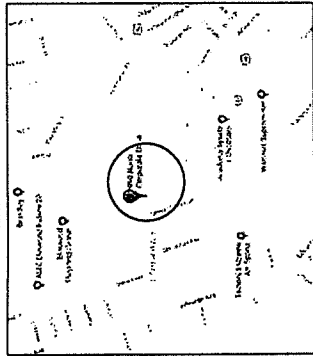
# RENOVATION FOR INSPECTOR GENERAL OF JEFFERSON PARISH

## FLOOR 03, SUITE 300

990 N. CORPORATE DR.  
ELMWOOD, LA 70123

ISSUE DATE: 10-08-18

AREA MAP



### GENERAL NOTES TO CONTRACTOR

THE GENERAL CONTRACTOR SHALL VERIFY ALL CONDITIONS AND CONDITIONS PRIOR TO CONSTRUCTION. REPORT DEVIATIONS FROM THE DRAWINGS TO THE ARCHITECT IMMEDIATELY UPON DISCOVERY.

WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE ARCHITECT'S INTENT AND ALL APPLICABLE CODES AND LEVELS ESTABLISHED DEPENDING UPON THE LEVELS AND LEVELS OF THE WORK.

VERIFY EXISTING ARCHITECTURAL, MECHANICAL, ELECTRICAL, AND STRUCTURAL, VERTICAL LOCATIONS, AND CORRELATE CONSTRUCTION AND CONSTRUCTION VERTICALS AND CONFORM WITH BOTH THE CONTRACT DOCUMENTS AND FIELD SURVEY. VERIFY ALL EXISTING CONDITIONS AND CONDITIONS WITH THE ARCHITECT IMMEDIATELY UPON DISCOVERY.

MECHANICAL, ELECTRICAL, AND STRUCTURAL WORK SHALL BE APPROVED BY THE ARCHITECT IMMEDIATELY UPON DISCOVERY.

THE GENERAL CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS AND INSPECTIONS FOR THE WORK. ALL TRADES SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS FOR THE WORK.

IF THE CONTRACTOR REQUESTS CHANGES TO THE DRAWINGS, EACH TRADE MUST BE COUNSELLED AND INSTRUCTED TO MATCH EXISTING CONDITIONS.

THE CONTRACTOR SHALL REMOVE ALL UNWANTED CHANGES AND CHANGES. LOCATE ONLY "TIE" TIES IN THE BASE ROOMS OR ABOVE. DO NOT TIE TIES WITH THE NEW WORK.

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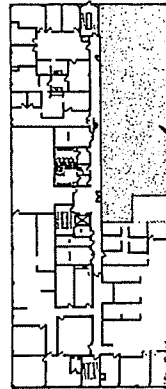
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KEY PLAN



REVIEWED BY  
STATE FIRE MARSHAL  
AS PER REVIEW OF FIRE INSPECTION  
BY JOHN L. WATKINS

### PROJECT INFORMATION

AREA OF CONSTRUCTION:	LA SUITE 300
PROJECT LOCATION:	990 N. CORPORATE DR., SUITE 300 ELMWOOD, LA 70123
OWNER:	INSPECTOR GENERAL
DESIGNER:	ARCHITECTURAL SERVICES II, INCORPORATED
CONTRACTOR:	INSPECTOR GENERAL
BLUING THE PROJECT:	SPRINKLER / FIRE ALARM
APPLICABLE CODE:	2018 NFPA 70, LIFE SAFETY CODE 2018 NFPA 72, FIRE ALARM CODE 2018 NFPA 75, FIRE EXTINGUISHING MEDIA CODE 2018 NFPA 79, ELECTRICAL SAFETY CODE

### PROJECT DIRECTORY

BLUING MANAGER:	MR. JOHN DICKER 2018 ONLY SOUTH HANCOCK SUITE 300 ELMWOOD, LA 70123 TEL: (504) 418-0000 FAX: (504) 418-0000 EMAIL: JODICKER@INSPECTORGENERAL.COM
PROJECT COORDINATOR:	MRS. LUCAS 431 COMMUNION, W/ DENNIS ELMWOOD, LA 70123 TEL: (504) 418-0000 FAX: (504) 418-0000 EMAIL: MLCAS@INSPECTORGENERAL.COM
PROJECT ARCHITECT:	M. CLARK PICKERING LA LICENSE # 6418 7500 OAK STREET MOY BELLAIR, LA TEL: (504) 833-2518 EMAIL: CLARK@CLARKPICKERING.COM

### PROJECT SCOPE OF WORK

THE SCOPE OF WORK FOR THE RENOVATION WORK SHALL BE LIMITED TO THE RENOVATION AND ADDITION OF AN EXISTING MECHANICAL ROOM IN SUITE 300. THE SCOPE OF THE ARCHITECTURAL WORK IS LIMITED TO THE CONSTRUCTION AND ADDITION OF PERMITS THROUGHOUT THE SPACE.

THE SCOPE OF MECHANICAL WORK IS LIMITED TO THE RENOVATION OF EXISTING HVAC UNITS TO ACCOMMODATE THE ADDITION OF NEW MECHANICAL EQUIPMENT.

THE SCOPE OF ELECTRICAL WORK IS LIMITED TO THE RENOVATION OF EXISTING ELECTRICAL PANELS TO ACCOMMODATE THE ADDITION OF NEW ELECTRICAL EQUIPMENT.

### PERMIT NOTES

ALL PERMITS SHALL BE OBTAINED FROM THE APPROPRIATE AGENCIES AND SUBMITTED TO THE ARCHITECT IMMEDIATELY UPON DISCOVERY.

THE GENERAL CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS AND INSPECTIONS FOR THE WORK. ALL TRADES SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS FOR THE WORK.

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### SHEET INDEX

T1.0	TITLE SHEET
T1.1	GENERAL NOTES TO CONTRACTOR
U1.1	LIFE SAFETY PLAN
B1	BLUING PLAN
A1	ARCHITECTURAL FLOOR PLAN, LEGEND, AND NOTES
ME	MECHANICAL FLOOR PLAN, LEGEND, AND NOTES
EL	ELECTRICAL FLOOR PLAN, LEGEND, AND NOTES
SI	STRUCTURAL FLOOR PLAN, LEGEND, AND NOTES

INSPECTOR GENERAL  
OF JEFFERSON PARISH  
990 N. CORPORATE DR.  
ELMWOOD, LA 70123

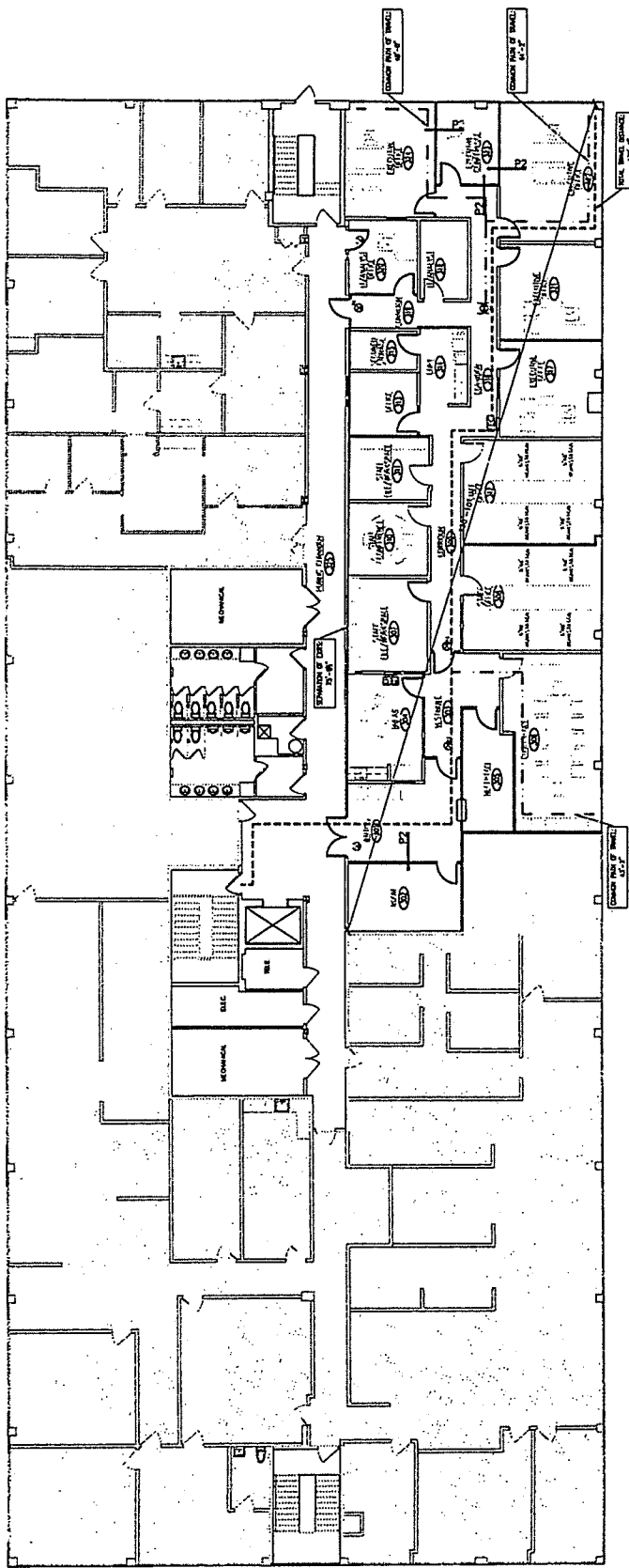
Product: M. Clark Pickering  
License No.: 6418

T1  
SHEET 1 OF 1





EMERGENCY ASSEMBLY POINT  
THIS ASSEMBLY POINT IS TO BE USED IN THE EVENT OF AN EMERGENCY. IT IS NOT TO BE USED FOR ANY OTHER PURPOSES.



PLAN NORTH

SCALE 1/8" = 1'-0"

LIFE SAFETY NOTES

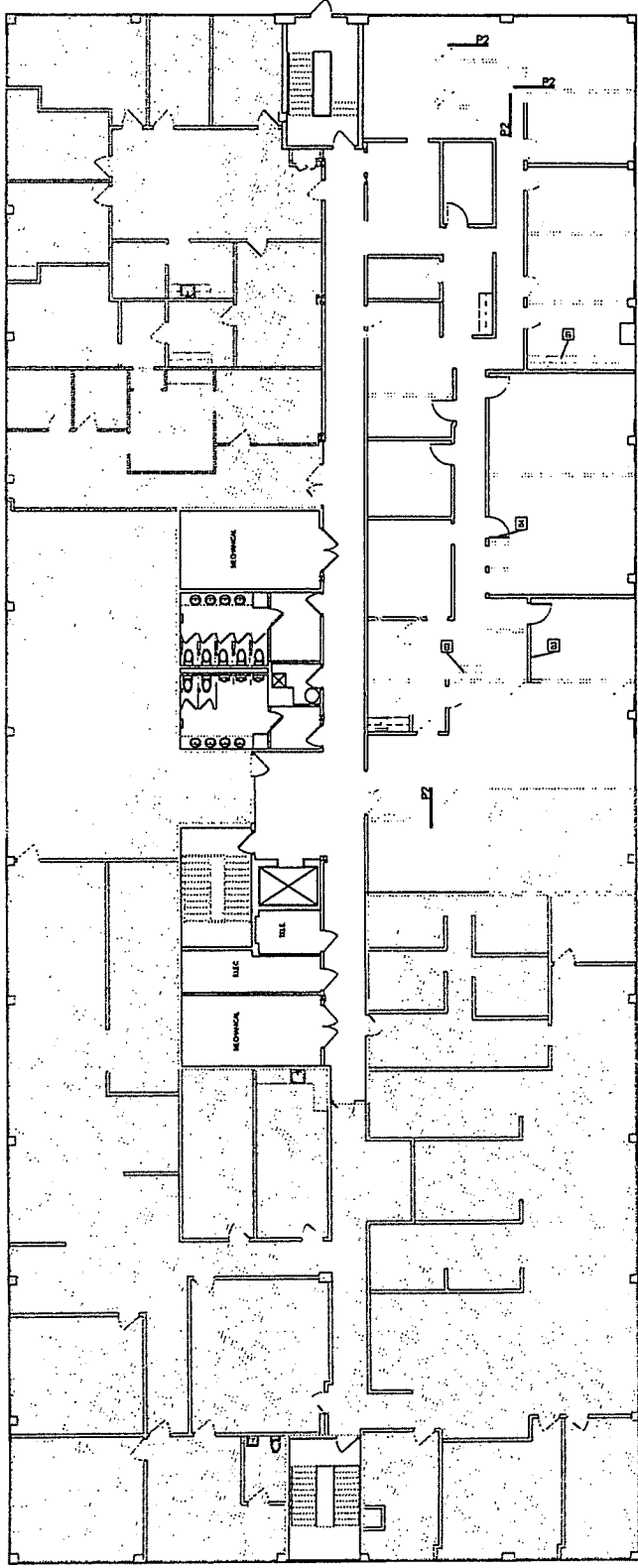
- INDICATIONS TO LIFE SAFETY SYSTEMS SHALL BE MADE AND REGULATIONS AS REQUIRED DUE TO CONSTRUCTION.
  - ALL ELECTRICAL WORK SHALL BE PERFORMED IN ACCORDANCE WITH NFPA 70-2015.
  - ALL MECHANICAL WORK SHALL BE PERFORMED IN ACCORDANCE WITH NFPA 70-2015.
  - ALL PLUMBING WORK SHALL BE PERFORMED IN ACCORDANCE WITH NFPA 70-2015.
  - ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH NFPA 70-2015.
  - ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH NFPA 70-2015.
- STATE FIRE MARSHAL  
AS PER REVIEW LETTER  
[Redacted]

CODE COMPLIANCE/LIFE SAFETY LEGEND

<p>2015 NFPA 70 - 2015 SHALL BE SUPERSEDED BY THE LATEST EDITION. THIS MAY BE STIPULATED A MINIMUM OF 1/2 OF THE LATEST EDITION (EXCEPTED BLD).</p> <p>WORKS SHALL BE PERFORMED IN ACCORDANCE WITH NFPA 70-2015. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH NFPA 70-2015. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH NFPA 70-2015.</p> <p>2015 NFPA 10 (STANDARD FOR PORTABLE FIRE EXTINGUISHERS) SHALL BE SUPERSEDED BY THE LATEST EDITION. THIS MAY BE STIPULATED A MINIMUM OF 1/2 OF THE LATEST EDITION (EXCEPTED BLD).</p> <p>2015 NFPA 13 (STANDARD FOR INSTALLATION OF AUTOMATIC FIRE EXTINGUISHING SYSTEMS) SHALL BE SUPERSEDED BY THE LATEST EDITION. THIS MAY BE STIPULATED A MINIMUM OF 1/2 OF THE LATEST EDITION (EXCEPTED BLD).</p> <p>2015 NFPA 70-2015 SHALL BE SUPERSEDED BY THE LATEST EDITION. THIS MAY BE STIPULATED A MINIMUM OF 1/2 OF THE LATEST EDITION (EXCEPTED BLD).</p>	<p>LONGEST DISTANCE SIGNAL</p> <p>REAR END SIGN</p> <p>1 HOUR FIRE RATED PARTITION (P-1)</p> <p>1 HOUR FIRE RATED PARTITION (P-2)</p> <p>1 HOUR FIRE RATED PARTITION (P-3)</p> <p>REAR END SIGN</p> <p>REAR END SIGN</p> <p>REAR END SIGN</p> <p>REAR END SIGN</p> <p>REAR END SIGN</p> <p>REAR END SIGN</p>
---	--



THIS CONTRACT IS THE PROPERTY OF  
 AGI COMMERCIAL INTERIORS. NO PART  
 OF THIS CONTRACT SHALL BE REPRODUCED  
 OR TRANSMITTED IN ANY FORM OR BY ANY  
 MEANS, ELECTRONIC OR MECHANICAL,  
 INCLUDING PHOTOCOPYING, RECORDING,  
 OR BY ANY INFORMATION STORAGE AND  
 RETRIEVAL SYSTEM, WITHOUT THE WRITTEN  
 PERMISSION OF AGI COMMERCIAL INTERIORS.



DEMOLITION PLAN  
 SCALE: 1/8" = 1'-0"  
 NORTH

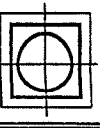
GENERAL DEMOLITION NOTES	PROJECT DEMOLITION NOTES	DEMOLITION KEY NOTES	ARCHITECTURAL LEGEND
<p>1. ALL EXISTING LIFE SAFETY DEVICES SHALL BE DEMOLISHED AND RELOCATED TO MEET ALL CURRENT CODES AND REGULATIONS. THE RELOCATION OF LIFE SAFETY DEVICES SHALL BE COORDINATED WITH THE FIRE DEPARTMENT AND ALL OTHER AGENCIES INVOLVED IN THE PROJECT.</p> <p>2. REMOVE AND CAP SOURCE OF ALL PRESS. VENTS, APPLIANCES OR DRINK NOT BEING REUSED.</p> <p>3. IN PARTITIONS TO BE REMOVED, REMOVE AND CAP ALL PARTITIONS, PARTITION WALLS, TRUSS-WALLS, ETC.</p> <p>4. REMOVE ALL PARTITIONS, PARTITION WALLS, TRUSS-WALLS, ETC. AND STORE ALL PARTS (DOORS, FRAMES, HARDWARE, LIGHT FIXTURES, ETC.) IN A SECURE LOCATION TO BE REUSED FOR NEW CONSTRUCTION.</p> <p>5. REMOVE ALL PARTITIONS, PARTITION WALLS, TRUSS-WALLS, ETC. AND STORE ALL PARTS (DOORS, FRAMES, HARDWARE, LIGHT FIXTURES, ETC.) IN A SECURE LOCATION TO BE REUSED FOR NEW CONSTRUCTION.</p> <p>6. REMOVE AND CAP SOURCE OF ALL PRESS. VENTS, APPLIANCES OR DRINK NOT BEING REUSED.</p>	<p>1. DO TO SALVAGE ALL DOOR DOORS FOR REUSE WHERE POSSIBLE.</p> <p>2. DO TO SALVAGE ALL DOOR DOORS FOR REUSE WHERE POSSIBLE.</p> <p>3. DO TO SALVAGE ALL DOOR DOORS FOR REUSE WHERE POSSIBLE.</p>	<p>1. DO TO SALVAGE ALL DOOR DOORS FOR REUSE WHERE POSSIBLE.</p> <p>2. DO TO SALVAGE ALL DOOR DOORS FOR REUSE WHERE POSSIBLE.</p> <p>3. DO TO SALVAGE ALL DOOR DOORS FOR REUSE WHERE POSSIBLE.</p>	<p>ARCHITECTURAL LEGEND</p> <p>WALL LEGEND IS TYPICAL, SOME SYMBOLS MAY NOT BE USED ON THIS PROJECT.</p> <p>EXISTING PARTITION TO REMAIN              NEW PARTITION (P-1)              NEW EXISTING PARTITION (P-2)              NEW PLUMBING CHASE (P-3)              1 HOUR FIRE RATED PARTITION              DOOR SWING              DOOR SWING (P USED)              HINGED DOOR (P USED)              FIRE RESISTANT DOOR              DOOR NO. / SHEET NO.              NEW FLOOR DOWN              REUSE BRICK              EXISTING FLOOR PAIR              DEM. / FMC SYMBOL              DUNNION H.S.              SHEET NO.</p>

BY JOHN L. WHITAKER, ARCHITECT

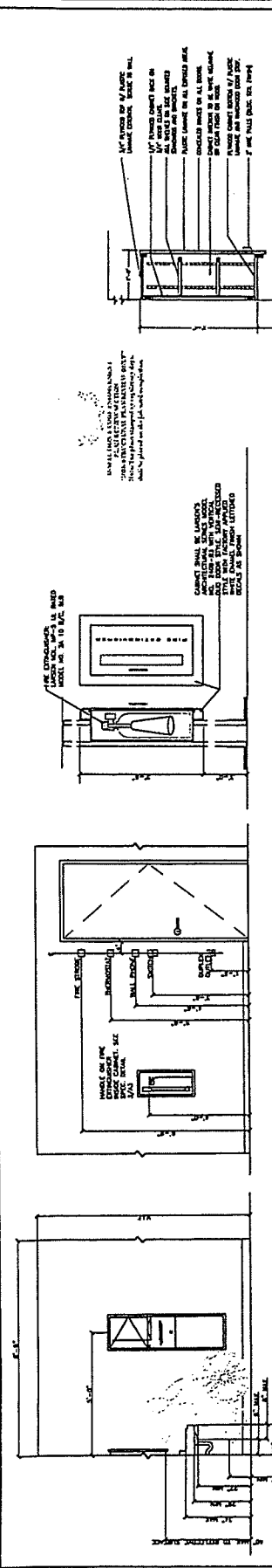




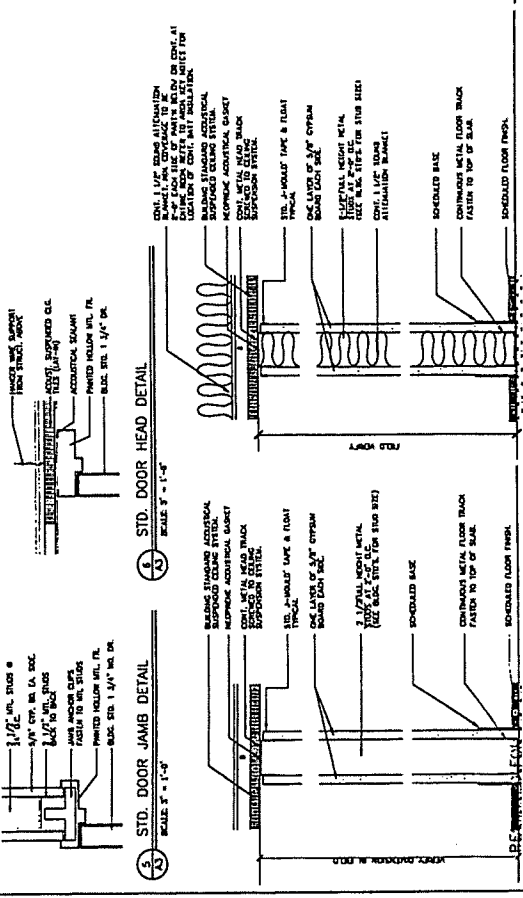
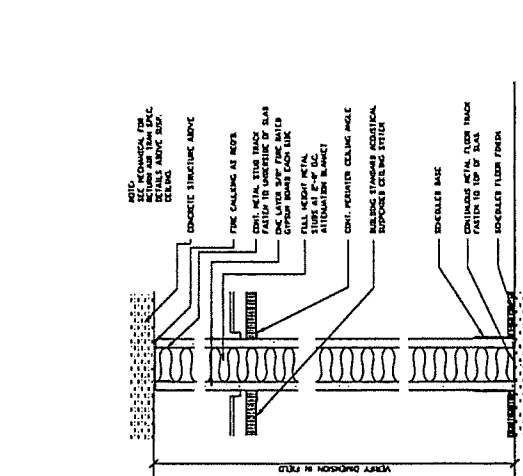
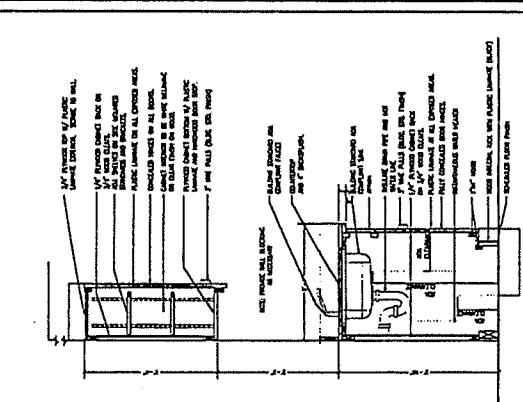
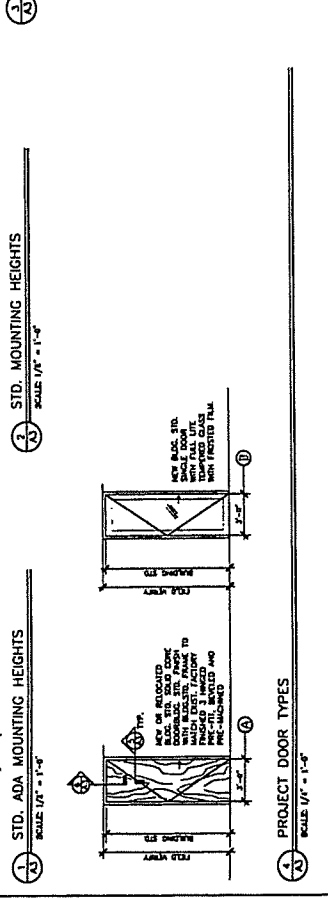




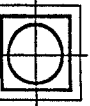
PROJECT NO.	1000
DATE	03/09/20
DESIGNED BY	MARKUS BALE, M.S.A.E.
CHECKED BY	MARKUS BALE, M.S.A.E.
DATE	03/09/20



**3.1.1.3** HARDWARE SCHEDULE  
 SCALE: 1/8" = 1'-0"  
 1. HINGES TO MATCH  
 2. HINGES TO MATCH  
 3. HINGES TO MATCH  
 4. HINGES TO MATCH  
 5. HINGES TO MATCH  
 6. HINGES TO MATCH  
 7. HINGES TO MATCH  
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 9. HINGES TO MATCH  
 10. HINGES TO MATCH

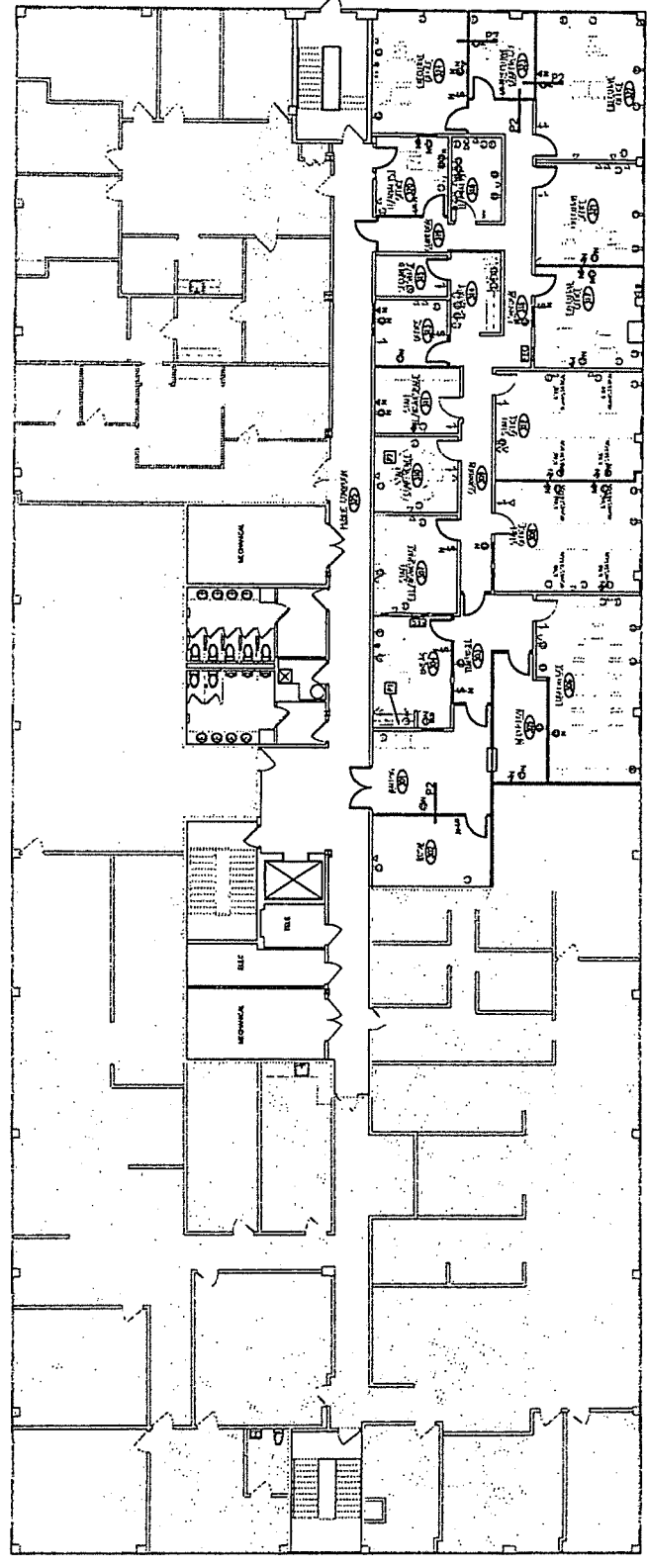


STATE FIRE MARSHAL  
 AS PER STANDARD DETAIL SECTION  
 JAMES C. MARSHALL  
 REGISTERED PROFESSIONAL ENGINEER  
 STATE OF TEXAS  
 NO. 41819



POWER PLAN, LEGEND, AND SCHEDULE

NOTHING IS TO BE CONSIDERED AS A GUARANTEE OF THE ACCURACY OF THE INFORMATION CONTAINED HEREIN. THE INFORMATION IS FOR INFORMATIONAL PURPOSES ONLY. THE USER SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF THE INFORMATION.



POWER PLAN  
SCALE: 1/8" = 1'-0"  
NORTH

GENERAL POWER PLAN NOTES	PROJECT POWER PLAN NOTES	POWER PLAN KEY NOTES	ELECTRICAL LEGEND
<p>EXISTING FIELD CONDUITS AND NEW CONDUIT SHALL BE INSTALLED IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE (NEC) AND ALL APPLICABLE LOCAL, STATE AND FEDERAL REGULATIONS. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING CONDUITS AND FIELD CONDUITS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION OF ALL EXISTING CONDUITS AND FIELD CONDUITS PRIOR TO CONSTRUCTION.</p> <p>EXISTING CONDUITS TO REMAIN UNLESS OTHERWISE NOTED.</p> <p>NEW CONDUITS SHALL BE INSTALLED IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE (NEC) AND ALL APPLICABLE LOCAL, STATE AND FEDERAL REGULATIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION OF ALL EXISTING CONDUITS AND FIELD CONDUITS PRIOR TO CONSTRUCTION.</p>	<p>1. EXISTING POWER TO REMAIN UNLESS THE POWER CONDUITS WITH NEW CONSTRUCTION.</p> <p>2. COORDINATE ALL POWER AND DATA REQUIREMENTS WITH TENANT AND ARCHITECT PRIOR TO CONSTRUCTION.</p> <p>3. RECEPTACLES INDICATED FOR SERVERS, COPIERS, AND WORKSTATIONS SHALL BE ON DEDICATED CIRCUITS.</p> <p>4. VERIFY SERVER ROOM AND TELEPHONE/DATA SYSTEM POWER REQUIREMENTS WITH TENANT. BE SURE TO ACCOMMODATE FOR NEW LOADS (RFT).</p>	<p>☑ C.C. TO VERIFY THE EXISTING POWER ABOVE SIGN IS ON EXISTING POWER ABOVE SIGN.</p> <p>☑ EXISTING POWER ABOVE SIGN IS ON EXISTING POWER ABOVE SIGN.</p>	<p>WHILE LEGEND SYMBOLS MAY BE USED ON THE PROJECT, THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING CONDUITS AND FIELD CONDUITS PRIOR TO CONSTRUCTION.</p> <p>☐ NEW 120V 1-Ø AC POWER OUTLET</p> <p>☐ NEW 240V 2-Ø AC POWER OUTLET</p> <p>☐ NEW 120V 1-Ø AC POWER OUTLET WITH GFCI</p> <p>☐ NEW 240V 2-Ø AC POWER OUTLET WITH GFCI</p> <p>☐ NEW 120V 1-Ø AC POWER OUTLET WITH AFCI</p> <p>☐ NEW 240V 2-Ø AC POWER OUTLET WITH AFCI</p> <p>☐ NEW 120V 1-Ø AC POWER OUTLET WITH AFCI AND GFCI</p> <p>☐ NEW 240V 2-Ø AC POWER OUTLET WITH AFCI AND GFCI</p> <p>☐ NEW 120V 1-Ø AC POWER OUTLET WITH AFCI AND GFCI AND AFCI</p> <p>☐ NEW 240V 2-Ø AC POWER OUTLET WITH AFCI AND GFCI AND AFCI</p> <p>☐ NEW 120V 1-Ø AC POWER OUTLET WITH AFCI AND GFCI AND AFCI AND AFCI</p> <p>☐ NEW 240V 2-Ø AC POWER OUTLET WITH AFCI AND GFCI AND AFCI AND AFCI</p>

BY JOHN L. WHITAKER, ARCHITECT

**PERMIT FEES NOT REFUNDABLE**  
**JEFFERSON PARISH INSPECTION & CODE**  
**ENFORCEMENT**

East Bank  
 1221 Elmwood Park Blvd.  
 Harahan, La 70123  
 736-6964  
 Fax 738-8387

West Bank  
 400 Maple Street  
 Harvey, LA 70058  
 364-3512  
 Fax 364-3534

**Council District No. District 2**

**Building Permit No. 18-385900**

Date Applied 10/17/2018		Date Issued 11/26/2018	
Project Address 990 CORPORATE RD, JEFFERSON, LA 70123		Subdivision ELMWOOD CORPORATE VILLAGE	Sq.No. 00
		Lot No. CV2Y1	
Owner Jody Grass jodywithallied@gmail.com	Address 45 veterans Blvd Kenner LA 70062		Phone 5044675050
Name of Business 990 Corporate Dr (Inspector General)		Type of Business	
Architect/Engineer M. Claire Pickering claire@fludarchdesign.com	Address 7500 Oak St New Orleans LA		Phone 5044302516
Contractor HIGHLAND COMMERCIAL CONSTRUCTION INC. Paula@Highland-Construction.com	Address 909 S. Causeway Blvd Jefferson LA 70121		Phone 5048375567
Description Renovation of an existing office space on 3rd floor of existing building.		State License No. 29350	
		Permitted Height 41	Stories 3
		Est. Value \$137747.00	
No. of Piles 0.00	Zoning M2 (CPZ)	Req. Pk. Sp. Existing	Misc. Remarks
Board of Standards			Board Zoning Adj.
FIA Zone X -3.5 N.A.V.D OR 6 inches Above Crown of Street, Whichever is higher			
Soil Type - COMMERCE SILTY CLAY LOAM(Soil Type:6)		Type of Construction IIA	
Occupancy B			
Is this a corner lot?		Yes	
Key lot in rear?		No	
Square Feet		Fees	
Living Sq. Ft.		Building Permit	\$727.00
Accessory Sq. Ft.		Plan Review	\$137.75
Total Sq. Ft.	4515.00	Cons. Trades	\$0.00
Plan Box No.	CF	Violation Fee	\$0.00
Permit Balance		\$0.00	
This permit shall not exempt you from any obligations under any orders, consent judgments, or judgments further. This permit may not clear all violations if any such violations do not relate to this permit.			
Notice: The scope of this application review is limited to the property as encumbered on the survey submitted. Must contact Dept of Public Works prior to construction or repair of sidewalks, driveway aprons or curb cuts.			

*This is a duplicate.*

I certify that the construction or reconstruction, for which this permit is issued, will be in accordance with the currently adopted building code and ordinances governing construction and reconstruction on buildings in Jefferson Parish. I acknowledge that this permit does not authorize construction contrary to existing restrictions or zoning laws of Jefferson Parish. I further acknowledge that any misrepresentation made herein may result in the revocation of the permit.

Ricky Hollier

11/26/2018

Issued by

Date

# Jefferson Parish

Inspection and Code Enforcement

# Permit Placard

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**18-385900**

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**Address** 990 CORPORATE RD, JEFFERSON 70123

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**Project Description** Renovation of an existing office space on  
3rd floor of existing building.

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**11/26/2018**

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Separate Filings/Applications shall be  
made for Electrical, Mechanical, Gas or  
Plumbing Inspections.



**Code Official**

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**This Sign Must Be Conspicuously Posted Continuously  
During Construction**



# HIGHLAND COMMERCIAL CONSTRUCTION

909 S. Causeway Blvd, Jefferson, LA 70121  
Office (504) 837-5567 Fax (504) 837-5569

## PROPOSAL

August 20, 2018

Proposal submitted to: By: K Laborde

Work to be performed at:

Name SRSA  
Street 2555 Severn Ave, suite 200  
City, State Zip Code Metairie, La  
Phone/Fax 504-831-2363  
Attention Sandra

Name Inspector General  
Street 990 Corporate Dr.  
City, State Zip Code Elmwood, La  
Estimate **\$137,747.42**

All work is guaranteed to be as specified, and the work to be performed in accordance with the drawings and specifications submitted for the above referenced project and completed in a substantial work manlike manner.

**Scope of Work:**

<u>General Condition, Supervision:</u>	\$7,677.74
<u>Demolition:</u>	\$11,850.00
<u>Framing, drywall and acoustical:</u>	\$24,800.00
<u>Door, Frames, &amp; Hardware:</u> Includes Lite Kits and frosted glass.	\$5,075.00
<u>Wall coverings:</u>	\$0.00
<u>Float and paint:</u>	\$20,200.00
<u>Millwork:</u> Includes reception counter and conference room.	\$1,200.00
<u>Glazing:</u> Includes relocating bulletproof transaction window. Does not include voice port.	\$600.00
<u>Electrical and lighting:</u>	\$13,800.00
<u>HVAC/Plumbing:</u>	\$12,113.00
<u>Fire Alarm:</u>	\$3,450.00
<u>Sprinkler:</u>	\$9,981.00
<u>Floor cover &amp; base:</u> Includes labor only to patch public corridor w/ building supplied carpet tiles.	\$12,950.00
<u>Misc.:</u>	\$0.00
<u>Trash Removal / Clean &amp; Detail:</u>	\$2,100.00
Subtotal	\$125,796.74
Contractor overhead and profit	\$11,950.69
<b>Total Amount of Proposal:</b>	<b>\$137,747.42</b>

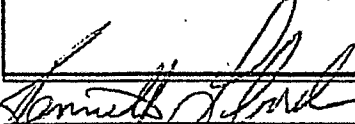
**Notes: ADD TO BASE BID.**


Alt: Replace existing hardware with new standard LSDA lever handle. \$2,800.00

Any alterations or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

**ACCEPTANCE OF PROPOSAL**

Acceptance of Proposal - the above prices, specifications and conditions are satisfactory and hereby accepted. We understand that prices quoted are good for 15 days from date of this proposal. You are authorized to do the work as specified.

  
\_\_\_\_\_  
Kenneth Laborde President/Owner  
9/26/18  
\_\_\_\_\_  
Date

Initial Here  
  
\_\_\_\_\_  
Signature of Acceptance  
9-26-18  
\_\_\_\_\_  
Date



John Bel Edwards  
GOVERNOR

# Office of State Fire Marshal

8181 Independence Blvd. Baton Rouge, LA 70806  
(225) 925-4911 (800) 256-5452 Fax (225) 925-4241



H. "Butch" Browning  
FIRE MARSHAL

## PLAN REVIEW REPORT

**M. CLAIRE PICKERING** FLUID ARCHITECTURAL  
DESIGN, LLC  
7500 OAK STREET  
NEW ORLEANS LA 70118

Project Number: **AR-18-017862**  
Review Type: **Architectural Review**  
Status: **Released**  
Date Completed: **10/30/2018**  
Code Edition: **2015**

In accordance with L.R.S. 40:1574 et seq., satisfactory compliance with the requirements of the laws, rules, regulations and codes of the state that are entrusted to the State Fire Marshal to uphold must be achieved before any work is performed. As such, a permit shall not be issued or construction or installation of the scope of work identified herein shall not commence until the Status of this review is "Released" and the requirements of other state and local entities have been satisfied.

Project Description: <b>INTERIOR RENOVATION OF AN OFFICE SPACE - DEMOLITION AND ADDITION OF PARTITIONS - T</b>			
Project Name: <b>INSPECTOR GENERAL OF JEFFERSON PARISH</b>		Address: <b>990 N. CORPORATE DR., ELMWOOD, LA 70123</b>	
Funding Type: <b>Private Project</b>	Within City Limits? <b>YES</b>	Number of Stories: <b>3</b>	High Rise Building: <b>No</b>
Occupancy Separation Type:	Total Occupancy Square Feet: <b>4515</b>	Project on which Floor(s): <b>3</b>	Construction Type: <b>I-A / I(332)</b>
Additional Features (if applicable): <b>Sprinkler System - 13, Fire Alarm System</b>			

Occupancy Type(s) and Square Feet		
Occupancy Type: <b>Business</b>	Square Feet: <b>4515</b>	Details:

Renovation		
Renovation or Addition: <b>Alteration Level 2 (&lt;50% of the square footage of the building)</b>		
Date of Original Building Construction:		
Date of Latest Major Renovation to this Building:		
Existing Square Feet: <b>0</b>	Additional Square Feet:	Renovated Square Feet: <b>4515</b>
Previous Occupancies:		
Generator Installation:		

Facility Licensed By DHH Health Standards Section: <b>No</b>
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Louisiana State Uniform Construction Code Review	
Review for the LSUCCC performed by: Parish or Municipal Permitting Office	3rd Party Provider's Registration Number:




Individuals Involved in this Project		
Name: M. CLAIRE PICKERING	Role: Professional of Record (A-6418)	Address: 7500 OAK STREET, NEW ORLEANS, LA 70118
JOHN DOWNER	Owner	2555 SEVERN AVE, SUITE 200, METAIRIE, LA 70002

Changes that are inconsistent with the reviewed documents are not authorized unless reviewed by this office for compliance with adopted codes, rules and laws. The changes must be submitted to this office by the Professional of Record where required by law, otherwise by the Owner, for review prior to construction and inspection. Minor changes may be submitted as supplemental information amended to this assigned project number. Changes that alter the scope of work, or that otherwise will require another full review of the project, will require a complete resubmittal of the entire scope of work with application, revised plans, and applicable review fee.

This review shall in no way permit or authorize any omissions or deviations from the specific requirements of the adopted codes, rules and regulations of the state. Construction permits must be issued or installation must commence within 180 days from the date of the "Released" Status for this submittal.

Occupancy of the project will not be permitted until a satisfactory inspection of the completed construction has been made by this office. Please allow at least two (2) weeks advanced notice to schedule inspections.

Review Completed By	
Signature:	
Name: Jack Whitaker	Badge No.: 248

Distribution List		
Name	Firm Name	Role
JEFFERSON PARISH FIRE PREVENTION*		Fire Prevention Bureau
THIRD DISTRICT VOLUNTEER FIRE DEPT*		
CITY OF HARAHAN PERMITS*		
NEW ORLEANS CITY PERMITS		Permit Office



John Bel Edwards  
GOVERNOR

**Office of State Fire Marshal**  
8181 Independence Blvd. Baton Rouge, LA 70806  
(225) 925-4911 (800) 256-5452 Fax (225) 925-4241



H. "Butch" Browning  
FIRE MARSHAL

**Cautionary Codes**

<b>Project Number:</b>	AR-18-017862
<b>Project Name:</b>	INSPECTOR GENERAL OF JEFFERSON PARISH

The items listed below are comments for informational purposes or identified requirements that will be verified upon final inspection by this office. These requirements need not be addressed back to the reviewer, however should be addressed prior to construction and inspection scheduling. Failure to comply with or otherwise address these items may affect final occupancy and use of the structure.

- 1 LAC 55:305 Insulation and insulation assemblies shall meet the requirements of Section 720, International Building Code, 2015 Edition.
- 2 101:4.6.10.1 Buildings or portions of buildings shall be permitted to be occupied during construction, repair, alterations, or additions only if all means of egress and all fire protection features are in place and continuously maintained for the portion(s) occupied.
- 3 101:7.2.1.5 and IBC 1010.1.9 Locks on doors in means of egress shall not require the use of a key, special device or special knowledge to open in the direction of egress.
- 4 101:7.2.1.5.10.2 and IBC 1010.1.9.4 through 1010.1.9.5 Doors shall be openable with ONLY one releasing operation. A two-step release, such as a knob and an independent slide bolt, is NOT acceptable, except under special conditions.
- 5 LRS 40:1574 Submit automatic sprinkler system shop drawings ON-LINE at <https://lasfm.louisiana.gov/>. Such work shall not commence until shop drawings have been found to be in compliance with applicable codes by this office. LINK the associated "AR" (architectural project) submittal, or reference it in the PROJECT NAME.
- 6 Modifications to the existing sprinkler system shall be in accordance with NFPA 13, 13R or 13D as applicable.
- 7 Modifications to the existing fire alarm system shall be in accordance with NFPA 101, NFPA 72, ADA-ABA, IBC, and LRS 40:1664.
- 8 LRS 40:1574 Submit fire alarm system shop drawings ON-LINE at <https://lasfm.louisiana.gov/>. Such work shall not commence until shop drawings have been found to be in compliance with applicable codes by this office. LINK the associated "AR" (architectural project) submittal, or reference it in the PROJECT NAME.
- 9 LAC 55:V:303.D Provide listed portable fire extinguishers in accordance with NFPA 10. (Refer to Appendix E for distribution information.)
  - Travel distance to a fire extinguisher shall not exceed 75 feet for Class A, C and D fires. See Table 10:6.2.1.1 and NFPA 10:6.4 and 10:6.5.
  - NFPA 10:6.1.3.3.1 Fire extinguishers shall not be obstructed or obscured from view.
  - NFPA 10:6.1.3 Fire extinguishers shall be conspicuously located where they will be readily accessible and immediately available in the event of fire. Locate portable fire extinguishers along normal paths of travel, including exits from areas.
  - NFPA 10:6.1.3.8 Top of fire extinguisher, having a gross weight less than 40 lb, shall be not more than 5 feet above the floor; if gross weight 40 lbs or greater, 3-1/2 feet above the floor. The bottom of a hand portable fire extinguisher shall not be less than 4 inches above the floor.
- 10 Compliance with the 2014 NFPA 70, National Electrical Code (NEC), is mandated by RS 40:1730.28.A(7). Contact the local Building Official of the applicable local political subdivision or a Louisiana State Uniform Construction Code Council registered third-party provider to verify plan review and inspection requirements of the proposed electrical work.
- 11 A REVIEW FOR COMPLIANCE WITH THE FIRE PROTECTION AND EGRESS REQUIREMENTS OF CHAPTERS 9 AND 10 OF THE INTERNATIONAL BUILDING CODE IS INCLUDED IN THIS REVIEW. Review for compliance with all other requirements of the LOUISIANA STATE UNIFORM CONSTRUCTION CODE, in accordance with Act 12 of the 2005 First Extraordinary Session of the Louisiana Legislature, IS NOT INCLUDED IN THIS REVIEW. Contact the building official of the applicable political subdivision to coordinate compliance with these requirements. LRS 40:1730.23 mandates the enforcement of building codes by municipalities and parishes in Louisiana, as described by LRS 40:1730.28.
- 12 This review applies to new work indicated in the drawings and does not apply to existing non-conforming conditions.

## Anthony Francis

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**From:** David N. McClintock <dmclintock@jpoig.net>  
**Sent:** Wednesday, August 22, 2018 2:46 PM  
**To:** Maryanne Adorno  
**Subject:** RE: Meeting Request

Maryanne,

The Thursday 08/30/2018 at 10 is confirmed with JPSO.

**From:** Maryanne Adorno [mailto:MAdorno@jeffparish.net]  
**Sent:** Monday, August 20, 2018 12:51 PM  
**To:** David McClintock <dmclintock@jpoig.net>  
**Subject:** RE: Meeting Request

Good Afternoon,

Anthony would prefer if you coordinate with District 1.

Thank you

*Maryanne Adorno*

Secretary  
Department of General Services  
Joseph S. Yenni Building  
1221 Elmwood Park Blvd, Suite 509  
Jefferson, La 70123  
(504) 736-6048 Direct Phone  
(504) 736-6036 Department Phone  
(504) 736-6049 Fax

**From:** David N. McClintock [mailto:dmclintock@jpoig.net]  
**Sent:** Thursday, August 16, 2018 12:15 PM  
**To:** Maryanne Adorno  
**Subject:** RE: Meeting Request

Thursday August 30 @10 works. Will you be coordinating with District 1?

**From:** Maryanne Adorno [mailto:MAdorno@jeffparish.net]  
**Sent:** Wednesday, August 15, 2018 3:53 PM  
**To:** David McClintock <dmclintock@jpoig.net>  
**Subject:** Meeting Request

Good Afternoon Mr. McClintock,

I am trying to schedule a meeting per Anthony's request to meet @ District 1.

Please advise if you are available:

Thursday, August 30<sup>th</sup> @10am

Friday, August 31<sup>st</sup> @ 1pm

Thank you

*Maryanne Adorno*

Secretary

Department of General Services

Joseph S. Yenni Building

1221 Elmwood Park Blvd, Suite 509

Jefferson, La 70123

(504) 736-6048 Direct Phone

(504) 736-6036 Department Phone

(504) 736-6049 Fax

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