

1. Request the decision record

Tailor the request to the property, project, and relevant dates.

Property address / building / project name / known review numbers

Public custodian / request date / requested date range

Suggested request language

Under the Louisiana Public Records Law, please provide the following existing records concerning [property and project], for [date range]. Please search under the municipal address, project name, known alternate names, and review numbers listed above.

- ☐ Architectural applications, reviewed plans, review letters, conditions, addenda, and revisions.
- ☐ Sprinkler-system submittals, calculations, review letters, and the architectural project number associated with that review.
- ☐ Requests, supporting analyses, and decisions concerning appeals, alternative arrangements, variances, or use of a different code edition or standard.
- ☐ Installation and acceptance-test records held by the agency; final inspection reports; deficiency notices; corrective-work records; and reinspections.
- ☐ Certificates or other authorizations for occupancy or use, including temporary permissions and conditions.
- ☐ Impairment notices and later enforcement, inspection, or closure records within the requested period.

Electronic copies are preferred. Please advise before incurring copying charges above [amount]. If any portion is withheld, identify the legal basis and provide reasonably segregable nonexempt material. If records are held elsewhere or are not in your custody, please provide the information required by R.S. 44:34. If production will take time, please give a written estimate and identify records available sooner.

2. Read the file in sequence

Approval of proposed plans is only one part of the record.

- ☐ Match the address, building, occupancy, project number, and drawing revisions across the file.
- ☐ Identify the exact alternative-design decision, its legal authority, conditions, and approved scope.
- ☐ Separate contractor tests from agency inspections. Note which system or portion of the building each record covers.
- ☐ Track each deficiency through corrective work and a later verification record.
- ☐ Match the occupancy authorization to the actual use, premises, date, and conditions.

Keep the response deadlines distinct

R.S. 44:33 generally requires immediate presentation of available records; different provisions address records in active use. R.S. 44:32(D) requires a written response within five business days when the custodian questions whether the requested material is a public record. R.S. 44:35 addresses judicial relief after denial or specified failures to respond. These provisions do not create a universal five-day deadline for producing every requested file.

Records received / missing items / follow-up needed

Useful sources

Louisiana State Fire Marshal: public-records requests

New Orleans permits and available project documents

Louisiana R.S. 40:1574.1: reviewed plans and review letters

Louisiana R.S. 44:32: custodian duties

Full guide, statutory sources, and request instructions

A records checklist does not establish engineering compliance or present safety. Questions about a particular design require the project documents and qualified technical analysis.