

DNR Visitors and the Public

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What is your mailing address?

Office of Coastal Management
617 North 3rd Street, Suite 1078
Baton Rouge, LA 70802

What is your physical address (for UPS, FedEx, etc.)?

Office of Coastal Management
617 North 3rd Street, Suite 1078
Baton Rouge, LA 70802

Where is your office located?

Our offices are located on the 10th floor of the LaSalle Building which is on the northwest corner of the North Street and 3rd Street intersection. A map and driving directions are available on our [website](#).

Where can I park when I come to the LaSalle Building?

Parking for the LaSalle Building is provided at the [Galvez Parking Garage](#), 504 Main Street, Baton Rouge, LA. The receptionist on the 10th floor can validate your parking.

Do visitors need to check in at the building?

Yes, visitors are required present valid identification to the Visitor Information Office, located on the first floor, to receive a visitor ID tag. Visitors must also pass through a security checkpoint prior to entering the main building. No weapons, pocket knives, etc. are allowed. The Visitor Information Office is open to the public from 8:00 am - 4:30 pm Monday through Friday (excluding holidays).

If I have a question or problem, how can I contact the office?

Please refer to the [Office of Coastal Management Contacts](#) webpage to obtain contact information or you can call our front office at (225)342-7591.

What are your business hours?

Our core business hours are 7:00 am - 4:30 pm Monday through Friday (excluding holidays). If you wish to visit with a specific individual, please call ahead to schedule an appointment ([OCM Contacts webpage](#)).

What is your fax number?

General purpose fax: (225)342-9439

Fax number for Coastal Use Permit Applications: (225)342-6760

How can I get a copy of the Louisiana Coastal Zone map?

You can send your request for a Coastal Zone map to our office at the address/fax number listed above or via email to leannbaker@la.gov.

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How can I make a comment on a public notice?

All comments must be provided to the Office of Coastal Management - Permits and Mitigation Division in writing. Please use the addresses listed above and reference the specific permit number, if known. Comments may also be posted to the record through online submission through the “Make Comments” link in the application record. To access the application record, search the permit number in the [coastal use permitting database](#), and then click “online” link on the results screen.

Note, to ensure your comments are received by the appropriate permit analyst and can be made part of the record, be sure to include:

- The Coastal Use Permit number (P#)
- The Applicant’s Name
- The OCM Permit Analyst’s Name
- The Commenter’s Name and Contact Information (phone number, email address, and/or complete mailing address)

Comments received by OCM, but do not include commenter name and contact information will be disregarded.

Can I make copies of permit files?

Yes. OCM permit files are public records and they are available for self-serve inspection and copying via the [SONRIS](#) system. Also, OCM has staff that can help new users learn how to access records through SONRIS. If you need assistance with remote self-serve records access you can call our office at (225)342-7591. You can also contact our office to arrange visits to review our records or to request paper or digital copies of public records for a fee. Requests of this sort must be directed to the [DNR Custodian of Public Records](#). To request copies of public records to be prepared, please send written letter of inquiry to:

Custodian of Public Records
LA Department of Natural Resources, Legal Division
Attention: [James Devitt](#), Custodian of Public Records
P.O. Box 94396
Baton Rouge, LA 70804-9396

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