



P.O. Box 425 • 4876 Highway 1 • Mathews, LA 70375
Telephone 985.537.7603 • <http://www.lafourchegov.org>
Revised 8/19/2015

Open Monday – Thursday: 7:30 A.M. to 4:30 P.M.

Building Permit Office

COMMERCIAL BUILDOUT IN EXISTING BUILDING, STRIP MALL, etc.

Fee .50 per sq. ft. Minimum \$200.00

NOTE: Commercial Jobs over \$50,000 must be applied for by the general contractor.

Permit Application Checklist:

- Verify address with Kyra Hendrix at (985) 537-7603
- Pre-Plan Review meeting may be REQUIRED before permit is issued.**
- Completed PERMIT APPLICATION (*found on our website*)
- Site Plan showing each suite in Strip Mall and indicating your space.
- Land Verification & Parcel Number or Lease Agreement for suite
- Copy of Contractor's License
- Valid and True Copy of Contract of Project
- 1 Complete Set of *Plans* (11" X 17") for Suite Buildout. Plans also need to be stamped by State Fire Marshal.
- Fire Marshal Letter (*must be less than 180 days old*)
- If build will have warehouse/storage area (*you must list all elements & quantities of elements to be stored*)
- Approval from Board of Health for this project. (985) 447-0954

Note: Board of Health's office hours of operations are: 8:00am – 9:30am and 3:30pm – 4:30pm.

SIGNATURE OF APPLICANT _____ DATE _____

NOTES: IF DEVELOPMENT IS ALONG THE BAYOUSIDE FROM ROAD TO WATER'S EDGE, CONTACT THE BAYOU LAFOURCHE FRESH WATER DISTRICT AT (985) 447-7155 FOR THEIR REQUIREMENTS. OTHER INFORMATION MAY BE REQUIRED TO COMPLETE YOUR PERMIT. PAYMENT CAN BE MADE AT THE PERMIT OFFICE BY CHECK OR MONEY ORDER ONLY.