



www.lafourchegov.org
4876 Highway 1 • Mathews, LA 70375
P.O. Box 425 • Mathews, LA 70375
985.537.7603 • 800.794.3160 • Fax 985.532.2845
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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 REQUIRED before permit is issued.**
- Completed PERMIT APPLICATION (*found on our website*)
- Approval from Board of Health at (985) 447-0954 (M-F 8:00-9:30 & 3:30-4:30)
- Site Plan *showing each suite in Strip Mall and indicating your space(s).*
- Land Verification & Parcel Number / 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*)

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, MONEY ORDER OR CREDIT CARD.