



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

James B Cantrelle, Parish President Building Permit Office Online Packet Date _____

RESIDENTIAL CONSTRUCTION – Fee .30 sq. ft. Minimum \$150.00

Permit Application Checklist:

- Verify address with Kyra Hendrix at (985) 537-7603
- Site shall be graded in accordance with approved subdivision plans. _____ Int
- Floor level or lowest horizontal beam of house will need to meet BFE. _____ Int
- Will the garage/storage, etc areas attached to house meet BFE? Yes _____ No _____
- List all Type(s) of **INSULATION** ___ Spray Foam, ___ Batt, ___ Blown Cellulose, _____ Int
If **only Spray Foam** will be used you will need to provide **Manuals J, D, & S** before open wall inspection.

Signature of Applicant: _____ **Date:** _____

- Flood Zone Determination/Original Elevation Certificate Required
 - 1st Elevation-Site/Ground (must be less than one year old)
 - 2nd Elevation-(form spot) Must be presented to permit office before foundation inspection is requested
 - 3rd & Final Elevation Certificate-Finished Elevation Required before Occupancy of Building (all electrical, mechanicals, & plumbing in place this also includes but not limited to, all steps, all landings, pumps, etc. (The building must be completed and at this point ready to move-in)

or

- B & C Zone Affidavit (if outside Special Flood Hazard Area)
*This affidavit can be found under “Supplemental Forms” on our website

NOTE: If Flood Zone Determination is unknown, contact **Darla Duet at (985) 537-7603.**

- Board of Health Approval (985) 447-0954. 2535 Veterans Blvd, Thibodaux, LA
(Their office hours are Monday – Friday 8:00am - 9:30am & 3:30pm - 4:30pm)
- Completed PERMIT APPLICATION (*found on our website*)
- Verify availability of Water
- Site Plan (*drawing showing location of building on lot, lot size & dimensions on all sides, distance of building from all property lines, and the outline of the building*)
- Land Verification (*Must be a **RECORDED** Copy of Act of Cash Sale/Donation/Succession*)
 - Obtain Parcel Number from Assessor’s Office at (985) 447-7242
- 1 Complete Sets of Plans (**ONE 11” x 17”**) Note: In many cases the plans will need to be designed and/or stamped by a Louisiana License Engineer or Architect call Permit office for more information.
- If pilings are driven in ground, you will need to provide an Engineered Foundation for home.
- COPY OF CONTRACTOR’S LICENSE or
SELF CONTRACTED
- Sub-Contractor Supplier List - form on website under “Supplemental Forms”
- Affidavit Claiming Exemption from Licensure – form on website under “Supplemental Forms”

SIGNATURE _____ **DATE** _____

Signed & dated checklist must be turned in with application.

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.