



P.O. Box 425 • 4876 Highway 1 • Mathews, LA 70375  
Telephone 985.537.7603 • <http://www.lafourchegov.org>  
Revised 12/4/12  
Open Monday – Thursday: 7:30 A.M. to 4:30 P.M.

Building Permit Office

## RESIDENTIAL MOVED / RAISED HOUSE

**FEE - .30 sq ft Minimum \$150.00**

### Permit Application Checklist:

- Verify address with Kyra Hendrix at (985) 537-7603
  - Flood Zone Determination/Original Elevation Certificate Required
    - 1st Elevation-Site/Ground
    - 2nd Elevation-(form spot) Must be presented to permit office before foundation inspection is requested
    - 3rd Elevation-Finished Elevation Required before electric is released (all mechanicals in place)  
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.**
  - Indicate how high house will be raised from the Ground \_\_\_\_\_
  - Approval from Board of Health at (985) 447-0954
  - 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 (*Copy of Act of Cash Sale / Donation / Succession*)
    - Obtain Parcel Number from Assessor's Office at (985) 447-7242
  - Complete Set of Engineered Plans** for foundation and any additions such as porch, carport, etc (**in 11" x 17" format or on CD**) Include layout of interior of home.
  - COPY OF CONTRACT TO MOVE/RAISE HOUSE & CONTRACTOR LICENSE
  - SELF CONTRACTED
    - SUB-CONTRACTOR SUPPLIER LIST (form on website under "Supplemental Forms")
    - MINIMUM REQUIRED INSPECTIONS SIGNATURE FORM (form on website under "Supplemental Forms")
    - AFFIDAVIT CLAIMING EXPEMPTION FROM LICENSURE (triplicate form available in Permit Office)
- NOTE:** If self-contracted, you will also have to pick up, sign and notarize an "Exemption from Licensure Affidavit" from the Permit Office. (*This is a triplicate form not available online.*)

SIGNATURE \_\_\_\_\_ 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.