



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**

BILLBOARD / SIGNAGE BUILD - Fee \$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
- Flood Zone Determination – **Original stamped Elevation Certificate only**

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

1st Elevation - site/ground (to apply for permit)

2nd Elevation – Finished Elevation Certificate is required before Electric is released

Note: All mechanical servicing the billboard, including but not limited to electrical, must meet or exceed elevation requirements and will require a final Elevation Certificate before electric will be released to billboard

B Zone/C Zone Affidavit (if building outside Special Flood Hazard Area)

**This affidavit can be found on our website under "Supplemental Forms"*

- Completed PERMIT APPLICATION (*found on our website*)
- Site Plan (*drawing showing location of billboard on lot, lot size & dimensions on all sides, distance of billboard from all property lines*)
- Land Verification & Parcel Number / Lease Agreement
- Copy of Contractor's License
- Valid and True Copy of Contract of Project
- 1 Complete Set of *Stamped Engineered Plans* for Billboard & Foundation (11" X 17").

NOTE: You may also be required to get a permit from the Louisiana Department of Transportation – Traffic & Planning. It is your responsibility to check and apply if necessary (985-858-2421).

Payment can be made at the permit office by: (Check – Money Orders – Credit Cards)

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.