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P. O. Box 425 • Mathews, LA 70375
4876 Hwy 1 • Raceland LA
985.537.7603 • 800.794.3160 • Fax 985.532.2845
Revised 10/30/2024

Archie P. Chaisson III, *Parish President*

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

COMMERCIAL CONSTRUCTION - 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 Melanie O’Gwynn at (985) 537-7603
- ☐ Will new build have Natural Gas? ____ If so you will need gas company documentation.
- ☐ Flood Zone Determination – **Original stamped Elevation Certificate only**

NOTE: If Flood Zone is unknown, contact **Jennifer Smith at (985)537-7603.**

1st Elevation - site/ground

2nd Elevation - (form spot) must be presented to permit office before foundation inspection is requested

3rd Elevation - Finished Elevation is required before Electric is released

or

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

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

- ☐ **Pre-Plan Review meeting may be REQUIRED before permit is issued.**
- ☐ Approval from Board of Health at (985) 447-0954 (M-F 8:00-9:30 & 3:30-4:30)
- ☐ 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 & Parcel Number / Lease Agreement
- ☐ MS4 Storm-water Management Plan (*contact Chris Babin - Office of Solid Waste at 985-537-7603 for more information*)
- ☐ Copy of Contractor’s License
- ☐ Valid and True Copy of Contract of Project
- ☐ 1 Complete Set of *Stamped Engineered Plans* (11” X 17”) for Building & Foundation.
Plans also need to be stamped by State Fire Marshal.
- ☐ Submit paperwork on the wind rating of any garage or roll-up door (**NOTE:** door must meet the minimum wind requirement for the area the building is to be installed)
- ☐ Fire Marshal Letter (*must be less than 180 days old*)
- ☐ Piling Engineering Plans if pilings are needed
NOTE: After piles are driven, you will also need inspection review/report from the engineer.
- ☐ Drainage Plan for the Department of Public Works.
- ☐ If build will have warehouse/storage area (*you must list all elements & quantities of elements to be stored*)
- ☐ Contact CZM for information to determine if a Coastal Use Permit is needed. (985-493-6616)

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.