



P.O. Box 425, Mathews, LA 70375 \* 4876 Hwy 1, Raceland, LA 70394  
Telephone 985.537.7603 • <http://www.lafourchegov.org>  
Revised 4/12/2023

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

**Archie P. Chaisson III, Parish President** **Building Permit Office** **Date of Packet Pick up** \_\_\_\_\_

**RESIDENTIAL CONSTRUCTION** – Fee .30 sq. ft. Minimum \$150.00 **Technician Int** \_\_\_\_\_

**Permit Application Checklist:**

- ☐ Verify address with 911 Addressing at (985) 537-7603
- ☐ Site shall be graded in accordance with approved subdivision plans. \_\_\_\_\_ Int
- ☐ Will home be built on a **MOUND**? Yes \_\_\_\_\_ No \_\_\_\_\_
- ☐ If **Yes**, please provide a **Compaction Test** or **Post Tension Slab drawings**.
- ☐ 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 types of Insulation \_\_\_\_\_ Spray Foam, \_\_\_\_\_ Batt, \_\_\_\_\_ Blown Cellulose \_\_\_\_\_ Int
- ☐ You will need to provide **Manuals J, D, & S** before open wall inspection. \_\_\_\_\_ Int
- ☐ 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)**  
**(PLEASE NOTE AS OF AUGUST 1, 2023, AN ADDITIONAL +1.0' FREEBOARD IS REQUIRED ON ALL STRUCTURES)**
- 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 **Jennifer Smith (985) 537-7603**.

- ☐ Board of Health Approval – If **applicable** (985) 447-0954. 2535 Veterans Blvd, Thibodaux, LA  
(Their office hours are Monday – Friday 8:00am - 9:30am)
- ☐ 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 call Permit office for more information.
- ☐ If house shell is metal, you will need Engineered Stamped Metal Building Plans.
- ☐ If pilings are driven, you will need to provide an Engineered Foundation for home with pile layout.
- ☐ 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.