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P O Box 425, Mathews, LA 70375 • 4876 Hwy 1, Raceland, LA  
985.537.7603 • 800.794.3160  
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Archie P. Chaisson III, Parish President

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

## **BILLBOARD and/or 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 Melanie O’Gwynn at (985) 537-7603
- ☐ Flood Zone Determination: If unknown, contact Jennifer Smith (985)537-7603.
- ☐ If sign is in a **Special Flood Hazard** area you may need to obtain:
  - 1st Elevation - site/ground (to apply for permit)
  - 2nd Elevation – Finished Elevation Certificate is required before Electric is released

**Note if Sign is in a Special Flood Hazard Area:** All mechanical servicing the billboard or signage, 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

- ☐ If sign is **Not in a Special Flood Hazard** area such as a B Zone/C Zone an Affidavit will need to be signed.
- ☐ 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 - if applicable
- ☐ Copy of Contractor’s License
- ☐ Valid and True Copy of Contract of Project
- ☐ 1 Complete Set of *Stamped Engineered Plans* for Foundation and Signage. (11” X 17”).

NOTE: You may also be required to get a permit from the Louisiana Department of Transportation – Traffic & Planning. You may also need to get approval from Electric Company and it is your responsibility to check and apply if necessary.

Payment can be made online by: (Credit Card)

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.