



P.O. Box 425, Mathews, LA 70375 • 4876 Hwy 1, Raceland, LA  
Telephone 985.537.7603 • <http://www.lafourchegov.org>  
Revised 6/13/2024

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

Archie P. Chaisson III, Parish President

Building Permit Office

## NEW COMMERCIAL TOWERS-\$600.00 Flat Fee

### CABINET / ANTENNA'S / MICROWAVE DISHES or GENERATOR Site Additions \$200.00 each with a maximum of \$800.00 Per Site

**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
- ☐ Complete PERMIT APPLICATION (*found on our website*)
- ☐ Flood Zone Determination

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

- 1st Elevation - site/ground
- Final Elevation - Elevation is required before project receives Certificate of Compliance & for Electric to site.
  - **Note any site additions must meet current elevation requirements.**

- ☐ Generator/Microwave Dish, etc. will need complete set of Plans.

- ☐ Land Verification & Parcel Number / Lease Agreement for NEW TOWER & ADDITIONS

- ☐ Need structural analysis report for all tower additions.
- ☐ Site Plan showing where Site Addition will be placed on platform etc.
- ☐ Copy of Contract & License for Site Addition(s)

#### NEW TOWER ADDITIONAL INFORMATION

- ☐ 1 Complete Set of *Stamped Engineered Plans* (11" X 17") for Tower & Foundation.  
Plans also need to be stamped by State Fire Marshal.
- ☐ Fire Marshal Letter for new tower (*must be less than 180 days old*)
- ☐ APPROVAL FROM (FAA) FEDERAL AVIATION ADMIN. (FOR TOWER IF APPLICABLE)
- ☐ Site Plan (*drawing showing location of TOWER on lot, lot size & dimensions on all sides, Distance of TOWER from all property lines, and INCLUDING ANY OTHER STRUCTURES*)
- ☐ Copy of Contractor's License
- ☐ Valid and True Copy of Contract of Project
- ☐ Piling Engineering Plans if pilings are needed

**NOTE:** After piles are driven, you will also need inspection review/report from the engineer.
- ☐ **Contact CZM** (Amanda Voisin for information to determine if a Coastal Use Permit is necessary for new Tower. (985-493-6616))

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_