



www.lafourchegov.org
P. O. Box 425, Mathews, LA 70375 • 4876 Hwy 1, Raceland, LA
985.537.7603 • 800.794.3160 • Fax 985.532.2845
Revised: 6/13/2024

Archie P. Chaisson III, Parish President

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

COMMERCIAL BUILDOUT IN EXISTING BUILDING, STRIP MALL, etc.

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 **911 Addressing at (985) 537-7603**
- ☐ **Pre-Plan Review meeting REQUIRED before permit is issued.**
- ☐ Completed PERMIT APPLICATION (*found on our website*)
- ☐ Approval from Board of Health at (985) 447-0954
(Monday -Friday 8:00-9:30)
- ☐ Site Plan *showing each suite in Strip Mall and indicating your space(s).*
- ☐ Land Verification & Parcel Number / Lease Agreement for Suite
- ☐ Copy of Contractor's License
- ☐ Valid and True Copy of Contract of Project
- ☐ 1 Complete Set of *Plans* (11" X 17") for Suite Buildout. Plans also need to be stamped by State Fire Marshal.
- ☐ Fire Marshal Letter (*must be less than 180 days old*)
- ☐ If build will have warehouse/storage area (*you must list all elements & quantities of elements to be stored*)

SIGNATURE OF APPLICANT _____ DATE _____