



4876 Highway 1, Raceland, LA 70394 • P O Box 425, Mathews, LA 70375  
985.537.7603 • 800.794-3160 • Fax 985.532.8292  
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Archie P. Chaisson III, Parish President

Permits and Planning

## RESIDENTIAL STORAGE SHED (BUILT ON SITE)

FEE .20 SQ. FT. (MINIMUM \$50.00) PERMIT IS REQUIRED BEFORE STORAGE SHED IS BUILT

### Permit Application Checklist:

- Verify address with Melanie O'Gwynn – 985-537-7603
- **Elevation Requirement** – Will shed be built in a special flood hazard area & meet elevation requirement?
  - 1. Yes** – Submit 1<sup>st</sup> elevation certificate to show existing ground elevation
    - If existing ground **meets** elevation:
      - \* only final elevation certificate required after finished construction \_\_\_\_\_ (initial)
    - If 1<sup>st</sup> ground elevation is **lower** than required:
      - \* form shot (2<sup>nd</sup> elevation certificate) & final elevation certificate required \_\_\_\_\_ (initial)
  - **2. No** – Contact Jennifer Smith at 985-537-7603 **before applying for your building permit** for construction & venting requirements. You will also be required to provide what type of vents you are using.
  - **NOTE: Sheds that will be vented will be required to add a NON-CONVERSION agreement to your Act of Cash Sale of your property. The recording fee will be an additional \$105.00.**
  - **If the customer needs only electricity attached to shed an Elevation Certificate will be required to prove the electric meets the required elevation.**
  - Elevation Certificate will not be required as long as the structure does not have electrical or plumbing.

OR

- 3. B or C Zone** – Signed affidavit required (on website under Supplemental Forms)

**Note:** If flood zone unknown, please contact Jennifer Smith at 985-537-7603.

- Complete Permit Application (Can be found on website)
- Site plan (drawing showing location of building on lot, lot size & dimensions on all sides, distance of building from all property lines, and distance from proposed existing buildings on property.)
- Land verification (Copy of Act of Cash Sale, Donation, or Succession) and Parcel # from Assessor's Office – 985-447-7242
- Foundation plan designed to the 2021 IRC (may need to be engineered)
- 1 complete set of plans, 11" x 17" (must meet La. State Uniform Construction Code 2021 Edition and wind load requirements). **NOTE**- Plans should also include wind load information on garage or roll up door(s). These door(s) must meet the minimum wind requirement for the area the building is being built.
- Contract or purchase agreement if applicable.
- Copy of residential contractor's license or Exemption from Licensure form for self-contracting (form on website)

If shed is less than 200 sq. ft & roof pitch less than 7:12 with no utilities, no plan review or inspections required. **All FEMA regulations will still apply**

If electric is needed, a separate trade permit will be required and you may need Elevation Certificates for project.

**Note:** If plumbing will be installed in shed, you will need approval from the Board of Health and an Elevation Certificate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTES: Inspections are required for all aspects of this job, unless otherwise specified. Other information may be required to complete your permit. Payment may be made by check, money order, or credit card.