



P.O. Box 425 • 4876 Highway 1 • Mathews, LA 70375
Telephone 985.537.7603 • <http://www.lafourchegov.org>
Revised 4/16/2025
Open Monday – Thursday: 7:30 A.M. to 4:30 P.M.

Archie P. Chaisson III, PARISH PRESIDENT

BUILDING PERMIT DEPARTMENT

RESIDENTIAL TRADE PERMIT *Application & Checklist*

IF THIS IS AN EMERGENCY RECONNECT SITUATION – YOU MUST CONTACT OUR OFFICE AT 985-537-7603

Please note our Mathews office hours are Monday – Thursday 7:30am – 4:30pm

Form must be filled out completely & uploaded along with all other requested information

Fee \$100.00

Permit Application Checklist:

- ☐ Contractor Name & License # (if applicable) _____
- ☐ Contractor Phone #: _____
- ☐ Correct **Physical** address of site: _____
- ☐ Applicant Name: _____
- ☐ Applicant Address: _____
- ☐ Applicant Email: _____
- ☐ Applicant Phone #: _____
- ☐ Complete description of project: _____

- ☐ Cost of Project: _____
- ☐ Description of Structure **CIRCLE ONE BELOW**
(HOUSE) (TRAILER) (APARTMENT) (OTHER) _____

- ☐ Name and Account Number on Electric Bill (for electric trade)

NOTE: This is required if applying for an “Electrical Trade” permit.

Name of Electric Company _____

Exact Name on Electric Bill _____

Account Number for Electric Bill _____

Copy of Electric bill showing location or Property Parcel # _____

Signature of Applicant: _____ Date: _____

Note: After your permit has been approved, contact our office the day before your disconnect so we can coordinate your inspection. Please note our hours of operation.

NOTE: OTHER INFORMATION MAY BE REQUIRED TO COMPLETE YOUR PERMIT. PAYMENT CAN BE MADE AT THE PERMIT OFFICE BY CHECK, MONEY ORDER or CREDIT CARD ONLY.