4876 Highway 1, Raceland, LA 70394
P.O. Box 425, Mathews, LA 70375
985-532-8252 (Main) | 985-532-2845 (Fax)
www.lafourchegov.org
Monday-Thursday 7:30am to 4:30pm
Revised August 2026

Mitch Orgeron, Parish President

Permits and Planning

RESIDENTIAL CONSTRUCTION

Fee .30 sq. ft. Minimum $150.00

- ☐ **Verify address with 911 Addressing at (985) 537- 7603(If this is an Existing Structure, please provide a copy of your electric bill) Before going any further, you must have a 911 Addressing form completed & signed by 911 addressing.**
- ☐ Flood Zone Determination — Submit **ONE** of the following:
  - 1st Elevation - site/ground
  - 2nd Elevation- (form spot) Must be presented to permit office before foundation inspection is requested
  - 3rd & Final Elevation Certificate-Finished Elevation Required before Occupancy of Building (all electrical, mechanicals, & plumbing in place this also includes but not limited to, all steps, all landings, pumps, etc. The building must be completed and at this point ready to move in)

  (PLEASE NOTE AS OF AUGUST 1, 2023, AN ADDITIONAL +1.0' FREEBOARD MAY BE REQUIRED ON STRUCTURES)

  OR

  B-Zone/C-Zone Affidavit (if building outside Special Flood Hazard Area)
  *This affidavit can be found under "Supplemental Forms" on our website

  NOTE: If Flood Zone Determination is unknown, contact Flood Plain at (985) 537-7603
- ☐ ***Floor level or lowest horizontal beam of house will need to meet BFE requirement. Int***
- ☐ ***Will the garage/storage, etc. areas attached to house meet BFE? Yes____ No____***
- ☐ Complete permit Application
- ☐ Land Verification *(Must be a **RECORDED** Copy of Act of Cash Sale/Donation/Succession)*
  - Obtain Parcel Number from Assessor's Office at (985) 447-7242
- ☐ Board of Health Approval – If applicable (985) 447-0954. 2535 Veterans Blvd, Thibodaux, LA
  (Their office hours are Monday – Friday 8:00am - 9:30am & 3:30pm – 4:30pm

❑ Will home have **Natural Gas from South Coast Gas Co** _____? If you are installing a natural gas generator, you must submit an approved Gas Load form from South Coast Gas Co. 985-537-5281 or 4076 Hwy 1, Raceland, LA

❑ Site Plan *(drawing showing location of building on lot, lot size & dimensions on all sides, distance of building from all property lines, and the outline of the building)*

❑ **1** Complete Sets of Plans (**ONE 11" x 17"**) Note: In many cases the plans will need to be designed and/or stamped by a Louisiana License Engineer call Permit office for more information.

- If house shell is metal, you will need Engineered Stamped Metal Building Plans.
- If pilings are driven, you will need to provide an Engineered Foundation for home with pile layout.

❑ ***Will you have a Fortified Roof? Yes NO***
If so, please provide GeoTag Report and Pictures when complete.

❑ ***Site shall be graded in accordance with approved subdivision plans. Int***

❑ ***Will home be built on a MOUND? Yes No***
If yes, please provide a Compaction Test or Post Tension Slab Drawings.

❑ ***List all types of Insulation Spray Foam, Batt, Blown Cellulose Int***

❑ ***You will need to provide Manuals J, D, & S before open wall inspection. Int***

❑ Copy of Contractor's License OR

❑ Self-Contracting-Subcontractor Supplier List and Affidavit Claiming Exemption of Licensure (forms can be found on our website)

SIGNATURE_____**DATE**_____

Signed & dated checklist must be turned in with application.

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