



P.O. Box 425 • 4876 Highway 1 • Mathews, LA 70375
Telephone 985.537.7603 • http://www.lafourchegov.org
Revised 11/17/2020

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

Archie P. Chaisson III, Parish President Building Permit Office Date of Packet Pick up _____

RESIDENTIAL CONSTRUCTION – Fee .30 sq. ft. Minimum \$150.00 Technician Int _____

Permit Application Checklist:

- Verify address with Kyra Hendrix at (985) 537-7603
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.
Floor level or lowest horizontal beam of house will need to meet BFE. _____ Int
Will the garage/storage, etc areas attached to house meet BFE? Yes _____ No _____
List all Type(s) of INSULATION _____ Spray Foam, _____ Batt, _____ Blown Cellulose, _____ Int
If only Spray Foam will be used you will need to provide Manuals J, D, & S before open wall inspection.

Signature of Applicant: _____ Date: _____

- Flood Zone Determination/Original Elevation Certificate Required
1st Elevation-Site/Ground (must be less than one year old)
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)
or
B & C Zone Affidavit (if outside Special Flood Hazard Area)
*This affidavit can be found under “Supplemental Forms” on our website
NOTE: If Flood Zone Determination is unknown, contact Darla Duet at (985) 537-7603.
Board of Health Approval (985) 447-0954. 2535 Veterans Blvd, Thibodaux, LA
(Their office hours are Monday – Friday 8:00am - 9:30am & 3:30pm - 4:30pm)
Completed PERMIT APPLICATION (found on our website)
Verify availability of Water
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)
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
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 or Architect call Permit office for more information.
If pilings are driven in ground, you will need to provide an Engineered Foundation for home with pile layout.
COPY OF CONTRACTOR’S LICENSE or
SELF CONTRACTED
Sub-Contractor Supplier List - form on website under “Supplemental Forms”
Affidavit Claiming Exemption from Licensure – form on website under “Supplemental Forms”

SIGNATURE _____ DATE _____

Signed & dated checklist must be turned in with application.

NOTES: IF DEVELOPMENT IS ALONG THE BAYOUSIDE FROM ROAD TO WATER’S EDGE, CONTACT THE BAYOU LAFOURCHE FRESH WATER DISTRICT AT (985) 447-7155 FOR THEIR REQUIREMENTS. OTHER INFORMATION MAY BE REQUIRED TO COMPLETE YOUR PERMIT.