



P.O. Box 425 • 4876 Highway 1 • Mathews, LA 70375  
Telephone 985.537.7603 • <http://www.lafourchegov.org>  
Revised 5/13/14  
Open Monday – Thursday: 7:30 A.M. to 4:30 P.M.

Archie P. Chaisson III, *Parish President*

Building Permit Office

## RESIDENTIAL MODULAR HOME

**FEE .30 SQ. FT.** Permit Application Checklist:

- Verify address with **Kyra Hendrix at (985) 537-7603**
- Flood Zone Determination – Original Elevation Certificate required
  - 1st Elevation - site/ground
  - 2nd Elevation-(form spot) Must be presented to permit office before foundation inspection is requested
  - 3rd Elevation Required before electric is released. (all mechanicals in place)

**NOTE:** If Flood Zone Determination is unknown, contact **Darla Duet at (985) 537-7603.**

B-Zone/C-Zone Affidavit (*if building outside Special Flood Hazard Area*)

*\*This affidavit can be found under "Supplemental Forms" on our website.*

- Approval from Board of Health at (985) 447-0954
- Verify Water availability
- Complete PERMIT APPLICATION (*found on website*)
- Land Verification (*Copy of Act of Cash Sale / Donation / Succession*)
  - Obtain Parcel Number from Assessor's Office at (985) 447-7242
- Site Plan (*drawing showing location of building on lot, lot size & dimensions & distance from all property lines and all other structures*)
- 1 Complete Set of Plans (ONE in 11" x 17" format)** (*must include the official ICC stamp from the plant indicating the structure has been designed to current Building Code compliance) (if any additions will be built onto the structure such as carport, porch etc. you must also include plans for project)*
- 1 Complete Engineered Stamped Foundation Plan (ONE 11 X 17 format)** (**(designed to the 2012 IRC)**)
- Modular Home Contract or Purchase Agreement
- Must show proof from the factory of inspections** *all Inspections from factory need to be done to current Louisiana Building Codes by a qualified Louisiana Registered Inspector.*
- If Self Contract for foundation: Notarized Exemption from Licensure & Sub Contractor / Supplier List is required.
- Additions such as carports, porches or sheds will require a separate permit.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**NOTES:** MUST ADHERE TO APPLICABLE POLLUTION CONTROL REQUIREMENTS. 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. ONCE UNIT IS ON SITE, WE WILL NEED TO INSPECT ALL ASPECTS OF THE JOB. OTHER INFORMATION MAY BE REQUIRED TO COMPLETE YOUR PERMIT. PAYMENT CAN BE MADE AT THE PERMIT OFFICE BY CHECK OR MONEY ORDER ONLY.