



P.O. Box 425 • 4876 Highway 1 • Mathews, LA 70375
Telephone 985.537.7603 • <http://www.lafourchegov.org>
Revised 12/4/12
Open Monday – Thursday: 7:30 A.M. to 4:30 P.M.

Archie P. Chaisson III, *Parish President*

Building Permit Office

Residential ALL OPEN Carport – Patio – Open Boat Cover – Pergola **Fee .20 sq. ft. Minimum \$50.00**

Permit Application Checklist:

- Completed PERMIT APPLICATION (*found on our website*)
- 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 (*Copy of Act of Cash Sale / Donation / Succession*)
 - Obtain Parcel Number from Assessor’s Office at (985) 447-7242
- If structure is over 200 sq ft it must have **1** Complete Set of Engineered Plans including foundation (**11” x 17”**)
- COPY OF CONTRACTOR LICENSE or
- SELF CONTRACTED
 - SUB-CONTRACTOR SUPPLIER LIST (form on website under “Supplemental Forms”)
 - AFFIDAVIT CLAIMING EXPEMPTION FROM LICENSURE (form on website under “Supplemental Forms”)

NOTE: If self-contracted, you will also have to pick up, sign and notarize an “Exemption from Licensure Affidavit” from the Permit Office.

SIGNATURE _____ DATE _____

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. PAYMENT CAN BE MADE AT THE PERMIT OFFICE BY CHECK OR MONEY ORDER ONLY.