



4876 Highway 1 • Mathews, LA 70375
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985.537.7603 • 800.794.3160 • Fax 985.532.2845

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

Archie P. Chaisson III, *Parish President*

Building Permit Office

COMMERCIAL INDUSTRIALIZED MODULAR BUILDING

FEE .50 sq. ft. Minimum \$200.00 - Permit Application Checklist:

- Verify address and Wind Zone Requirement with **Kyra Hendrix** at **(985) 537-7603**
- Flood Zone Determination/**ORIGINAL ELEVATION CERTIFICATE REQUIRED**
 - 1st Elevation Site/Ground
 - 2nd Elevation – (FORM SHOT) must be presented to permit office before foundation inspection is performed by any inspector or before requested from the Permit Office Personnel
 - (If pilings are used for this project and in a V Zone, we will need the 2nd EC after banding to show the lowest horizontal beam before build can continue.)
 - 3rd Elevation / Final Elevation Certificate (This would include but not be limited to all electrical and mechanicals for structure.)

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 **Darla Duet** at **(985) 537-7603**.

- Approval from **Board of Health** at **(985) 447-0954**
- Complete PERMIT APPLICATION (*found on website*)
- Site Plan- (*drawing showing the outline of the proposed structure distances from property lines and all other structure include property size & dimensions.*)
- Land Verification – (*copy of Act of Cash Sale / Donation / Succession / Recorded Lease*)
 - Parcel Number from **Assessor's Office** at **(985) 447-7242** (*if applicant owns land*)
- MS4-Stormwater Management Plan (*For more Information contact **Office of Solid Waste** at **985-537-7603***)
- Copy of Contractor's License
- Valid and true copy of Contract for Complete Project
- Industrialized Modular (*must meet the Wind Zone Requirement for area where it will be installed*)
- 1 Complete Set of Plans Stamped by **Louisiana State Fire Marshal** (*one 11" X 17" or on CD*)
- Fire Marshal Letter for project (*must be less than 180 days old*)
- Engineered Stamped Foundation Plans (11" X 17" or on CD)
- Piling Engineering Plans if pilings are needed

NOTE: After piles are driven, you will need the inspection review report from the engineer.

- Drainage Plan for the **Department of Public Works** (*For more Information call **985-537-7603***)
- Contact CZM for information to determine if a Coastal Use Permit is necessary (985-493-6616)
- ICC Certified Inspection reports from factory before electric is released to this structure. _____ initial

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. 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.