



www.lafourchegov.org
4876 Highway 1 • Mathews, LA 70375
P.O. Box 425 • Mathews, LA 70375
985.537.7603 • 800.794.3160 • Fax 985.532.2845
Revised: January 7, 2020

Archie P. Chaisson III, *Parish President*

Open Monday – Thursday: 7:30 A.M. to 4:30 P.M. **Building Permit Office**

COMMERCIAL BUILDOUT IN EXISTING BUILDING, STRIP MALL, etc.

Fee .50 per sq. ft. Minimum \$200.00

NOTE: Commercial Jobs over \$50,000 must be applied for by the general contractor.

Permit Application Checklist:

- Verify address with **Kyra Hendrix at (985) 537-7603**
- Pre-Plan Review meeting REQUIRED before permit is issued.**
- Completed PERMIT APPLICATION (*found on our website*)
- Approval from Board of Health at (985) 447-0954
(Monday -Thursday 8:00-9:30 & 3:30-4:30) (Friday 8:00-9:30)
- Site Plan *showing each suite in Strip Mall and indicating your space(s).*
- Land Verification & Parcel Number / Lease Agreement for Suite
- Copy of Contractor's License
- Valid and True Copy of Contract of Project
- 1 Complete Set of *Plans (11" X 17")* for Suite Buildout. Plans also need to be stamped by State Fire Marshal.
- Fire Marshal Letter (*must be less than 180 days old*)
- If build will have warehouse/storage area (*you must list all elements & quantities of elements to be stored*)

SIGNATURE OF APPLICANT _____ DATE _____