BILLBOARD / SIGNAGE BUILD - Fee $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
- Flood Zone Determination – Original stamped Elevation Certificate only
  
  NOTE: If Flood Zone is unknown, contact Darla Duet at (985)537-7603.
  
  1st Elevation - site/ground (to apply for permit)
  2nd Elevation – Finished Elevation Certificate is required before Electric is released

  Note: All mechanical servicing the billboard, including but not limited to electrical, must meet or exceed elevation requirements and will require a final Elevation Certificate before electric will be released to billboard

- B Zone/C Zone Affidavit (if building outside Special Flood Hazard Area)
  
  *This affidavit can be found on our website under “Supplemental Forms”

- Completed PERMIT APPLICATION (found on our website)
- Site Plan (drawing showing location of billboard on lot, lot size & dimensions on all sides, distance of billboard from all property lines)
- Land Verification & Parcel Number / Lease Agreement
- Copy of Contractor’s License
- Valid and True Copy of Contract of Project
- 1 Complete Set of Stamped Engineered Plans for Billboard & Foundation (11” X 17”).

NOTE: You may also be required to get a permit from the Louisiana Department of Transportation – Traffic & Planning. It is your responsibility to check and apply if necessary (985-858-2421).

Payment can be made at the permit office by: (Check – Money Orders – Credit Cards)

SIGNATURE OF APPLICANT ___________________________ 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, MONEY ORDER OR CREDIT CARD.