



P.O. Box 425 • 4876 Highway 1 • Mathews, LA 70375  
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Revised 4/25/2019  
Open Monday – Thursday: 7:30 A.M. to 4:30 P.M.

Archie P. Chaisson III, PARISH PRESIDENT

BUILDING PERMIT DEPARTMENT

# RESIDENTIAL TRADE PERMIT

**\*Application & Checklist\***

**Fee \$100.00**

Pay By: Check, Money Order or Credit Card

## Permit Application Checklist:

- Contractor Name & License (if applicable) \_\_\_\_\_
- Address of site: \_\_\_\_\_
- Contact Name: \_\_\_\_\_
- Contact Address: \_\_\_\_\_
- Contact Email: \_\_\_\_\_
- Contact Phone: \_\_\_\_\_
- Cost of Project: \_\_\_\_\_
- Description of Project: \_\_\_\_\_

- Description of Structure **CIRCLE ONE BELOW**  
(HOUSE) (TRAILER) (APARTMENT) (OTHER) \_\_\_\_\_

- Name and Account Number on Electric Bill

**NOTE:** This is required if applying for an "Electrical Trade" permit.

Name of Electric Company \_\_\_\_\_

Name on Electric Bill \_\_\_\_\_

Account Number for Electric Bill \_\_\_\_\_

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

**Note:** After your permit has been obtained contact our office the day before your disconnect so we can coordinate your inspection.

**Please note our Mathews office hours are Monday – Thursday 7:30am – 4:30pm.**

NOTE: OTHER INFORMATION MAY BE REQUIRED TO COMPLETE YOUR PERMIT. PAYMENT CAN BE MADE AT THE PERMIT OFFICE BY CHECK, MONEY ORDER or CREDIT CARD ONLY.