COMMERCIAL CONSTRUCTION - 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
- 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
  2nd Elevation - (form spot) must be presented to permit office before foundation inspection is requested
  3rd Elevation - Finished Elevation is required before Electric is released
  or
  B Zone/C Zone Affidavit (if building outside Special Flood Hazard Area)
  *This affidavit can be found on our website under “Supplemental Forms”

- Pre-Plan Review meeting REQUIRED before permit is issued. You will need one large set of plans for meeting and these must be presented to the permit office by Thursday 4:00pm. Call to set up your meeting.
- Approval from Board of Health at (985) 447-0954 (M-F 8:00-9:30 & 3:30-4:30)
- Completed PERMIT APPLICATION (found on our website)
- Verify availability of Water
- 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 & Parcel Number / Lease Agreement
- MS4 Storm-water Management Plan (contact Chris Babin - Office of Solid Waste at 985-537-7603 for more information)
- Copy of Contractor’s License
- Valid and True Copy of Contract of Project
- 1 Complete Set of Stamped Engineered Plans (11” X 17”) for Building & Foundation.
  Plans also need to be stamped by State Fire Marshal.
- Submit paperwork on the wind rating of any garage or roll-up door (NOTE: door must meet the minimum wind requirement for the area the building is to be installed)
- Fire Marshal Letter (must be less than 180 days old)
- Piling Engineering Plans if pilings are needed
  
  NOTE: After piles are driven, you will also need inspection review/report from the engineer.
- Drainage Plan for the Department of Public Works.
- If build will have warehouse/storage area (you must list all elements & quantities of elements to be stored)
- Contact CZM for information to determine if a Coastal Use Permit is needed. (985-493-6616)

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.