



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 9-19-2016

Archie P. Chaisson III, Parish President

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

## 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.