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.

Open Monday – Thursday: 7:30 A.M. to 4:30 P.M.

Archie P. Chaissen III, Parish President
Building Permit Office
Date of Packet Pick up________________

RESIDENTIAL CONSTRUCTION – Fee .30 sq. ft. Minimum $150.00 Technician Int__________

Permit Application Checklist:

- Verify address with Kyra Hendrix at (985) 537-7603
- Site shall be graded in accordance with approved subdivision plans. _______ Int
- Will home be built on a MOUND? Yes_____ No____
- If Yes, please provide a Compaction Test or Post Tension Slab drawings.
- Floor level or lowest horizontal beam of house will need to meet BFE. ______ Int
- Will the garage/storage, etc areas attached to house meet BFE? Yes_____ No_____
- List all Type(s) of INSULATION ___ Spray Foam, ___ Batt, ____ Blown Cellulose, ____ Int
  If only Spray Foam will be used you will need to provide Manuals J, D, & S before open wall inspection.

Signature of Applicant: ____________________________________  Date: ________________

- Flood Zone Determination/Original Elevation Certificate Required
  - 1st Elevation-Site/Ground (must be less than one year old)
  - 2nd Elevation-(form spot) Must be presented to permit office before foundation inspection is requested
  - 3rd & Final Elevation Certificate-Finished Elevation Required before Occupancy of Building (all electrical, mechanicals, & plumbing in place this also includes but not limited to, all steps, all landings, pumps, etc. (The building must be completed and at this point ready to move-in)
      or
  - B & C Zone Affidavit (if outside Special Flood Hazard Area)
      *This affidavit can be found under “Supplemental Forms” on our website

NOTE: If Flood Zone Determination is unknown, contact Darla Duet or Linda Gros (985) 537-7603.

- Board of Health Approval – If applicable (985) 447-0954. 2535 Veterans Blvd, Thibodaux, LA
  (Their office hours are Monday – Friday 8:00am - 9:30am & 3:30pm - 4:30pm

- 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 (Must be a RECORDED Copy of Act of Cash Sale/Donation/Succession)
  - Obtain Parcel Number from Assessor’s Office at (985) 447-7242
- 1 Complete Sets of Plans (ONE 11” x 17”) Note: In many cases the plans will need to be designed and/or stamped by a Louisiana License Engineer call Permit office for more information.
- If house shell is metal, you will need Engineered Stamped Metal Building Plans.
- If pilings are driven, you will need to provide an Engineered Foundation for home with pile layout.
- COPY OF CONTRACTOR’S LICENSE or
  SELF CONTRACTED
  - Sub-Contractor Supplier List - form on website under “Supplemental Forms”
  - Affidavit Claiming Exemption from Licensure – form on website under “Supplemental Forms”

SIGNATURE_________________________________________________DATE________________

Signed & dated checklist must be turned in with application.

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