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4876 Highway 1 • Mathews, LA 70375  
P.O. Box 425 • Mathews, LA 70375  
985.537.7603 • 800.794.3160 • Fax 985.532.2845  
Revised 5-18-2016

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

**COMMERCIAL NEW BUILD - 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.