



P.O. Box 425 • 4876 Highway 1 • Mathews, LA 70375  
Telephone 985.537.7603 • <http://www.lafourchegov.org>  
Revised 12/4/12

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

**Building Permit Office**

## **BILLBOARD / SIGNAGE**

**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.**

- 1<sup>st</sup> Elevation – site/ground (to apply for permit)
- 2nd Elevation - Finished Elevation 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.

or

B Zone/C Zone Affidavit (if installing billboard 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).

Check or Money Orders Only

Billboard / Signage Fee - **\$200.00**

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 OR MONEY ORDER ONLY.