



P.O. Box 425 • 4876 Highway 1 • Mathews, LA 70375
Telephone 985.537.7603 • <http://www.lafourchegov.org>
Revised 7/11/2017
Open Monday – Thursday: 7:30 A.M. to 4:30 P.M.

JAMES B CANTRELLE, PARISH PRESIDENT

Building Permit Office

NEW COMMERCIAL TOWERS-\$600.00 Flat Fee CABINET / ANTENNA'S / MICROWAVE DISHES or GENERATOR Site Additions \$200.00 each with a maximum of \$600.00 Per Site

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
 - Complete PERMIT APPLICATION (*found on our website*)
 - Flood Zone Determination
 - NOTE:** If Flood Zone is unknown, contact Darla Duet at (985)537-7603.
 - 1st Elevation - site/ground
 - Final Elevation - Elevation is required before project receives Certificate of Compliance & for Electric to site.
 - **Note any site additions must meet current elevation requirements.**
 - Generator/Microwave Dish, etc. will need complete set of Plans.
 - Need structural analysis report for all tower additions.
 - Site Plan showing where Site Addition will be placed on platform etc.
 - Copy of Contract & License for Site Addition(s)
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- 1 Complete Set of *Stamped Engineered Plans (11" X 17")* for Tower & Foundation.
Plans also need to be stamped by State Fire Marshal.
 - Fire Marshal Letter for new tower (*must be less than 180 days old*)
 - APPROVAL FROM (FAA) FEDERAL AVIATION ADMIN. (FOR TOWER IF APPLICABLE)
 - Site Plan (*drawing showing location of TOWER on lot, lot size & dimensions on all sides, Distance of TOWER from all property lines, and INCLUDING ANY OTHER STRUCTURES*)
 - Land Verification & Parcel Number / Lease Agreement for NEW TOWER
 - Copy of Contractor's License
 - Valid and True Copy of Contract of Project
 - Piling Engineering Plans if pilings are needed
 - NOTE:** After piles are driven, you will also need inspection review/report from the engineer.
 - Contact CZM** (Amanda Voisin for information to determine if a Coastal Use Permit is necessary for new Tower. (985-493-6616)

SIGNATURE OF APPLICANT _____ DATE _____

