

CITY OF THIBODAUX PERMIT & INSPECTION OFFICE INFORMATION SHEET

OCCUPANCY PERMIT INFORMATION

The purpose of the following procedures that you are about to undertake is for the protection of public life, health and welfare in the building environment. This protection is provided you through the adoption and enforcement of the various codes and ordinances on state and local government levels. This information sheet should assist in the process of obtaining an occupancy permit or related permit within the City of Thibodaux. Please remember that this is a guide only. The applicant will still have to meet all applicable zoning ordinances and building codes.

Application Procedure for Occupancy Permit:

1. Applicants needing assistance in applying for an Occupancy Permit should contact our office at (985) 446-7208 Monday thru Friday, 7:00 A.M. - 4:00 P.M. All applicants will be assisted on a first come, first serve basis.
2. **Applicants need to contact State Fire Marshall's office at (504) 455-7313 to schedule an occupancy inspection. We will need a copy of their inspection report for our files.**
3. The application procedure will take a few minutes to complete, depending on the type of information needed. The following is some basic information the applicant should know when making application: a) Name of owner b) Address of location c) Name/Type of business d) Name of tenant e) Name of last occupant.
4. If application is completed before 10:00 A.M. inspections can be performed, if requested by applicant, on that same day. If application is completed after 10:00 A.M., the inspections will be performed the following day. The following applies to inspections:-
 - a) **The building must be open for all inspections**
 - b) **The water must be on for inspections**
 - c) **Municipal number or suite number shall be posted**
 - d) **Hours of inspection are between 7:15 A.M. and 3:45 P.M.**

REJECTION MAY BE CAUSED BY ANY OF THE ABOVE OR A CODE VIOLATION. A \$20.00 REINSPECTION FEE MAY BE CHARGED IN SUCH CASES.

5. Applicant is required to contact the appropriate public utility company regarding information pertaining to application procedures, deposit fees, policies or date and time of installation. On the same day inspections are approved, providing all fees have been paid, the Inspection Office shall forward a copy of the electrical permit to Entergy for electric services to be connected.
6. Depending upon the type of occupancy, inspections may be needed and approved before a Certificate of Occupancy will be issued.

INSPECTIONS:

(a) Building (b) Electrical (c) Plumbing (d) Mechanical (e) Fire Marshall (f) Board of Health {if applicable}

7. **Types of typical occupancies:** Inspections that are required:
 - Clean and Show:** Fee \$23.00, inspections (b) & (c)
 - Telephone & Mail Use:** Fee \$23.00, no inspections
 - Home Occupation:** Fee \$23.00, inspections (a), (b), (c) & (d)
 - Business Occupancy:** Fee \$23.00, inspections (a), (b), (c), (d), & (e) if alcoholic beverages sold
 - Land Use:** Fee \$23.00, inspections (a), (b), (c), & (d)
 - Existing Mobile Homes:** Fee \$23.00, inspections (a) (b) & (c)
8. As required by Section 110 of the 2006 International Building Code, a building shall not be occupied until after the Building Official has issued a "Certificate of Occupancy". This will be issued to the applicant after all required inspections are approved and final. A "Certificate of Occupancy" will be issued and can then be brought to the Tax & License Dept. located at City Hall, 310 West 2nd Street, to release the required "Occupational License" and/or "Liquor License".

DPW Permit & Inspection – 1219 Henry S. Thibodaux St. - Thibodaux, LA 70301 - (985) 446-7208