

City of Thibodaux
Updated Permit Procedures

As of April 1, 2025

We are now partnering with Lafourche Parish for plan review and inspections for certain types of projects. When you apply for your permit, we will inform you who will be doing your plan review and/or inspections.

- All permits for City of Thibodaux will still be applied for through our office. You can submit in person at 1219 Henry S. Thibodaux Street, or submit via email to scabrera@ci.thibodaux.la.us or mreulet@ci.thibodaux.la.us
- To schedule inspections, please call our office at 985-446-7205 or 985-446-7208.
- ALL inspections must be scheduled at least 24 hours in advance!
 - For inspections done by Lafourche Parish - only available days are Monday-Thursday (excluding holidays)
 - At this time, we cannot assign specific times for any inspections.
- Please provide us with an email, so that inspection reports from Lafourche Parish can be emailed to you.
- Plan review through Lafourche Parish is currently at a 10-14 business-day lead time. Please plan accordingly.

1. We require all subcontractors for electrical, plumbing and HVAC to be registered with the City of Thibodaux and also to pull their own permits for this project.
2. If you have someone you intend to use who is not registered , we can walk them through that process. If you have someone in mind and you would like to see if they are registered already, please let me know and I can check our list.
3. I know that HVAC tends to be one of the last subs to sign onto a project, so please have them contact us to apply for their permit as soon as they are selected.

4. With our partnership with Lafourche Parish, we will be using their inspectors for the majority of inspections, with the exception of three inspections that are done by City inspectors:

-Electrical Grounding Inspection: if needed, this will have to be done prior to pouring foundation

-Sewer Tie In Inspection: since property is serviced by City sewer, our inspectors will check the tie in/tap

-MS4 inspection: This is a requirement of a program that the City participates in. This must be at the end of the project done before a Certificate of Occupancy is issued. Our inspectors will look to see if the property has been cleared of dumpsters, port-o-lets, tools, equipment, paint cans, trash, excess dirt/sand, clean drains, etc.

5. All inspections must be requested at least 24 hours in advance, and inspections on Fridays are not available at this time. Additionally, the City requires subcontractors (electricians, plumbers, and HVAC) to call in their own inspections. We typically will wait to schedule open wall stage together (plumbing, gas, HVAC, electrical, framing) and final stage together (plumbing, gas, HVAC, electrical, building and MS4). In the case of the framing stage inspections, things like strapping, nail patterns, and underlayment can be called in as they are completed. If there is a special case where you will not be able to follow this procedure for your project, please let us know so we can consult with the inspectors and let them know of the change in procedure.