

COMMERCIAL NEW CONSTRUCTION PERMIT CHECKLIST

Thibodaux, Louisiana

Phone: (985) 446-7208



Documents Needed:

- Completed Commercial Build-out Application Form (available online or in person)
- Pre-Plan Review Meeting with Lafourche Parish MAY BE REQUIRED Before Permit is issued.
- 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)
- MS4 Storm-Water Management Plan (SWPP) (if over 1 acre of property)
- Land Verification & Parcel Number/ Lease Agreement
- Copy of Contractor's License
- Valid & True Copy of Contract of Project
- One (1) Complete Set of Stamped Engineered Plans (11" x 17") for Building 7 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 Building will have Warehouse/Storage Area (you must list all elements & quantities of elements to be stored)

I/We acknowledge that I/we have read the above requirements, and I/we have provided all required documents. Init. _____

Project Address: _____

Printed Name: _____ Signature: _____

Date: _____

NEW CONSTRUCTION BUILDING PERMIT APPLICATION

Thibodaux, Louisiana

Phone: (985) 446-7208

The undersigned applies for a building permit for the following use, said permit to be issued on the basis of the information contained within this application. The applicant hereby certifies that all information and attachments to this application are true and correct. The applicant is required, in addition to the information requested on this form to submit plans, in duplicate and drawn to scale, showing the actual dimensions and shape of the lot, exact sizes and locations of existing buildings on the lot, and the location and dimensions of the proposed buildings or alterations.

1. Locational Description:

Subdivision Name _____

Block: _____ Lot: _____

Building Address: _____

2. Name of Owner:

Mailing Address: _____

Phone No.(s): Home: _____ Work: _____ Cell: _____

3. Name of Contractor:

Mailing Address: _____

Phone No.(s): Office: _____ Cell: _____ Contact: _____

4. Proposed Use:

Select One (1):

Residential _____ Commercial _____ Industrial _____

Select Type of New Construction:

Principal Building: _____ Accessory Building _____

Residence _____ # of Units _____ Other (Explain)

(If proposed site is commercial or industrial furnish description of the nature of the business or industry.)

6. Lot Area: _____ Percentage of lot to be occupied: _____ %

7. Lot Width: _____ Lot Depth: _____

8. **Square Feet of Project Area**

Residential (Living): _____ Commercial: _____ Industrial: _____

9. Building Height (In Feet): _____ Stories (circle one): **1** **2** **3** Other: _____

10. Yard Dimensions: Front: _____ Rear: _____
One Side: _____ Sum of Side Yards: _____

11. Accessory Building Dimensions: Height: _____ Size / Dimensions: _____

12. Number of off-street parking spaces to be provided: _____

13. Number of off-street loading berths to be provided: _____

14. On a separate sheet attach a list of other supplemental requirements or conditions that will be met, or explain any points you feel need clarification.

15. **Estimated Project Cost:** _____

NOTE: This permit shall be void if work is not started within six (6) months or completed within 2 years.

Printed Name: _____

Signature: _____

Date: _____