

# 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: \_\_\_\_\_

# RENOVATION/ADDITION BUILDING PERMIT APPLICATION

Thibodaux, Louisiana

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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. **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 Project Type:

Alteration/Addition \_\_\_\_\_ Accessory Building \_\_\_\_\_

Re-roofing \_\_\_\_\_ Other (Explain) \_\_\_\_\_

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. Yard Dimensions: Front: \_\_\_\_\_ Rear: \_\_\_\_\_  
One Side: \_\_\_\_\_ Sum of Side Yards: \_\_\_\_\_

10. Dimensions of Addition: Height: \_\_\_\_\_ Size/Dimensions: \_\_\_\_\_

11. **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:**