NEW RESIDENTIAL CONSTRUCTION PERMIT CHECKLIST
Thibodaux, Louisiana

Phone: (985) 446-7208

☐ Will home be built on a MOUND? Yes_____ No _____

- If Yes, please provide a Compaction Test or Post Tension Slab drawings.

☐ List all types of Insulation _____ Spray Foam, ____ Batt, ____ Blown Cellulose ____ Int

☐ You will need to provide Manuals J, D, & S before open wall inspection. _____Int

Documents Needed:

☐ Completed New Construction Permit Form (available online or in person)

☐ 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)

☐ One (1) Complete Set of Plans (ONE 11" x 17") Note: In many cases the plans will need to be designed and/or stamped by a Louisiana License Engineer call Permit office for more information. **THIS MUST INCLUDE M.E.P. PLANS**

☐ Land Verification (Must be a RECORDED Copy of Act of Cash Sale/Donation/Succession)

☐ Copy Of Contractor's License or Affidavit Claiming Exemption from Licensure (available in person)

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: _____

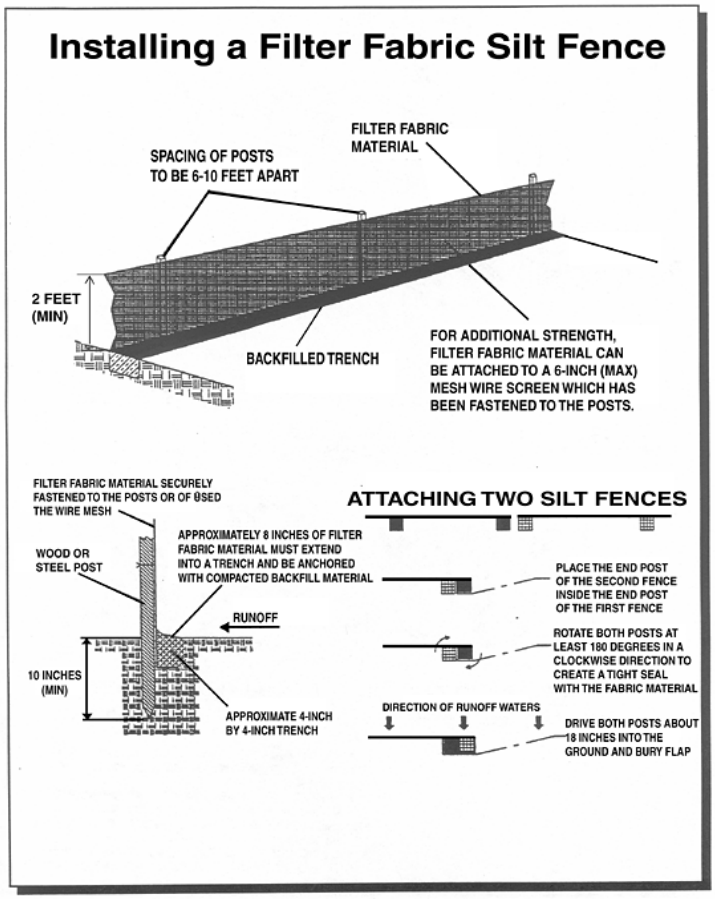
Stormwater Pollution Prevention Plan (SWPPP)

Beginning **January 2, 2017** all residential and commercial construction sites will be required to have a Storm Water Pollution Plan (SWPPP) in place prior to the issuance of any construction approvals or building permit(s). A Stormwater Pollution Prevention Plan (SWPPP) is a site-specific document that is required by the Environmental Protection Agency for construction sites that must comply with stormwater discharge requirements. This plan is more than just a sediment and erosion control plan, but it describes all the activities needed to prevent stormwater contamination and comply with the requirements of the Clean Water Act during construction. During the construction phase of a development project, the SWPPP is the means by which the city ensures you do not violate the terms of their LDEQ permit. It is the responsibility of the contractor to prepare the SWPPP, implement it onsite, and inspect and maintain the BMPs during the entire construction period.

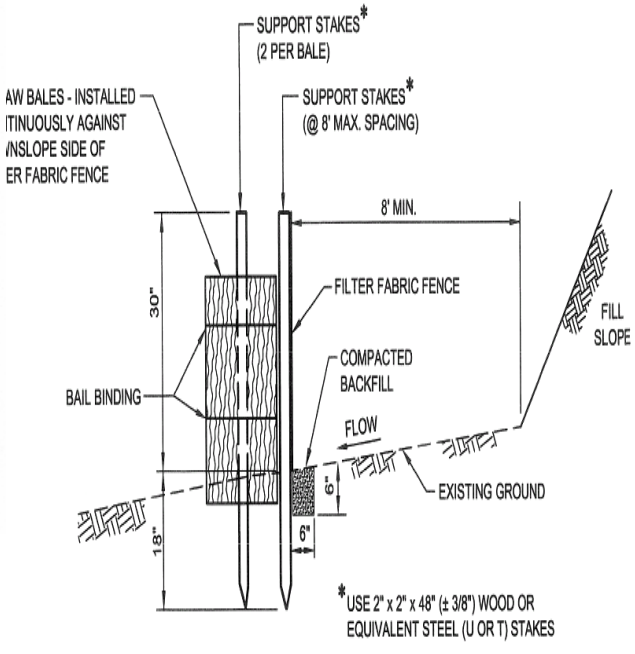
During site preparation and clearing, the contractor should plan early. Minimizing the area that is disturbed is crucial to preventing stormwater pollution. There is no need to disturb site areas in which construction will not take place. Soil disturbance and unprotected exposure should be minimized and revegetated and mulched as soon as possible. No construction activities should be allowed outside the construction area limits, including the storage of materials and equipment and the parking of construction and workers vehicles.

Sediment Control BMPs should be put in place as to trap or redirect any sediment leaving the site. Sediment control BMPs include silt fences, check dams, drain inlet protection, and sediment retention basins. Examples of standard silt fences and inlet protection using hay bales are shown below. When using the hay bale method for inlet protection the bales shall remain whole and not be broken apart and laid loose along the top of the disturbed soil.

Periodic inspections will be performed by the city's Certified Stormwater Inspector(s) during the construction phase of the project. Any violations of the policy or the city ordinance can and may result in stop work orders being placed on the project until the violations or corrected and up to fine and penalties for extreme and blatant violations.



Should you have any questions regarding this memo please feel free to contact me at (985) 446-7208 or via email at mreulet@ci.thibodaux.la.us.



Storm Water Discharges – Construction Activities

The contractor/owner/operator shall certify all state requirements have been met by signing a certification statement as part of the building permit application.

1. All operators of construction sites shall use best management practices to control and reduce the discharge, to the City of Thibodaux, MS4, and to waters of the United States, of sediment, silt, earth, soil and other material associated with the clearing, grading, excavation, and other construction activities to the maximum extent practicable. Such best management practices may include, but not be limited to, the following measures:

   (a) Ensuring that existing vegetation is preserved where feasible and that disturbed portions of the site are stabilized as soon as practicable in portions of the site where construction activities have temporarily or permanently ceased. Stabilization measures may include: temporary seeding, permanent seeding, mulching, geotextiles, sod stabilization, vegetative buffer strips, protection of trees, preservation of mature vegetation and other appropriate measures;

   (b) Use of structural practices to divert flows from exposed soils, store flows, or otherwise limit runoff and the discharge of pollutants from the site to the extent feasible;

   (c) Minimization of the tracking of sediments off-site by vehicles, the generation of dust, and the escape of other windblown waste from the site;

   (d) Prevention of the discharge of building materials, including cement, lime, concrete and mortar to the City, MS4 or waters of the United States;

   (e) Providing general good housekeeping measures to prevent and contain spills of paints, solvents, fuels, septic waste and other hazardous chemicals and pollutants associated with construction, and to assure proper clean and disposal of any such spills in compliance with state, federal and local requirements;

   (f) Implementation of proper waste disposal and waste management techniques, including covering waste materials and minimizing ground contact with hazardous chemicals and trash;

   (g) Timely maintenance of vegetation, erosion and sediment control measures and other best management practices in good and effective operating condition; and

   (h) Installation of structural measures during the construction process to control pollutants in storm water discharges that will occur after construction operations have been completed. Structural measures should be placed on upland soils to the degree attainable. Such installed structural measures may include, but not be limited to the following: storm water detention structures (including wet ponds); flow attenuation by use of open vegetative swales and natural depressions; other velocity dissipation devices, infiltration of runoff on site; and sequential systems which combine several practices. Operators of construction sites are only responsible for the installation and maintenance of storm water management measures prior to final stabilization of the site and are not responsible for maintenance after storm water discharges associated with construction activity have terminated.

2. Personnel (provided by the operator of the construction site) shall inspect disturbed areas of any construction site (meeting criteria of current NPDES permit) that have not been finally stabilized, areas used for storage of materials that are exposed to precipitation, structural control measures and locations where vehicles enter or exit the site in accordance with the current NPDES permit. All erosion and sediment control measures and other identified best management practices shall be observed in order to ensure that they are operating correctly and are effective in preventing significant impacts to receiving waters, the City and the MS4. Based on the results of the inspections, best management practices shall be revised as appropriate and as soon as is practicable.

3. The city may require any plans and specifications that are prepared for the construction of site improvement to illustrate and describe the best management practices required by subsection (1) (a) above that will be implemented at the construction site. The city may deny approval of any building permit, site development plan, or any other city approval necessary to commence or continue construction, or to assume occupancy, on the grounds that the management practices described in the plans or observed upon the site inspection by the city are determined not to control and reduce the discharge of sediment, silt, earth, soil and other materials associated with clearing, grading, excavation, and other construction activities to the maximum extent practicable.

4. Any owner of a site of construction activity, whether or not he/she is an operator, is jointly and severally responsible for compliance with the requirements in this section.

5. Any contractor or subcontractor on a site of construction activity, who is not an owner or operator, but who is responsible under his/her contract or subcontract for implementing best management practices control measure, is jointly and severally responsible for any willful or negligent failure on his/her part to adequately implement that control measure if such failure causes or contributes to causing the city to violate a water quality standard, the city's NPDES permit, or any state-issued discharge permit for discharges from its MS4.

6. Based on the results of the inspections required by subsection (2), the site description and/or the pollution prevention measures shall be revised as appropriate, but in no case later than one (1) calendar day following the inspection. Such modifications shall provide for the timely implementation of any changes to the SWPPP within one (1) calendar day following the inspection.

7. Upon final stabilization of the construction site, the owner of the duly authorized representative thereof shall submit written certification to the city that the site has been finally stabilized. The city may withhold the occupancy or use permit for any premises constructed on the site until certification of final stabilization has been filed and the city has determined, following any appropriate inspection, that final stabilization has, in fact, occurred and that any required permanent structural controls have been completed.

8. Construction activity, including clearing, grading and excavation activities, that result in the disturbance of one (1) or more acres of total land area shall comply with the requirements of this chapter. This also applies to building construction (including commercial and residential) on lots less than (1) acre. (Ord. 2368, 12-18-07)

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: _____