Terrebonne Parish Consolidated Government
Department of Planning & Zoning
Permits Division (985) 873-6567

COMMERCIAL PERMIT APPLICATION REQUIREMENTS

Applicant's Name: The applicant is the authorized individual who applies for the permit. The applicant should be able to answer basic questions about the proposed project. The contractor is required to be the applicant for commercial projects valued at or above $50,000.

Owner's Name: The owner is the individual(s) listed on file with the Tax Assessor's Office as being the legal owner of the site address in which the applicant is applying for a permit. The applicant must provide contact information on the owner.

Contractor's Name: The contractor is the individual or company who intends to perform the proposed work. The state of Louisiana requires that all commercial contractors performing work at or above $50,000 have a *Commercial Contractor's License*. **Note: contracting laws are subject to change. Please refer to the Louisiana Licensing Board for Contractors website for additional information at www.lslbc.louisiana.gov.**

APPLICANTS ARE STRONGLY ENCOURAGED TO CONTACT THE PLANNING OFFICE TO SCHEDULE A PRE-APPLICATION MEETING TO DISCUSS THE PROJECT AND PERMIT REQUIREMENTS BEFORE APPLYING FOR A PERMIT.

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www.mypermitnow.org
(Tech Support 1-866-957-3764)

1. **Site Address:** A site address is the legal property address assigned by the Terrebonne Parish Communications District (911). For more information or to get an address assigned to your property, contact their office at 985.580.0911 or by visiting them at 110 Capital Blvd. in Houma.
2. **Coastal Use Permit:** Since 2012, all of Terrebonne Parish is now included in the Louisiana Coastal Zone by act of the Louisiana Legislature. As such, many activities are subject to permitting requirements from the Louisiana Department of Natural Resources Coastal Management Division and/or the Federal Corps of Engineers.
   - Activities requiring a Coastal Use Permit include, but are not limited to site clearance, bulkheads and backfilling, placing fill material on property below 5 feet in elevation or considered wetlands or other habitat, borrow pits for sale of dirt, riprap/erosion control, wharves/piers/boat houses, boat slips, and other activities that may destroy wetlands and/or habitat. Actual home sites (single family dwellings) are exempt, but associated work such as driveways may be regulated in certain areas of the parish. For more information, visit www.tpcg.org/coastalrestoration. You may obtain a Coastal Use Permit application from the TPCG Office of Coastal Restoration and Preservation which is located on the 7th Floor of Government Tower [Tel: (985) 873-6889].
3. **Storm Water Pollution Prevention:** In accordance with the Terrebonne Parish Storm Water Quality Management and Discharge Control Ordinance, all construction projects should utilize best practices for storm and surface water management, especially during land clearing or other job site preparation.
4. **Fire Marshal's Office Approval:** Please contact the Louisiana State Fire Marshal's office located at 8181 Independence Blvd. in Baton Rouge, 225.925.4920. Fire Marshal stamped plans and letter of authorization are required to be submitted to the permit office at the time of application for any renovation, addition to, or construction of a commercial establishment. A request for exemption for all office or work trailers must be obtained also be obtained by the Fire Marshal's Office prior to such application. For the most current Plan Review Application, please visit the State Fire Marshall website at www.lasfm.org.
5. **Elevation Certificate:** If the site address is located within the floodplain, an elevation certificate is required at the time of application for a permit to determine the "lowest adjacent grade." A second elevation certificate must be turned in upon completion to document the "finished construction" and is required to obtain utilities. Elevation certificates can be obtained from a registered land surveyor or civil engineer.
   NOTE: If the site is **not** within the special flood hazard area, all tops of floors on new construction shall be not less than eighteen (18) inches above the highest crown of the street adjacent to that property in order to ensure the proper functioning of all plumbing fixtures. Plumbers are cautioned to advise their clients of this requirement prior to the permit application being submitted
6. **If constructing an elevated structure or elevating an existing structure, please refer to the attached FEMA/NFIP Nonconversion Agreement Directions and Form.**

Building Code Questions?
Need to Schedule an Inspection?
(985) 655-1070
South Central Regional
Construction Code Council

VERSION: Aug 2016

7. **Sewer Availability:** The applicant should know whether or not the site address is located in an area that is serviced by the municipal sewerage system or by a private treatment plant. If the property will be serviced by a private treatment plant, a *Temporary Permit for On-Site Wastewater Treatment System* (pink slip) from the Louisiana Department of Health and Hospitals Office of Public Health will be required.

   TPCG Pollution Control Division: 2000 Saint Louis Canal Rd. in Houma, 985.873.6727 for information regarding the municipal sewerage system.

   Louisiana Department of Health and Hospitals Office of Public Health: 600 Polk St. in Houma, 985.857.3770 for information regarding private treatment plants.
8. **State Driveway Permit:** If your proposed development includes a driveway connecting to a state highway, you must obtain a permit from the Louisiana Department of Transportation & Development located at 5050 West Main St. in Houma, 985.857.3671.
9. **Impervious Rule:** Calculations and plans showing all dimensions of pervious and impervious surfaces shall be prepared by a licensed civil engineer and submitted to and approved by the TPCG Department of Public Works prior to application for a permit for all commercial, industrial, or institutional developments where:
   a. The TOTAL post construction percentage of impervious surfacing (concrete, blacktop, and structures) will exceed 70% of the total lot area; OR
   b. The TOTAL post construction area of impervious surfacing (concrete, blacktop, and structures) exceeds 10,000 square feet on a development that has not received engineering approval from the planning commission on or after August 26, 1994.

   Any questions regarding the impervious rule requirements should be directed to the TPCG Engineering Department, 985.873.6720.
10. **Food/ Beverage Service**: If you intend to sell or serve food and/or beverages at your proposed project, plan approval will be required from the Louisiana Department of Health and Hospitals located at 600 Polk St. in Houma, 985.857.3770.
11. **Legal Property Description:** The applicant should know the lot number, block number, and the subdivision name when applying for a permit. This information can be obtained from the plat of your property. To obtain a copy of your plat, visit the Terrebonne Parish Clerk of Court's Office at 7856 Main St., Suite 100 in Houma.
12. **Type, Size, and Intended Use(s) of the Proposed Structure:** What are you proposing to build? How big will it be? What do you intend using it for? **Will the proposed activity involve waste(s)?** See below:
    a. **Will the proposed construction or renovation involve waste as defined by Chapter 11 of the Terrebonne Parish Code of Ordinances?**
    b. **Will the waste(s) be generated, disposed, collected, transported, and/or stored at the facility?**
    c. **If so, what type of waste(s) will be involved?**
13. **Site Plan:** A site plan depicting the entire lot with dimensions for boundaries, setbacks, easements, rights-of-way, servitudes, plus any and all existing and proposed features such as buildings, pools, driveways, and paved areas is required for with all permit applications. The applicant should be able to answer basic questions regarding this site plan.
14. **Detailed Construction Drawings & Plan Documents:** Floor plan, construction details, electrical, plumbing, and gas diagrams must be submitted with drawings. If proposed project involves a foundation system with pilings and/or the use of a pre-manufactured metal building system, then plan documents shall also include a pilings special inspection "Letter of Intent" and/or signed/sealed metal building manufacturer's erection drawings. In the event the manufacturer's drawings are not available at the time of application, the applicant may submit the manufacturer's design load certification letter. Templates for a piling special inspection "Letter of Intent" are available upon request from the South Central Regional Construction Code Council.

    South Central Regional Construction Code Council: 5058 Main St. in Gray, 985.655.1070 for information regarding detailed construction drawings, plan documents, or the Louisiana State Uniform Construction Code review process.

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15. **Zoning:** The applicant should be aware of the zoning designation of the site address before applying for a permit. This designation can have an effect on the proposed use and setback requirements for your proposed project. Visit www.tpcg.org/zoning for more information.
16. **Houma-Terrebonne Regional Planning Commission:** Redivision/subdivision approval, parking plan approval (over 50 spaces), and/or planned building group approval (2 or more structures on lot) must be granted through the Houma-Terrebonne Regional Planning Commission if required. Visit www.tpcg.org/planningcommission for more information.
17. **Louisiana State Licensing Board for Contractors:** The state of Louisiana requires that all commercial contractors performing work at or above $50,000 have a *Commercial Contractor's License*. The entire contractor's licensing law, applicable rules and regulations, a list of licensed contractors and other information may be found on the Louisiana State Licensing Board for Contractors website at www.lslbc.louisiana.gov.
18. **List of All Sub-Contractors and License Numbers:** Includes electrical, plumbing, gas, and mechanical. The applicant should be able to supply this information.
19. **Houma Historic District:** Pursuant to Section 20-117 of the Terrebonne Parish Code, no building, structure, or edifice, including fences, boundary walls, signs, light fixtures, steps, and paving, or other appurtenant fixtures shall be erected, altered, restored, moved, or demolished within the local Houma Historic District or any site, location, structure, or monument designated pursuant to Section 20-136 until after an application for a certificate or appropriateness as to exterior architectural features has been submitted to and approved by the Houma Historic District Commission. Please contact the Main Street Manager at 985.873.6408 for more information.
20. **Hotel/ Motel/ Lodging**: Plan approval required from the Louisiana Department of Health and Hospitals located at 600 Polk St. in Houma, 985.857.3770 and the regional engineer located at 1434 Tiger Dr. in Thibodaux.

Acceptable methods of plan submission:
✓ PDF via email *(ask permit clerk for details)*
✓ PDF via CD-ROM
✓ PDF via portable USB drive

All payments are due in full at the time of application. Permit applications are generally approved within 5-7 business days from the date of application. Only complete applications containing all required information will be accepted.

To schedule an inspection, you must contact South Central Planning.
985-655-1070
Track the status of your application and schedule inspections online at
www.mypermitnow.org

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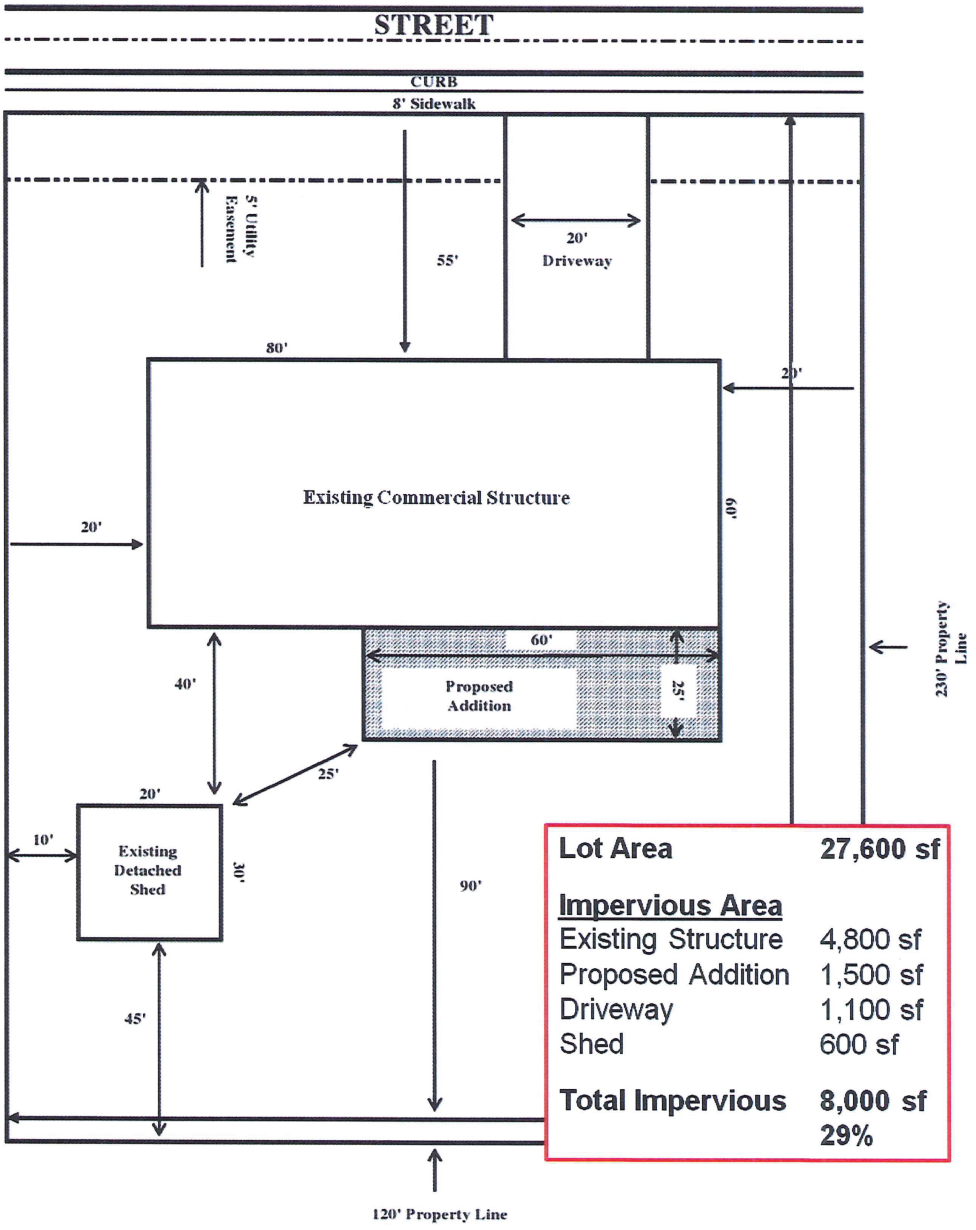
Basic Site Plan Example



The site plan must show:

- ✓ The 911 address of the property and labeled intersections, if any.
- ✓ The date of subdivision approval.
- ✓ A depiction of the entire lot with dimensions for boundaries, setbacks, easements, rights-of-way, and servitudes.
- ✓ All existing and proposed features such as buildings, pools, driveways, and paved areas.
- ✓ Dimensions for all existing and proposed impervious areas on the lot.
- ✓ A calculation of the square footage of the total (existing and proposed) impervious area and the percentage of total (existing and proposed) lot area which will be impervious upon completion of the proposed building project.