



# Terrebonne Parish Consolidated Government *Department of Planning & Zoning*

## COMMERCIAL CONSTRUCTION PERMIT APPLICATION REQUIREMENTS

**ALL COMMERCIAL CONSTRUCTION REQUIRES A PERMIT. IF THE TOTAL JOB VALUE (MATERIALS & LABOR) EXCEEDS \$50,000 THEN THE CONTRACTOR MUST APPLY FOR THE PERMIT. ALL APPLICANTS FOR A PERMIT TO CONSTRUCT A NEW COMMERCIAL STRUCTURE OR EXPAND AN EXISTING FACILITY ARE STRONGLY ADVISED TO SEEK A PRE-APPLICATION MEETING WITH DEPARTMENT STAFF.**

- 1. Site address:** Contact 911 Addressing information at [985-580-0911](tel:985-580-0911), or through their office located at [110 Capital Blvd. in Houma](#).
- 2. Elevation Certificate (FEMA-NFIP):** Elevation Certificate required at time of application for permit to determine “lowest adjacent grade”. Second Elevation Certificate required to document “finished construction” and is required to obtain public utilities. The certificate must be obtained from a Registered Land Surveyor or Civil Engineer. (ONLY REQUIRED IF STRUCTURE IS LOCATED IN A SPECIAL FLOOD HAZARD AREA).
- 3. Sewer availability:**
  - A) Community sewerage- Contact TPCG Pollution Control Division, [2000 Saint Louis Canal Rd.](#), [985-873-6727](tel:985-873-6727).
  - B) Treatment plant/ septic- Louisiana Board of Health (Pink Slip Required), located at [600 Polk St.](#) (Health Unit), [985-857-3770](tel:985-857-3770).
- 4. Legal property description:** Lot, Block, Subdivision Names, etc.
- 5. Type, size, and intended use(s) of the structure**
- 6. Zoning review:** Verification of zoning designation, proposed use, and setback requirements.
- 7. Site plan:** A site plan showing the date of subdivision approval prepared by a registered design professional, licensed surveyor, architect, or civil engineer shall be submitted. The site plan shall:
  - A) Depict the entire lot, with dimensions for boundaries, setbacks, easements, rights of way, and servitudes plus any and all existing and proposed features such as buildings, parking, driveways, and paved areas.
  - B) Identify dimensions for ALL existing and proposed impervious areas on the lot. The site plan shall also show a calculation of the square footage of the total impervious area and the percentage of total lot area which will be impervious at completion of the proposed building project.
- 8. 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 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](tel:985-873-6720).

**9. Construction drawings:** 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 piling special inspection "Letter of Intent" and/or signed/sealed metal building manufacturer's erection drawings. In the event manufacturer's drawings are not available at the time of application, applicant may submit the manufacturer's design load certification letter. Template for piling special inspection "Letter of Intent" is available upon request from South Central Regional Construction Code Council (*see below*). Construction drawings will be used for the Louisiana State Uniform Construction Code review conducted by:

Local Authority: South Central Regional Construction Code Council, [5058 Main St.](#) in Gray. All inquiries may be made by contacting SCRCCC by phone at [985-655-1070](tel:985-655-1070) or by visiting [mypermitnow.org](http://mypermitnow.org). (*Construction drawings are automatically transmitted electronically to our building code enforcement agency, SCRCCC, through the mypermitnow.org system*).

**10. 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](tel: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.

**11. Storm Water Pollution Prevention Plan:** In accordance with Terrebonne Parish Stormwater Quality Management and Discharge Control Ordinance No. 7437.

**12. Houma-Terrebonne Regional Planning Commission approval:** Redivision/ subdivision approval, parking plan approval (over 50 spaces), and/or planned building group approval (2 or more structures on one lot).

**13. Coastal Use Permit:** All of Terrebonne Parish is now within the Louisiana Coastal Zone and many activities within this zone are subject to permitting requirements from the Louisiana Department of Natural Resources Coastal Management Division. Activities include but are not limited to bulkheads and backfilling, borrow pits for sale of dirt, home sites/driveways (single-family dwellings are exempt, but associated work, such as driveways, may be regulated), subdivisions, riprap/erosion control, wharfs/piers/boat houses, boat slips, and site clearance. For more information, and to determine if your planned work would require a Coastal Use Permit from the Department of Natural Resources and/or a Coastal Impact Certificate from TPCG, please visit the Coastal Restoration & Preservation Department website at [tpcg.org/coastal\\_restoration](http://tpcg.org/coastal_restoration) or see James Miller, Coastal Zone Management Permits Coordinator on the [7<sup>th</sup> Floor of the Government Tower](#), [985-873-6889](tel:985-873-6889).

**14. Louisiana Department of Transportation & Development's Driveway Permit :** [5050 West Main St.](#) in Houma, [985-223-9100](tel:985-223-9100).

**15. Food/ Beverage Service:** Plan approval required from the Louisiana Department of Health and Hospitals located at [600 Polk St.](#) in Houma, [985-857-3770](tel:985-857-3770).

**16. Hotel/ Motel/ Lodging:** Plan approval required from the Louisiana Department of Health and Hospitals located at [600 Polk St.](#) in Houma and the regional engineer located at [1434 Tiger Dr.](#) in Thibodaux.

**17. 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 of appropriateness as to exterior architectural features has been submitted to and approved by the Houma Historic District Commission. Please contact Anne Picou at [985-873-6408](tel:985-873-6408) or [apicou@tpcg.org](mailto:apicou@tpcg.org) concerning this matter.

**18. List of ALL sub-contractors and license numbers:** Includes electrical, plumbing, gas, and mechanical.

**Our office uses sensitive scanning machinery during the plan review process. For this reason, we will not accept wrinkled, ripped, rolled or oversized building plans. For faster service, we recommend that all plans be submitted via CD-ROM or flash drive. Incomplete applications will not be accepted. All fees must be paid for in full at the time of application.**

Revised March 2013.

**Terrebonne Parish Consolidated Government**  
***Department of Planning & Zoning***

**SITE PLAN CHECKLIST FOR COMMERCIAL DEVELOPMENT**

**Does the site plan show...**

- Y    N    The 911 address of the property and labeled intersections (if any)?
- Y    N    The date of subdivision approval?
- Y    N    A depiction of the entire lot with dimensions for boundaries, setbacks, easements, rights of way, and servitudes?
- Y    N    All existing and proposed features such as buildings, parking, driveways, and paved areas?
- Y    N    Dimensions for all existing and proposed impervious areas on the lot?
- Y    N    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 at completion of the proposed building project?

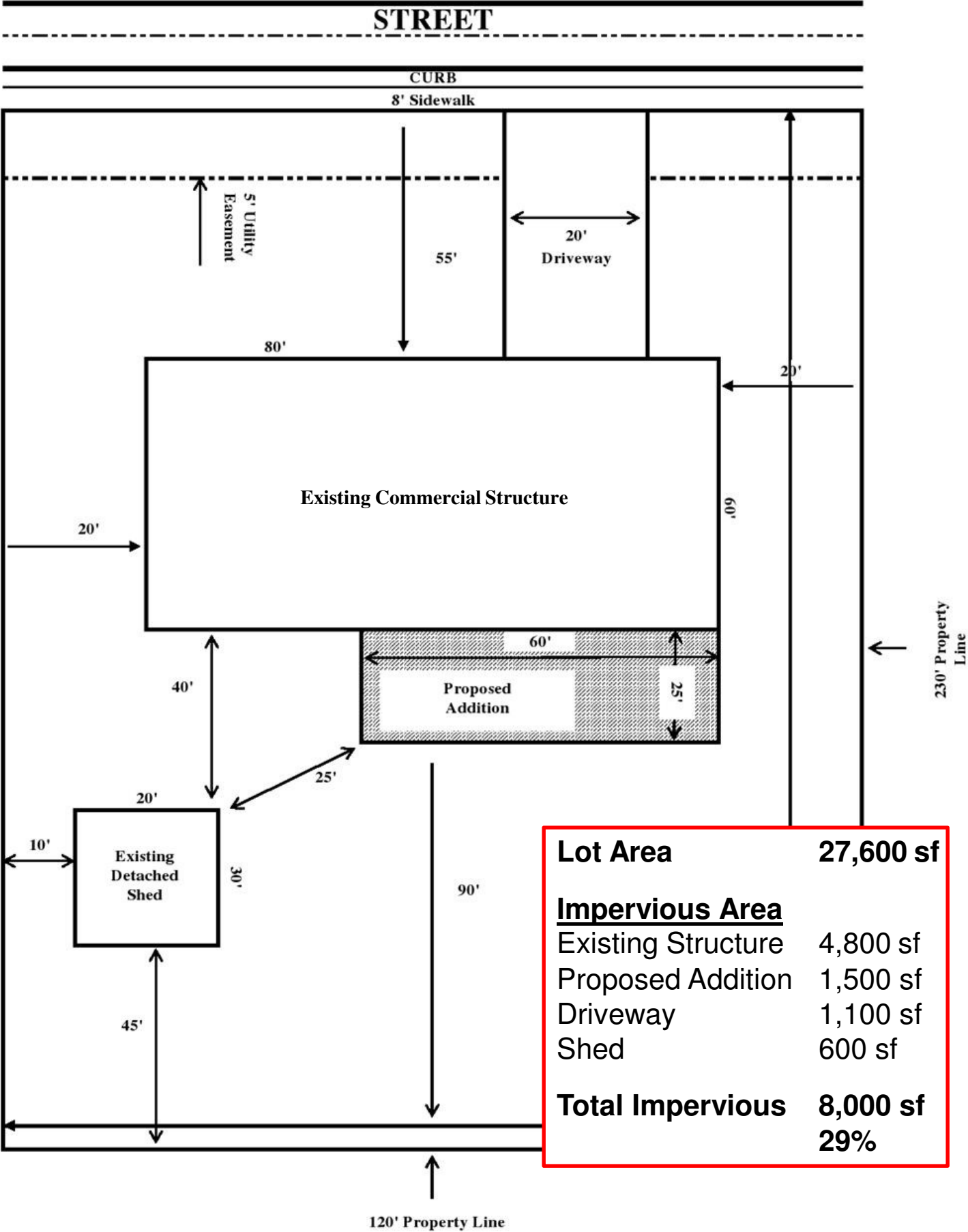
Address: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
TPCG Authorized Representative

# Terrebonne Parish Sample Site Plan



<b>Lot Area</b>	<b>27,600 sf</b>
<b><u>Impervious Area</u></b>	
Existing Structure	4,800 sf
Proposed Addition	1,500 sf
Driveway	1,100 sf
Shed	600 sf
<b>Total Impervious</b>	<b>8,000 sf</b>
	<b>29%</b>