

Terrebonne Parish Consolidated Government  
Department of Planning and Zoning  
Regulatory Division

**FEMA/NFIP NONCONVERSION AGREEMENT FOR  
CERTAIN STRUCTURES IN THE FLOODPLAIN DIRECTIONS**

If proposed construction consists of the elevation of an existing structure (not funded by a Parish managed FEMA mitigation grant) or the construction of a new elevated structure, then a *FEMA/NFIP Nonconversion Agreement for Certain Structures in the Floodplain* document will need to accompany the permitting application documents when ready to apply for the building permit. Note: a building permit application will not be accepted without a recorded copy of the *FEMA/NFIP Nonconversion Agreement* form presented at time of application.

1. Contact the Parish Permit Office with the address of the proposed elevation or construction to obtain the *FEMA/NFIP Nonconversion Agreement*. You may call 985-873-6567 to have the form emailed to you or visit the office to pick up the form. The "Office Use" section at the top of the form must be completed by Permit office personnel before releasing to the owner/applicant.
2. Bring the *FEMA/NFIP Nonconversion Agreement* to the Courthouse to complete and record with the property deed.
3. Bring a certified copy of the recorded *FEMA/NFIP Nonconversion Agreement* with you to the Permit Office when applying for the building permit. If you apply online, you must be able to upload the recorded copy of the *FEMA/NFIP Nonconversion Agreement* to your electronic permit application file.

Questions can be directed to the Parish Permit Office  
8026 Main Street, Suite 401  
Houma, LA 70360  
985.873.6567

**FOR OFFICE USE ONLY**

FIRM (Base Flood Elevation) at the site is \_\_\_\_\_ feet above MSL and designated a \_\_\_\_\_ flood zone. Map Panel Number is \_\_\_\_\_.  
ABFE at the site is \_\_\_\_\_ feet above MSL and designated a \_\_\_\_\_ flood zone. Map Panel Number is \_\_\_\_\_. DFIRM at the site is \_\_\_\_\_ feet  
above MSL.  
Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

**FEMA/NFIP NONCONVERSION AGREEMENT  
FOR CERTAIN STRUCTURES IN THE FLOODPLAIN**

Application will be made for a Permit from Terrebonne Parish, Louisiana to construct/elevate

Property Owner \_\_\_\_\_

Site Address \_\_\_\_\_

Deed dated \_\_\_\_\_, Recorded \_\_\_\_\_ Tax map \_\_\_\_\_, block \_\_\_\_\_, and parcel \_\_\_\_\_

**In consideration for the granting of a Permit for the above structure, the Property Owner agrees to abide by all applicable regulations including the following:**

1. That the enclosed area below the base flood elevation shall be used solely for parking of vehicles, limited storage, or access to the building and there will be no modifications without first obtaining a building permit.
2. That all walls, ceilings, and floors below the Base Flood Elevation shall be unfinished and constructed of flood resistant materials and that no plumbing devices shall be installed below the Base Flood Elevation;
3. That electrical, heating, ventilation, plumbing, and air conditioning equipment and other electrical / mechanical service facilities shall not be installed below the Base Flood Elevation except pursuant to a building permit which shall only be issued for proposed installations that have been certified by an appropriately licensed engineer, to be in full compliance with the requirements of the National Electrical Code for wet locations, having been designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
4. The walls of any areas enclosed below the Base Flood Elevation pursuant to a building permit comply with the local, state and Federal enclosure requirements and the scope of work prescribed in the permit issued for such work; or in V zones and coastal A zones, be constructed to an engineer certified design for breakaway walls, in accordance with requirements of the local, state and Federal enclosure requirements in force at the time of construction, and comply with the work prescribed in the building permit issued for such work.
5. That any variation in construction beyond the scope of work approved in the permit shall constitute a violation of this agreement and Chapter 9, Section 10 of the Terrebonne Parish Code of Ordinances.
6. That this Nonconversion Agreement becomes part of the building permit application for the above referenced structure.
7. Terrebonne Parish and/or its agent/s are authorized access and entry to the property for the purpose of inspecting the structure for continued compliance.

\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Date**

At a minimum, the following has been recorded on the deed to the above property: This structure has received permission to be constructed in the Special Flood Hazard Area only under the following conditions: The lowest floor shall not be finished space or converted to a habitable space. This document shall be recorded, maintained, and removed from recordation on the property deed only by written consent of the Terrebonne Parish Consolidated Government at the written request of owner.

\_\_\_\_\_  
**Signature, Recorder of Deeds**

\_\_\_\_\_  
**Date**