



## TERREBONNE PARISH PUBLIC PROPERTY USE PERMIT CHECKLIST

8026 Main Street, Suite 100, Houma, LA 70360

(985) 873-6567

**PUBLIC USE PERMIT APPLICATIONS, ALONG WITH THE SIGNED INDEMNIFICATION AGREEMENT AND CERTIFICATE OF INSURANCE, SHALL BE SUBMITTED AT LEAST 14 CALENDAR DAYS PRIOR TO THE EVENT DATE.**

### Include:

- Organizer name
- Site address
- Mailing address
- Phone number
- Date of event
- Time and duration of event
- Description of event
- If electricity is needed

### Provide:

- Certificate of Liability Insurance that lists Terrebonne Parish Consolidated Government as the additional insured. Please call the Risk Management Department at (985) 873-6470 or email Cheryl Lirette at [clirette@tpcg.org](mailto:clirette@tpcg.org) for more information on liability insurance and what level of coverage may be required.
- Indemnification agreement: this will be sent to the applicant by the Permit Office
- Map of the event and/or route, especially if full or partial street closures are required.
- Apply online at [www.mypermitnow.org](http://www.mypermitnow.org), or visit the Permit Office at Government Tower (8026 Main Street, Suite 100)

### Other information:

- If alcohol will be sold at the event, you are required to get a Special Events – Letter of No Objection from the Customer Service Department and meet all of their requirements. Contact Customer Service at (985) 873-6462.
- If you are a nonprofit organization and will have vendors selling goods, you are required to get a Special Events Permit from the Sales and Use Tax Department and meet all of their requirements. Contact Sales and Use at (985) 873-3734.
- It is your responsibility to meet with law enforcement prior to any event. If your event is within the city limits of Houma, contact the Houma Police Department at (985) 873-6371. If the event is outside of the city limits, contact the Terrebonne Parish Sheriff's Office at (985) 876-2500.
- If you will have amplified sound, it is recommended that you apply for a sound permit. You can apply online by clicking [here](#) or in person at the Permit Office. Contact the Permit Office at (985) 873-6567 if you have any questions.
- If your event requires the use of state highways, you may also be required to obtain approval from LA DOTD or LA State Police Troop C.
- If the event includes cooking or open flames, follow National Fire Protection Association standards, especially under tents. Contact the Houma Fire Department at (985) 873-6391 if you have any questions.
- If you are providing outdoor street dining on public property, contact the Department of Health (985) 857-3770 and Louisiana Alcohol and Tobacco Control at (225) 925-4041 for the related requirements. You can also visit their websites at [ldh.la.gov](http://ldh.la.gov) and [atc.louisiana.gov](http://atc.louisiana.gov) for more information. A Public Use Permit is not required for outdoor dining on private property, but the Department of Health and Alcohol and Tobacco Control may still have their own requirements.