



## Terrebonne Parish Public Property Use Permit Checklist

8026 Main Street, Suite 100, Houma, LA 70360

P.O. Box 2768, Houma, La 70361

985-873-6567

**Public Property Use Permits must be applied for 14 days prior event or a Non Refundable Application Late Fee will apply**

In order to be a complete Application, please include:

- Organizer Name
- Site Address
- Mailing Address, Phone Number, Email Address
- Date of Event, Time and duration of event
- Description of event
- If electricity is needed, you will need to apply for a Electric Trade Permit

Please provide:

- Certificate of Liability Insurance that lists **Terrebonne Parish Consolidated Government** as the additional insured. Please contact Risk Management at (985-873-6470) more information on liability insurance and what level of coverage may be required.
- Indemnification Agreement, this will be sent to applicant by email sent by Amy Voisin, Permit Office.
- Map of the event and/or route that will be taken, especially if full or partial street closures are required (please list all road/street closures).
- You can apply for the Public Property Use Permit online at [www.mgoconnect.org](http://www.mgoconnect.org), or you can visit the permit office located in the Government Tower at 8026 Main Street, First Floor.
- A \$500.00 Security/Damage Deposit (Refundable, upon confirmation of sufficient clean up without damage. Refund will be in a form of a check from TPCG Finance and may take 4 - 6 weeks)
- If the Public Property Use Permit Application is applied for within the 14 days of the event, there will be a \$250.00 Non-Refundable Late Fee (Payment of non-refundable late fee does not and will not guarantee permit issuance in time for the event)

Other Information needed:

- If alcohol will be sold at the event, you are required to get a Special Events/Letter of No Objection from Terrebonne Parish, contact Julie Authement, 985-873-6406 or [jauthement@tpcg.org](mailto:jauthement@tpcg.org). As event holder, you are required to meet all of their requirements.
- If you a nonprofit organization and will have vendors selling goods, you are required to get a Special Events Permit from Terrebonne Parish Sales and Use Tax Department (985-873-3734). As event holder, your are required to meet all of their requirements.
- It is your responsibility to meet with law enforcement prior to any event. If your event is within the city limits of Houma, please contact the Houma Police Department – 985-873-6371. If the event is outside of the city limits, please contact the Terrebonne Parish Sheriff's Office – 985-876-2500.
- If you will have amplified sound of any kind, it is recommended that you apply for a Temp Sound Permit. You can apply online at [www.mgoconnect.org](http://www.mgoconnect.org). If you have any questions, please contact the Terrebonne Parish Permit Office at 985-873-6567.
- If your event requires the use of a state highway, you may be required to obtain approval from Department of Transportation and Development (DOTD – 985-858-2400) or Louisiana State Police Troop C (985-857-3680).
- If the event includes cooking or open flames, follow the National Fire Protection Association standards, especially under tents. Please feel free to contact the Houma Fire Department 985-873-6391 or Bayou Cane Fire Department 985-580-7230 with any questions that you may have.
- If you are providing outdoor street dining on public property, please contact the Department of Health 985-857-3770, [ldh.la.gov](http://ldh.la.gov) and the Louisiana Alcohol and Tobacco Control at 225-925-4041, [atc.louisiana.gov](http://atc.louisiana.gov), for the related requirements. A Public Property Use Permit is not required for outdoor dining on private property, but the Department of Health 985-857-3770 and Alcohol and Tobacco Control 225-925-4041 may still have their own set of requirements.
- Please provide a detailed plan on how you intend to pickup and monitor trash during and after the event. You can use Parish Council Co-Sponsorship funding for trash services. For more information including the scheduling of street sweepers, you can contact TPCG Solid Waste at 985-873-6739