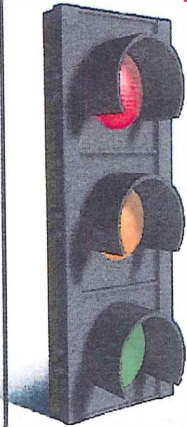




Terrebonne Parish Consolidated Government
Department of Planning & Zoning Permits Division
8026 Main Street, Suite 100 (985) 873-6567

RESIDENTIAL 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.

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 residential contractors performing work between \$7,500-\$75,000 have a *Home Improvement Registration* and that contractors performing work exceeding \$75,000 have a *Residential Contractor's License*. The homeowner may perform the work themselves if they sign an *Affidavit Claiming Exemption from Licensure*.

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.

- 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. 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.
- 5. If constructing an elevated structure or elevating an existing structure, please refer to the attached FEMA/NFIP Nonconversion Agreement Directions and Form.**
- 6. 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.
- 7. 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
- 8. 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? The applicant should be able to answer these questions.



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9. **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.
10. **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.
11. **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.
Contact **Terrebonne Parish Planning & Zoning Department, Regulatory Division at 985-873- 6567** for information regarding detailed construction drawings, plan documents, or the Louisiana State Uniform Construction Code review process.
12. **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.
13. **Houma-Terrebonne Regional Planning Commission:** Redivision/subdivision approval, parking plan approval (over 50 spaces), and/or planned building group or residential building park 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.
14. **Louisiana State Licensing Board for Contractors:** A Louisiana Residential Contractor's license issued by the Louisiana State Licensing Board for Contractors is required to apply for a residential building permit. Other contractor's laws may apply. 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.
15. **List of All Sub-Contractors and License Numbers:** Includes electrical, plumbing, gas, and mechanical. The applicant should be able to supply this information.
16. **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 the Main Street Manager at 985.873.6408 for more information.

Acceptable methods of plan submission:

- ✓ PDF via email (*ask permit clerk for details*)
- ✓ PDF via CD-ROM
- ✓ PDF via portable USB drive

Terrebonne Parish offers an Online Permit Portal that allows citizens and contractors to apply for specific permits online. For information on how to apply online, visit tpcg.org/permitsapplyonline.

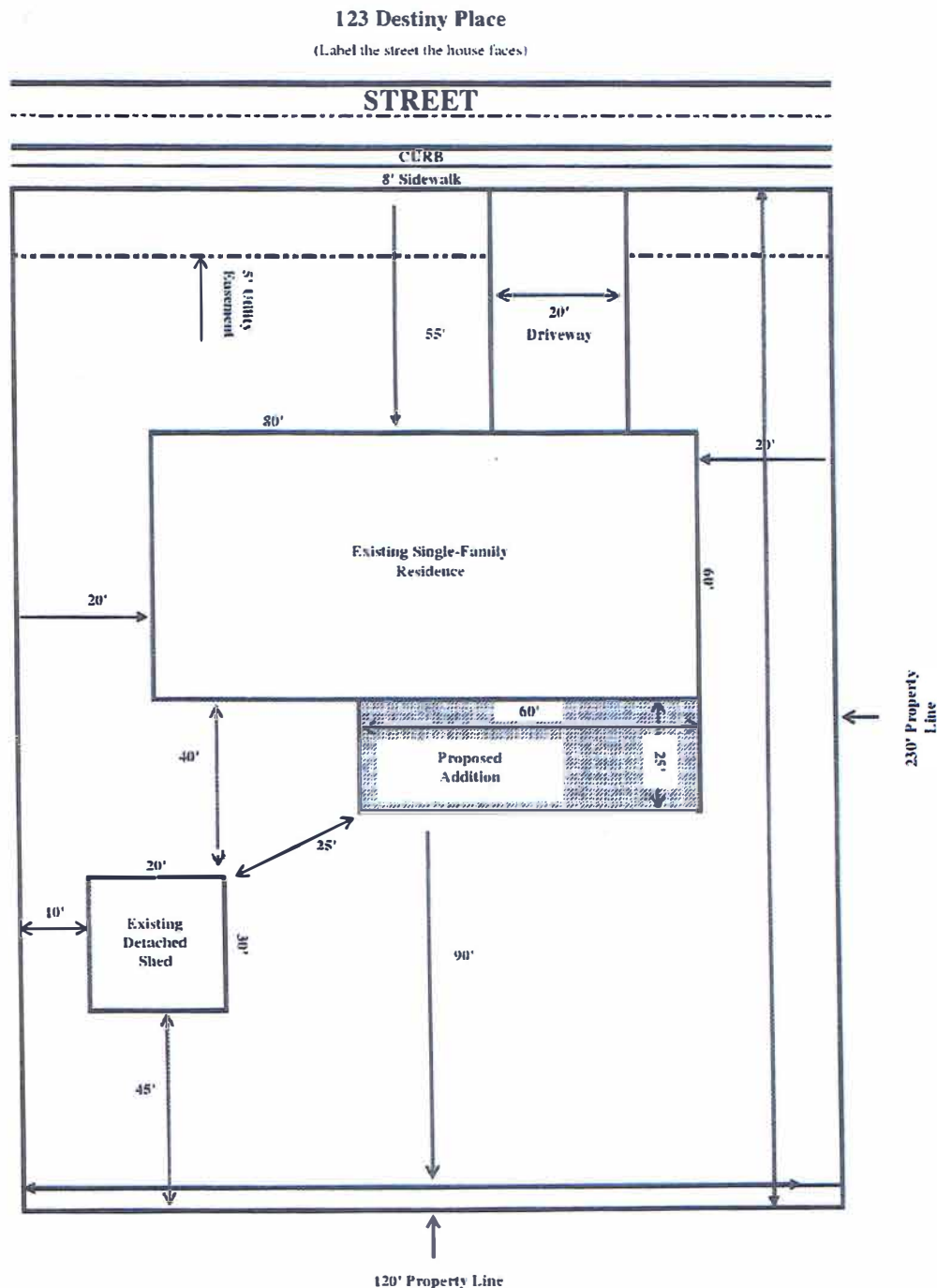
All payments are due in full at the time of application. Permit applications are generally approved within 5-7 business days from the date of application. Only complete applications containing all required information will be accepted.





RESIDENTIAL PERMIT APPLICATION REQUIREMENTS

Basic Site Plan Example



The site plan must show:

- ✓ The 911 address of the property and labeled intersections, if any.
- ✓ A depiction of the entire lot with dimensions for boundaries, setbacks, easements, rights-of-way, and servitudes. If you are unsure if your property includes setbacks, rights-of-way, or easements, consult the plat associated with your property. A copy of the plat can be obtained from the Terrebonne Parish Clerk of Court's Conveyance Records for a nominal fee.
- ✓ All existing and proposed features such as buildings, pools, driveways, and paved areas.

Call 985-873-6568 to schedule an inspection.

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
7836 Park Avenue
Houma, LA 70360
985.873.6567

FOR OFFICE USE ONLY

Flood Insurance Rate Map (FIRM) Base Flood Elevation (BFE) at the site is _____ feet above Mean Sea Level (MSL) and designated a(n) _____ flood zone. Map Panel Number is _____. Effective Map Date is _____
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 _____ 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 Elevations 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 requirements 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