



# Terrebonne Parish Consolidated Government

## *Department of Planning & Zoning*

### RESIDENTIAL CONSTRUCTION PERMIT APPLICATION REQUIREMENTS

- 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 depicting 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, pools, driveways, and paved areas.
- 8. 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*).
- 9. Storm Water Pollution Prevention Plan:** In accordance with Terrebonne Parish Stormwater Quality Management and Discharge Control Ordinance No. 7437.
- 10. 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).

**11. 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.

**12. 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 or [apicou@tpcg.org](mailto:apicou@tpcg.org) concerning this matter.

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

**14. Louisiana State Licensing Board for Contractors:** A person performing work on an existing residence or adjacent structures, other than the homeowner, must be registered as a State Home Improvement Contractor, for work costing \$1,500 to \$75,000. A person constructing a new residence, or performing work on an existing residence or adjacent structures in excess of \$75,000, other than the homeowner, must be licensed as a State Residential Building Contractor. The homeowner may serve as the contractor for new construction or home improvements by signing an Affidavit Claiming Exemption from Licensure. 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 [lsbc.louisiana.gov](http://lsbc.louisiana.gov).

**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.**

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

**SITE PLAN CHECKLIST FOR RESIDENTIAL DEVELOPMENT**

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

- Y    N    The 911 address of the property and labeled intersections (if any)?
- 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, pools, driveways, and paved areas?

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

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

\_\_\_\_\_  
Applicant

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

# Terrebonne Parish Sample Site Plan

