



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

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 given 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 Property Use Permit online at www.mgoconnect.org, or you can visit the permit office located in the Government Tower at 8026 Main Street, Suite 100.

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 Customer Service Department (985-873-6462), 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 Sales and Use Tax Department (985-873-3734), as event holder, your are required to meet all of their requirements.
- It is responsibility to meet with law enforcement prior to any event. If your event is within 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. 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 and the Louisiana Alcohol and Tobacco Control at 225-925-4041, atc.louisiana.gov, for the related requirements. A Public Property 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