

**COMMERCIAL BUILDOUT (STRIP MALL/SHOPPING CENTER) PERMIT
CHECKLIST**
Thibodaux, Louisiana

Phone: (985) 446-7208



Documents Needed:

- Completed Commercial Build-out Application Form (available online or in person)
- Pre-Plan Review Meeting with Lafourche Parish REQUIRED Before Permit is issued.
- Site Plan Showing Each Suite in Strip Mall and Indicating Your Space(s).
- Land Verification & Parcel Number/ Lease Agreement for Suite
- Copy of Contractor's License
- Valid & True Copy of Contract of Project
- One (1) Complete Set of Plans (11" x 17") for Suite Build Out. Plans also need to be stamped by State Fire Marshal
- Fire Marshal Letter (must be less than 180 days old)
- If Building will have Warehouse/Storage Area (you must list all elements & quantities of elements to be stored)

I/We acknowledge that I/we have read the above requirements, and I/we have provided all required documents. Init. _____

Project Address: _____

Printed Name: _____ Signature: _____

Date: _____

COMMERCIAL BUILD-OUT (STRIP-MALL/SHOPPING CENTER) PERMIT APPLICATION

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The undersigned applies for a building permit for the following use, said permit to be issued on the basis of the information contained within this application. The applicant hereby certifies that all information and attachments to this application are true and correct. The applicant is required, in addition to the information requested on this form to submit plans, in duplicate and drawn to scale, showing the actual dimensions and shape of the lot, exact sizes and locations of existing buildings on the lot, and the location and dimensions of the proposed buildings or alterations.

1. **Building Address:** _____

2. **Name of Business Owner/Operator:** _____

Mailing Address: _____

Phone No.(s): Home: _____ Work: _____ Cell: _____

3. **Name of Contractor:** _____

Mailing Address: _____

Phone No.(s): Office: _____ Cell: _____ Contact: _____

4. **Square Feet of Project Area:** _____

5. **Estimated Project Cost:** _____

NOTE: This permit shall be void if work is not started within six (6) months or completed within 2 years.

Printed Name: _____

Signature: _____

Date: _____
