



## **ACKNOWLEDGEMENT FORM**

This is to acknowledge that I have received a copy of the City of Thibodaux permit department commercial permit information package for the proposed or planned construction to be performed at the site listed below. I understand that it is my responsibility to provide this information to the individual, owner or contractor that will obtain a permit for the work to be performed at this location. I further understand that the person who obtains the permit shall be responsible to ensure that the construction performed complies with all applicable codes.

Should another copy of the information provided be requested after initial receipt, a duplicate copy fee of \$.50 per sheet shall be payable prior to receipt of this information.

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Printed Name

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Signature

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Permit Address

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Date

\*\*Please note that this information is also available on the City of Thibodaux's website located at [www.ci.thibodaux.la.us](http://www.ci.thibodaux.la.us). You need to select Public Works Department in white drop down box; then you need to click on Building and Permits section, scroll down until you locate file named Commercial Permit Information Package\*\*

# Commercial Permit Issuance Requirements

Prior to permit issuance the following needs to be submitted for plan review:

- 1) Plan review letter from State Fire Marshal's office
- 2) Two (2) complete sets of plans with State Fire Marshal review stamp consisting of foundation plans, a roof and floor plan including elevation, stairs and landing detail and other details according to plan submittal requirements attached
- 3) Two (2) plot plans showing dimensions and location of structure with all setbacks, servitudes and driveways
- 4) Two (2) plumbing layouts done in red ink to be submitted by licensed plumber separate from complete plans; along with fee calculation sheet (copy attached)
- 5) Two (2) electrical layouts in detail showing fixtures and service to be submitted by licensed electrician separate from complete plans; along with fee calculation sheet (copy attached)
- 6) Two (2) gas layouts (if applicable) done in red ink to be submitted by licensed plumber separate from complete plans; along with fee calculation sheet (copy attached)
- 7) Two (2) landscaping layouts submitted separate from complete plans
- 8) Two (2) mechanical layouts to be submitted separate from complete plans; along with fee calculation sheet (copy attached)

One plan will be kept on file in the Inspector's Office and one plan will be reviewed and returned to the respective contractor and kept on the job at all times for the inspection

## **OTHER REQUIREMENTS:**

- 1) **Permit Application Form must be completed (copy attached)**
- 2) **Proof of bulk disposal container on job site** for disposal of all debris generated by the construction or demolition of a structure. The contractor or owner shall have the option of hauling the debris to a state approved landfill or disposal facility. **The contractor or owner shall provide confirmation of an account or agreement existing with the aforesaid landfill before a permit will be issued.**
- 3) **Proof of toilet facilities for workmen on job site** must be provided before a permit will be issued.
- 4) **ALL BUILDINGS shall floor grade level twelve (12) inches above the nearest downstream manhole cover or the surface of the street.**
- 5) **Compliance with City of Thibodaux sign regulations**
- 6) **Notice to contractors:** Please be advised that according to the City of Thibodaux's Code of Ordinances Section 13-1. "Prohibition against excessive noise and time limitations on certain noise producing activities" there is a time limitation on construction and demolition and **it is unlawful for any person to operate any equipment used in construction work within a residential area between the hours of 9:00 P.M. and 7:00 A.M. the following day.**

## **7) Address Numbers Required**

As per Chapter 6, Section 6-4 of the City of Thibodaux Code of Ordinances, it is the duty and responsibility of every property owner to have residential, commercial or industrial structures numbered as follows:

- a) Numbering **shall be a minimum of four (4) inches, but sizable so as to be seen from the street / roadway, and shall be displayed on the structure on a background of a contrasting color in a prominent place near an outside light.**
- b) If the entrance of a structure is not visible from the road, addressing numbers shall be located on the front of the building.
- c) On a corner lot, the numbers shall face the street named in the address.
- d) Addressing numbers shall be easily visible at night.
- e) Addressing numbers **shall be plain block numerals**, not script or written numbers.

## **8) Stormwater Pollution Prevention Plan (SWPPP)**

Beginning **January 2, 2017** all residential and commercial construction sites will be required to have a Storm Water Pollution Plan (SWPPP) in place prior to the issuance of any construction approvals or building permit(s). A Stormwater Pollution Prevention Plan (SWPPP) is a site-specific document that is required by the Environmental Protection Agency for construction sites that must comply with stormwater discharge requirements. This plan is more than just a sediment and erosion control plan, but it describes all the activities needed to prevent stormwater contamination and comply with the requirements of the Clean Water Act during construction. During the construction phase of a development project, the SWPPP is the means by which the city ensures you do not violate the terms of their LDEQ permit. It is the responsibility of the contractor to prepare the SWPPP, implement it onsite, and inspect and maintain the BMPs during the entire construction period.

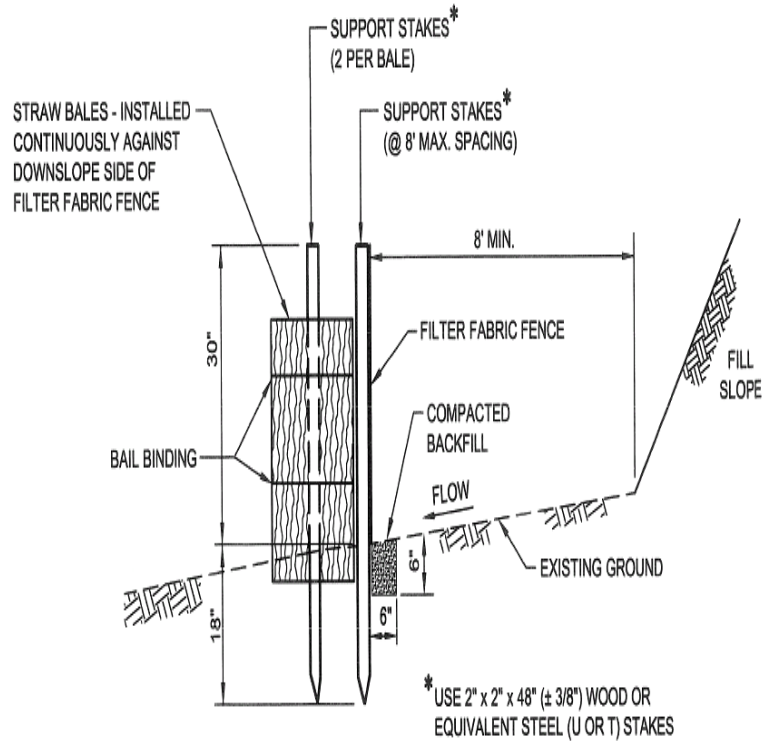
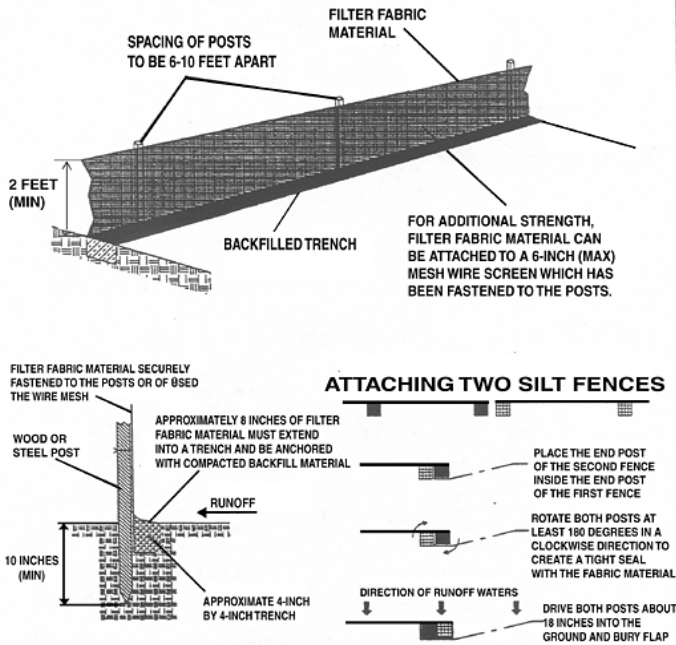
During site preparation and clearing, the contractor should plan early. Minimizing the area that is disturbed is crucial to preventing stormwater pollution. There is no need to disturb site areas in which construction will not take place. Soil disturbance and unprotected exposure should be minimized and revegetated and mulched as soon as possible. No construction activities should be allowed outside the construction area limits, including the storage of materials and equipment and the parking of construction and workers vehicles.

Sediment Control BMPs should be put in place as to trap or redirect any sediment leaving the site. Sediment control BMPs include silt fences, check dams, drain inlet protection, and sediment retention basins. Examples of standard silt fences and inlet protection using hay bales are shown below. When using the hay bale method for inlet protection the bales shall remain whole and not be broken apart and laid loose along the top of the disturbed soil.

Periodic inspections will be performed by the city's Certified Stormwater Inspector(s) during the construction phase of the project. Any violations of the policy or the city ordinance can and may result in stop work orders being placed on the project until the violations are corrected and up to fine and penalties for extreme and blatant violations.

Should you have any questions regarding this memo please feel free to contact me at (985) 446-7208 or via email at [mreulet@ci.thibodaux.la.us](mailto:mreulet@ci.thibodaux.la.us).

## Installing a Filter Fabric Silt Fence



### 9) Storm Water Discharges – Construction Activities

The contractor/owner/operator shall certify all state requirements have been met by signing a certification statement as part of the building permit application.

1. All operators of construction sites shall use best management practices to control and reduce the discharge, to the City of Thibodaux, MS4, and to waters of the United States, of sediment, silt, earth, soil and other material associated with the clearing, grading, excavation, and other construction activities to the maximum extent practicable. Such best management practices may include, but not be limited to, the following measures:

- (a) Ensuring that existing vegetation is preserved where feasible and that disturbed portions of the site are stabilized as soon as practicable in portions of the site where construction activities have temporarily or permanently ceased. Stabilization measures may include: temporary seeding, permanent seeding, mulching, geotextiles, sod stabilization, vegetative buffer strips, protection of trees, preservation of mature vegetation and other appropriate measures;
- (b) Use of structural practices to divert flows from exposed soils, store flows, or otherwise limit runoff and the discharge of pollutants from the site to the extent feasible;
- (c) Minimization of the tracking of sediments off-site by vehicles, the generation of dust, and the escape of other windblown waste from the site;
- (d) Prevention of the discharge of building materials, including cement, lime, concrete and mortar to the City, MS4 or waters of the United States;

- (e) Providing general good housekeeping measures to prevent and contain spills of paints, solvents, fuels, septic waste and other hazardous chemicals and pollutants associated with construction, and to assure proper clean and disposal of any such spills in compliance with state, federal and local requirements;
  - (f) Implementation of proper waste disposal and waste management techniques, including covering waste materials and minimizing ground contact with hazardous chemicals and trash;
  - (g) Timely maintenance of vegetation, erosion and sediment control measures and other best management practices in good and effective operating condition; and
  - (h) Installation of structural measures during the construction process to control pollutants in storm water discharges that will occur after construction operations have been completed. Structural measures should be placed on upland soils to the degree attainable. Such installed structural measures may include, but not be limited to the following: storm water detention structures (including wet ponds); flow attenuation by use of open vegetative swales and natural depressions; other velocity dissipation devices, infiltration of runoff on site; and sequential systems which combine several practices. Operators of construction sites are only responsible for the installation and maintenance of storm water management measures prior to final stabilization of the site and are not responsible for maintenance after storm water discharges associated with construction activity have terminated.
2. Personnel (provided by the operator of the construction site) shall inspect disturbed areas of any construction site (meeting criteria of current NPDES permit) that have not been finally stabilized, areas used for storage of materials that are exposed to precipitation, structural control measures and locations where vehicles enter or exit the site in accordance with the current NPDES permit. All erosion and sediment control measures and other identified best management practices shall be observed in order to ensure that they are operating correctly and are effective in preventing significant impacts to receiving waters, the City and the MS4. Based on the results of the inspections, best management practices shall be revised as appropriate and as soon as is practicable.
  3. The city may require any plans and specifications that are prepared for the construction of site improvement to illustrate and describe the best management practices required by subsection (1) (a) above that will be implemented at the construction site. The city may deny approval of any building permit, site development plan, or any other city approval necessary to commence or continue construction, or to assume occupancy, on the grounds that the management practices described in the plans or observed upon the site inspection by the city are determined not to control and reduce the discharge of sediment, silt, earth, soil and other materials associated with clearing, grading, excavation, and other construction activities to the maximum extent practicable.
  4. Any owner of a site of construction activity, whether or not he/she is an operator, is jointly and severally responsible for compliance with the requirements in this section.
  5. Any contractor or subcontractor on a site of construction activity, who is not an owner or operator, but who is responsible under his/her contract or subcontract for implementing best management practices control measure, is jointly and severally responsible for any willful or negligent failure on his/her part to adequately implement that control measure if such failure causes or contributes to causing the city to violate a water quality standard, the city's NPDES permit, or any state-issued discharge permit for discharges from its MS4.
  6. Based on the results of the inspections required by subsection (2), the site description and/or the pollution prevention measures shall be revised as appropriate, but in no case later than one (1) calendar day following the inspection. Such modifications shall provide for the timely implementation of any changes to the SWPPP within one (1) calendar day following the inspection.
  7. Upon final stabilization of the construction site, the owner of the duly authorized representative thereof shall submit written certification to the city that the site has been finally stabilized. The city may withhold the occupancy or use permit for any premises constructed on the site until certification of final

stabilization has been filed and the city has determined, following any appropriate inspection, that final stabilization has, in fact, occurred and that any required permanent structural controls have been completed.

8. Construction activity, including clearing, grading and excavation activities, that result in the disturbance of one (1) or more acres of total land area shall comply with the requirements of this chapter. This also applies to building construction (including commercial and residential) on lots less than (1) acre. (Ord. 2368, 12-18-07)

## **10) Lock Box System Required**

*The Thibodaux Volunteer Fire Department has determined that the health welfare and safety of the citizens of the City of Thibodaux are promoted by requiring certain structures to have a key lock box installed on the exterior of the structure to aid the Fire Department in gaining access to or within a structure when responding to calls for emergency service, and to aid access into or within a building that is secured or is unduly difficult to gain entry due to being either unoccupied or the occupants are unable to respond.*

1. The following structures that have monitored alarm systems or sprinkler systems shall be equipped with a key lock box at or near the main entrance or such other location as determined by the Fire Chief.

- a) Commercial or Industrial Structures.
- b) Multi-family-residential structures that have restricted access through locked doors but have a common corridor for access to the living units.
- c) Schools, whether public or private.
- d) Government structures and nursing care facilities unless the building is staffed or open 24 hours.

2. All new construction and/or remodeling requiring the issuance of a building permit, that have monitored alarm systems or sprinkler systems, shall have a key lock box installed based on the discretion of the Fire Chief. The key lock box shall be operational prior to the issuance of an occupancy permit. All structures in existence on the effective date of this section, that meet the criteria established in Section 9-59 (1), shall install a key lock box system within six (6) months.

3. The type of key lock boxes to be implemented within the City of Thibodaux shall be a Knox Box brand system.

### **Installation**

1. All Knox Boxes shall be installed to the lock side of the main business door.
2. All Knox Boxes shall be flush or surface mounted approximately five feet from the ground to the center of the entry if possible.
3. In the event that the rapid entry box system cannot be installed at the aforesaid location and/or height the Fire Chief may designate in writing a different location and installation specifications.
4. All realty and/or property with an electronic security gate shall have the Knox Box installed OUTSIDE of the gate.
5. A window decal that is included when the Knox Box is shipped shall be placed on the exterior access door to alert the fire department that a key box is provided.
6. The Fire Chief must approve any changes in the installation.

### **Maintenance**

The operator of the building shall immediately notify the Fire Chief and provide the new keys when a lock is changed or rekeyed. The key to such lock shall be secured in the Knox Box. Operator shall mean the owner of record, tenant, lessee or other person having a possessory or proprietary interest in a commercial building.

### **Exceptions to requirement to install a key lock box**

The following structures are encouraged to, but are exempt from, the mandate to install a key lock box system:

1. Single family structures and multi-family structures that do not meet the definition set forth in Section 9-59 (1) (b).
2. Structures that have 24 hour, 365 day on-site security personnel, or have other personnel on site.
3. Businesses that are open and staffed 24 hours, 365 days per year (which may include but are not limited to, nursing homes, hospitals, police stations, etc.).
4. Rental storage facilities where there is a single lock on the separate storage pods that are renter supplied; provided, however, the entry security gates(s) will require a Knox Box if electronically controlled, or locked with a master key issued by the landlord to all tenants.

### **Contents of lock box**

Each lock box on each commercial building shall contain a properly labelled key or keys which will allow access by the fire department to the building, and all rooms or corridors within the building, in the event of an emergency call to that building.

**Penalties**

Any business or person who violates, neglects, or refuses to comply with any provision of this chapter shall be issued a misdemeanor summons, and upon conviction thereof, be fined not less than \$100 or more than \$750 for each offense, and such person shall be deemed guilty of a separate offense if the key lock box system is not installed within sixty (60) days of conviction.

# CITY OF THIBODAUX

## Building Code Requirements

### **Building codes:**

Residential construction — 2021 International Residential Code

Commercial construction— 2021 International Building Code

2021 International Existing Building Code

\*Option of           \*  
Choosing one       \*  
or more            2021 ICC 600-2014 Standard for Residential Construction in High Wind Regions  
                          2021 Wood Frame Construction Manual for 1 & 2 Family Dwellings

### **Electrical codes:**

2020 National Electrical Code

2018 Entergy Customer Installation Standards

### **Plumbing codes:**

2021 International Plumbing Code

### **Gas code:**

2021 International Fuel Gas Code

### **Mechanical code:**

2021 International Mechanical Code

### **ADA:**

American National Standard – Accessible & Usable Buildings & Facilities



# **PLAN SUBMITTAL REQUIREMENTS**

## **Governing Codes**

Building  
Electrical  
Mechanical  
Plumbing  
Gas  
Basic wind speed  
Occupancy Classification  
Construction Type

## **Site Plan**

Owner or Contractor Name  
Lot and block number  
Street address  
Lot description  
Setbacks  
Width and length of Parking Spaces & Aisles

## **Floor Plan**

Square footage of living  
Square footage of non-living  
Door and window schedule  
Ceiling height  
Location of smoke alarms

## **Roof Plan**

Roof layout  
Roof pitch  
Ridge cap detail

## **Elevations**

Front  
Right side  
Left side  
Rear

## **Foundation Plan**

Exterior grade beams  
Interior grade beams  
Anchor bolts for bottom plate  
Shear wall hold downs

## **Framing Plan**

Exterior wall sections  
Cross sections of building  
Bracing of attic  
Gable end wall  
Ceiling joist framing  
Shear wall sheathing panel bracing  
Location of shear walls  
Profile of columns/post anchoring  
Type & location of hurricane straps  
Note on how glazing will be protected  
DP rating for windows

## **Plumbing Plan**

Plumbing site  
Plumbing below slab  
Plumbing isometrics  
Plumbing above slab

## **Electrical Plan**

Electrical site plan  
Power floor plan  
Lighting floor plan  
Electrical riser diagram  
Panel board schedule  
Panel location and size  
Label circuits

## **Mechanical Plan**

Mechanical floor plan  
Equipment layout (sizes)  
Duct work layout (sizes)

# CITY OF THIBODAUX

## Permit Fee Rates

### **COMMERCIAL CONSTRUCTION PERMIT FEES**

\$100,000.00 and less.....Fee = \$ 3.00 / thousand  
\$101,000.00 to \$500,000.00 .....Fee = \$ 300.00 + \$2.00 / \$1,000 above \$100,000.00  
\$501,000.00 and over .....Fee = \$1,100.00 + \$1.50 / \$1,000 above \$500,000.00

### **RESIDENTIAL CONSTRUCTION PERMIT FEES**

\$100,000.00 and less.....Fee = \$ 2.50 / thousand  
\$101,000.00 to \$500,000.00 .....Fee = \$ 250.00 + \$2.00 / \$1,000 above \$100,000.00  
\$501,000.00 and over .....Fee = \$1,050.00 + \$1.50 / \$1,000 above \$500,000.00

**OTHER STRUCTURES** (Including but not limited to): Swimming pools, renovations, open porches and canopies, fire damage, shell buildings, etc.

Fee = \$3.00 / thousand

**Minimum Permit Fee** .....Fee = \$40.00 (applies to commercial & residential)

### **OTHER PERMIT FEES / AMOUNTS**

Demolition .....Fee = \$50.00  
Driveway Curb-Cut .....Fee = \$10.00  
90 Day Extension .....Fee = \$20.00  
Re-inspection.....Fee = \$50.00

### **SIGN PERMIT FEES**

1 to 25 sq. feet .....Fee = \$ 25.00  
26 to 99 sq. feet .....Fee = \$ 50.00  
100 + sq. feet.....Fee = \$100.00+\$1.50 / sq.ft. over

### **ZONING PERMIT FEES**

Fence ..... Fee = \$23.00  
Manufactured Home Relocation ..... Fee = \$40.00  
Home Relocation (owner) ..... Fee = \$40.00  
Home Relocation (mover)..... Fee = \$100.00  
Occupancy / Building ..... Fee = \$40.00  
Occupancy / Zoning..... Fee = \$23.00  
Telephone/Mail Use ..... Fee = \$23.00  
Variance Application ..... Fee = \$30.00

**All fees must be paid by check, money order or Visa/Mastercard prior to permit issuance.**

**Any work performed without permit issuance is subject to double fees.**

# CITY OF THIBODAUX

## Inspection Requirements

**Building inspection** shall be performed in the foundation, framing and completion stages

**Electrical inspection** shall be performed in the foundation, rough-in and completion stages

**Plumbing inspection** shall be performed in the foundation, rough-in and completion stages

**Gas inspection** shall be performed in the rough-in and completion stages

**Mechanical inspection** shall be performed in the rough-in and completion stages

**Any additional inspections that may be required**

**Phone number to call for Building, Electrical, Plumbing, Gas & Mechanical Inspections: 985-446-7208 or 985-446-7205**

Request(s) for inspection must be made by the respective building contractor, electrician and plumber performing the work at the job site. **Contractors have to allow the inspection department up to forty-eight (48) hours to perform inspections from the time the inspection request is received.**

## Permit Cards

No inspections shall be performed without the permit being displayed on the job site.

The permit holder shall post the permit on the job site where they are visible from the road. The permit shall be maintained by the permit holder until the final inspection has been made and approved.

**Re-inspection fee of fifty dollars (\$50.00) may be charged for any additional inspections required after any of the initial free inspections referenced above.**

## Certificate of Occupancy

A certificate of occupancy will be issued upon completion of all inspections and the payment of all cost associated with the inspections have been paid in full. **No one shall be allowed to furnish or move in until certificate of occupancy has been issued.**

## Zoning Compliance Certificate

A certificate of zoning compliance will be issued upon completion of all inspections and the payment of all cost associated with the inspections have been paid in full. **No one shall be allowed to furnish or move in until certificate of zoning compliance has been issued.**

**CITY OF THIBODAUX**  
**REGISTRATION REQUIREMENTS - Electricians**

Electrical Registration Requirements

All electrical work to be performed within the City limits shall be performed by a City registered electrician. In order to obtain a City electrical registration, contractor shall be required to furnish the Inspection Department with a copy of their State electrical license. If contractor is not licensed state-wide, they have the option to take an electrical examination administered quarterly by the Inspection Department. Electrical examinations are typically scheduled in the months of January, April, July and October on the 1<sup>ST</sup> Wednesday of the month.

In addition, electrical contractor shall be required to furnish the Inspection Department with a \$2,000.00 contractor's or performance bond and liability insurance in the amount of \$20,000 as required by City ordinance.

**These items may be furnished to the Inspection Department by either fax, email, mail or at office.**

Phone Number:           **(985) 446-7208**  
Email Addresses:       [mreulet@ci.thibodaux.la.us](mailto:mreulet@ci.thibodaux.la.us)  
Physical Address:       **1219 Henry S. Thibodaux Street, Thibodaux, LA**  
Mailing Address:       **City of Thibodaux, Inspection Dept., P. O. Box 5418, Thibodaux, LA 70302**

**Once the Inspection Department is in receipt of these items, a release form shall be forwarded to the "Tax and License Department."** Contractor should contact Tax & License Department at (985) 446-7221 for further information regarding obtaining a City electrical registration.

**NOTE: Homeowners do have the right to perform their own electrical work provided they are knowledgeable of the electrical code requirements. However, should the electrical work that is performed by the homeowner demonstrate that they do not know the applicable code requirements, they shall be required to obtain a City registered electrician. All work performed is subject to and shall be inspected.**

# SOLAR PANEL PERMIT CHECKLIST

Thibodaux, Louisiana

Phone: (985) 446-7208



## Documents Needed:

- Completed Electrical Permit Form (available online or in person)
- Layout of solar panels on actual designed roof with wind load & statement of structural integrity of roof with additional load & code references, stamped by Louisiana Certified Engineer.

OR

- Layout on a roof schematic with attached letter stating structural integrity of roof with additional load, wind load & code references, stamped by Louisiana Certified Engineer.
- Include all attachment details for project, stamped by Louisiana Certified Engineer.
- Copy of Electric Bill associated with this project or account number and name on account
- Solar Panel Specifications, stamped by Louisiana Certified Engineer.
- Copy of State of Louisiana Contractor's License
- Copy of Legal Contract

Note 1: Proof of Ground Fault protection indicated in the paperwork and/or in the field.

Note 2: If ground-mounted, a foundation plan will also be required and stamped by a Louisiana Licensed Engineer. An Elevation Certificate may also be required.

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: \_\_\_\_\_

# **ELECTRICAL PERMIT FEE CALCULATION SHEET**

*Thibodaux, Louisiana*

Phone: (985) 446-7208

**Electrician's Name/ Company Name  
& Mailing Address:**

┌ \_\_\_\_\_ ┐  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_└ \_\_\_\_\_

**Date:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Entergy Acct #:** \_\_\_\_\_

**Name on Acct:** \_\_\_\_\_

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## Description

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### FEEES ASSOCIATED WITH ABOVE ELECTRICAL INSTALLATION

Entergy Service Inspection ..... \_\_\_\_\_  
Main electrical service      Amperage of Service ..... \_\_\_\_\_  
Main panels                      Amperage of Panels ..... \_\_\_\_\_  
Automatic Transfer Switch      Amperage of ATS..... \_\_\_\_\_  
Square ft. living (inspection) ..... \_\_\_\_\_  
Square ft. other (inspection) ..... \_\_\_\_\_  
Temporary electrical service.....Number of Services..... \_\_\_\_\_  
Air Conditioner Systems ..... Amperage of units..... \_\_\_\_\_  
..... \_\_\_\_\_  
Square ft. living (plan review) ..... \_\_\_\_\_  
Square ft. other (plan review) ..... \_\_\_\_\_  
Parking lot lighting .....Number of Lights..... \_\_\_\_\_  
Other: \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_

**TOTAL ELECTRICAL VALUE: \$** \_\_\_\_\_

**SIGNATURE VERIFICATION:** \_\_\_\_\_

**All fees must be paid by check, money order or Visa/Mastercard/Discover prior to permit issuance.  
\*\*\*Any work performed without permit issuance is subject to double fees.\*\*\***

**CITY OF THIBODAUX**  
**REGISTRATION REQUIREMENTS - Plumbers**

Plumbing Registration Requirements

All plumbing work to be performed within the City limits shall be performed by a City registered plumber. In order to obtain a City plumbing registration, contractor shall be required to furnish the Inspection Department with a copy of their State plumbing license.

In addition, plumbing contractor shall be required to furnish the Inspection Department with a \$5,000.00 contractor's or performance bond as required by City ordinance.

These items may be furnished to the Inspection Department by either fax, email, mail or at office.

Phone Number: **(985) 446-7208**

Email address: [mreulet@ci.thibodaux.la.us](mailto:mreulet@ci.thibodaux.la.us)

Physical Address: **1219 Henry S. Thibodaux Street, Thibodaux, LA**

Mailing Address: **City of Thibodaux, Inspection Dept., P.O. Box 5418, Thibodaux, LA 70302**

**Once the Inspection Department is in receipt of these items, a release form shall be forwarded to the "Tax and License Department."** Contractor should contact Tax & License Department at (985) 446-7221 for further information regarding obtaining a City plumbing registration.



**City of Thibodaux**  
**City Inspector's Office**  
**Phone: 985-446-7208**  
 P.O. Box 5418  
 Thibodaux, Louisiana 70302

**PLUMBING FEE CALCULATION SHEET**

**Plumber's Name/ Company Name & Mailing Address:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

*Description*

**FIXTURES ASSOCIATED WITH ABOVE PLUMBING INSTALLATION**

Water Closets .....	(6.00)	_____
Tubs .....	(6.00)	_____
Shower .....	(6.00)	_____
Lavatories .....	(6.00)	_____
Sinks .....	(6.00)	_____
Clothes Washer .....	(6.00)	_____
Dish Washer .....	(6.00)	_____
Floor Drains .....	(6.00)	_____
A/C Drains.....	(6.00)	_____
Water Heater.....	(6.00)	_____
Water Service .....	(8.00)	_____
Lawn & Roof Sprinklers .....	(8.00)	_____
Vacuum Breaker .....	(8.00)	_____
Drinking Fountains .....	(6.00)	_____
Urinals .....	(6.00)	_____
Rough In.....	(32.00)	_____
Sewer Tie In.....	(32.00)	_____
Sewer Service.....	(48.00)	_____
Sewer Extension .....	(32.00)	_____
Re-inspection Fee.....	(50.00)	_____
Other .....		_____

**All fees must be paid by check, money order or Visa/Mastercard prior to permit issuance.**  
**Any work performed without permit issuance is subject to double fees.**

**SIGNATURE VERIFICATION:** \_\_\_\_\_



**CITY OF THIBODAUX**  
**REGISTRATION REQUIREMENTS**  
Mechanical Contractors

Mechanical Registration Requirements

All mechanical work to be performed within the City limits shall be performed by a City registered mechanical contractor. In order to obtain a City mechanical registration, contractor shall be required to furnish the Inspection Department with a copy of their State mechanical or State plumbing license.

In addition, mechanical contractor shall be required to furnish the Inspection Department with a \$5,000.00 contractor's surety or performance bond and liability insurance in the amount of \$100,000 as required by City ordinance.

These items may be furnished to the Inspection Department by either fax, email, mail or at our office.

Phone Number: (985) 446-7208

Email Address: [mreulet@ci.thibodaux.la.us](mailto:mreulet@ci.thibodaux.la.us)

Physical Address: 1219 Henry S. Thibodaux Street, Thibodaux, LA

Mailing Address: City of Thibodaux, Inspection Dept., P.O. Box 5418, Thibodaux, LA 70302

Once the Inspection Department is in receipt of these items, a release form shall be forwarded to the "Tax and License Department." Contractor should contact Tax & License Department at (985) 446-7221 for further information regarding obtaining a City plumbing registration.

**NOTE: Homeowners do have the right to perform their own mechanical work** provided they are knowledgeable of the mechanical code requirements. **However, should the mechanical work that is performed by the homeowner demonstrate that they do not know the applicable code requirements, they shall be required to obtain a City registered mechanical contractor. All work performed is subject to and shall be inspected.**



**PERMIT APPLICATION FORM**  
**Commercial Mechanical**  
**CITY OF THIBODAUX**  
**PH: 985-446-7208**  
**P. O. Box 5418**  
**Thibodaux, LA 70302**

Contractor's Name/ Company Name & Mailing Address:

DATE: \_\_\_\_\_

┌ \_\_\_\_\_ ┐  
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 \_\_\_\_\_  
 \_\_\_\_\_  
 └ \_\_\_\_\_ ┘

Property Owner: \_\_\_\_\_

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

These fees will have application to all types of mechanical installations, inside and outside the main structure on the same parcel of property. These fees apply to structures not to be used as a dwelling unit.

<b>CODE</b>	<b>ITEM</b>	<b>QUANTITY</b>	<b>PRICE</b>
M09	AC Unit 0-4+ Tons		45.00
M10	AC Unit 5-9+ Tons		65.00
M11	AC Unit >10 Tons (each ton)		8.00
M12	Refrig. 0-4+ HP		45.00
M13	Refrig. 5-9+ HP		60.00
M14	Refrig. >10 HP (each HP)		7.00
M15	Refrig. Cooler/ Freezer		45.00
M16	Cooling/Heating Coil		14.00
M17	Hoods		45.00
M18	Commercial Clothes Dryer		31.00
M19	Incinerator		40.00
M20	Boiler		65.00
M21	Heater unit		27.00
M22	Heater Duct <=25 Tons		27.00
M23	Heater Duct > 25 Tons (ea)		8.00
M24	Duct Alteration		31.00
M25	Cooling Tower		85.00
M26	Mobile Home, CMRCL		22.00
M27	Mobile Home, SFR		12.00
M28	Fire Extinguishing System		45.00
M29	Change out 0-4+ Tons		45.00
M30	Change Out 5-9+ Tons		65.00
M31	Change Out >10 Tons (ea.)		2.00
M32	Change Out Heater Only		31.00
M33	Change Out Condenser Only		31.00
M34	Permit Reinstatement		40.00
M35	Minimum Fee		25.00
M36	Plan Review .02 x sq.ft.	.02 x _____	_____

**TOTAL MECHANICAL VALUE: \$** \_\_\_\_\_

**SIGNATURE VERIFICATION:** \_\_\_\_\_

**All fees must be paid by check, money order or Visa/Mastercard prior to permit issuance.**  
**\*\*\* Any work performed without permit issuance is subject to double fees.\*\*\***

# **CITY OF THIBODAUX**

## **GAS INSPECTION INFORMATION**

### **Plan Review**

The customer or plumber is required to submit two sets of plans showing the proposed location of new gas piping drawn in red. The size of the pipe, location of isolation valves and the number of fixtures to be served with gas must also be marked on the plans. These plans must be accompanied with a Fixtures Sheet which includes the plumbers name, mailing address, license number, owner's name, address and date of submittal. A list of fixtures associated with natural gas and BTU demand must also be provided at the same time. Both sets are reviewed for compliance with all codes and City ordinances, changes are noted on the plans, stamped, signed and dated. One set remains in the office of the Gas Superintendent and the other returned to the customer or plumber who submitted the plans to follow during pipe installation.

### **INSPECTIONS REQUIRED**

#### **Gas Open Wall Inspection**

After the gas piping is installed according to the plans approved and piping ready for inspection, the plumber must contact the Permits Division of Public Works at 446-7208 to request a gas open wall inspection. The inspection will be conducted within two working days of the request. The plumber will be contacted to inform them of the results of the inspection as well as to inform them of any violations discovered.

#### **Gas Pipe Pressure Test**

After passing the gas open wall inspection, the gas piping must be tested to assure that there are no leaks. The test will be a minimum of 16 oz. and hold for 15 minutes with no loss of pressure. Test pressure shall be measured with a manometer or with a pressure-measuring device designed and calibrated to read, record or indicate a pressure loss caused by leakage during the pressure test period. The source of pressure shall be isolated before the pressure tests are made. Mechanical gauges used to measure test pressures shall have a range such that the highest end of the scale is not greater than five times the test pressure. The plumber must contact the Permits Division of Public Works at 446-7208 to request a gas pressure test for customer piping. The inspection will be conducted within two working days of the request. The plumber will be contacted to inform them of the results of the test.

#### **Gas Final Inspection**

After passing inspections for both the gas open wall and gas pipe pressure test and all related costs have been paid, the Gas and Water Division of Public Works will install the gas meter and gas regulator to serve the structure. The customer's plumber must then connect the customer's pipe to the outlet side of the gas meter and install a test tee with 1/4" outlet and plug on the downstream side of the gas meter. The customer's plumber must then connect and test all gas fixtures for leaks and repair before calling the Permits Division to request a gas final inspection. The inspection will be conducted within two working days of the request if entry is possible.

**NOTE: All work done on gas piping in the City of Thibodaux must be done by a registered plumber or mechanical contractor, inspected and documented before gas service will be activated.**

# GENERATOR INSTALLATION PERMIT CHECKLIST

Thibodaux, Louisiana

Phone: (985) 446-7208



## Documents Needed:

- Completed Gas and Electrical Application Forms (available online or in person)
- Site Plan (showing all structures on property, location of generator, location of electrical panel, distances measured from structures to generator, location of doors/windows an distance from generator)
- Copy of Manufacturer Installation Guidelines (for the make/model being installed)

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

## Permitting Requirements:

1. City - Registered Electrician must pull permit for Electrical portion of project. They must provide:

- Amperage of Service (If Replacing or Upgrading)
- Amperage of Transfer Switch (Under "Panels")

\* The panel/service must pass inspection prior to the reconnect order being issued to Entergy.

2. City - Registered Plumber OR Mechanical Contractor must pull permit for Gas portion of project. They must provide:

- List of all existing gas fixtures, and the BTU's for each.
- The BTU's of the new fixture (Generator)

\* A pressure test must be completed and passed prior to a gas meter being installed and project being completed.

I/We acknowledge that I/we have read the above requirements, and I/we meet the registration requirements to apply for a gas and/or electrical permit. I/we also certify that we have provided the requested information on our applications, and this information is true and correct. Init. \_\_\_\_\_

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

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**City of Thibodaux**  
 Phone: (985) 446-7208  
 P.O. Box 5418  
 Thibodaux, Louisiana 70302

**GAS PERMIT FEE CALCULATION SHEET**

**Plumber's Name/ Company Name & Mailing Address:**

┌ \_\_\_\_\_ ┐  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 └ \_\_\_\_\_ ┘

**Property Owner:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

**Description**

FIXTURES ASSOCIATED WITH ABOVE NATURAL GAS INSTALLATION

<u>EQUIPMENT DESCRIPTION</u>	<u>QUANTITY</u>	<u>BTU's</u>	<u>TOTAL BTU'S</u>
Gas Meter Loop & Gas Piping System Test (\$24.00)	_____	_____	_____
Central Heat	(\$6.00) _____	_____	_____
Water Heater	(\$6.00) _____	_____	_____
Clothes Dryer	(\$6.00) _____	_____	_____
Kitchen Stove	(\$6.00) _____	_____	_____
Fireplace	(\$6.00) _____	_____	_____
Gas Lights	(\$6.00) _____	_____	_____
Generator	(\$6.00) _____	_____	_____
Other	(\$6.00) _____	_____	_____
Other	(\$6.00) _____	_____	_____

**TOTAL BTU DEMAND** ..... \_\_\_\_\_

**All fees must be paid by check, money order or Visa/Mastercard/Discover prior to permit issuance. Any work performed without permit issuance is subject to double fees.**

**SIGNATURE VERIFICATION:** \_\_\_\_\_

# COMMERCIAL NEW CONSTRUCTION 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 MAY BE REQUIRED Before Permit is issued.
- Site Plan (drawing showing location of building on lot, lot size & dimensions on all sides, distance of building from all property lines, and the outline of the building)
- MS4 Storm-Water Management Plan (SWPP) (if over 1 acre of property)
- Land Verification & Parcel Number/ Lease Agreement
- Copy of Contractor's License
- Valid & True Copy of Contract of Project
- One (1) Complete Set of Stamped Engineered Plans (11" x 17") for Building 7 Foundation. Plans also need to be stamped by State Fire Marshal.
- Submit paperwork on the wind rating of any garage or roll-up door (**Note:** door must meet the minimum wind requirement for the area the building is to be installed)
- Fire Marshal Letter (must be less than 180 days old)
- Piling Engineering Plans (if pilings are needed)

**Note:** After piles are driven, you will also need inspection review/report from the engineer.

Drainage Plan for the Department of Public Works

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: \_\_\_\_\_

# NEW CONSTRUCTION BUILDING PERMIT APPLICATION

## Thibodaux, Louisiana

Phone: (985) 446-7208

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. **Locational Description:** Subdivision Name \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

**Building Address:** \_\_\_\_\_

2. **Name of Owner:** \_\_\_\_\_

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

**Phone No.(s):** Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

3. **Name of Contractor:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone No.(s):** Office: \_\_\_\_\_ Cell: \_\_\_\_\_ Contact: \_\_\_\_\_

4. **Proposed Use:**

Select One (1): Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

Select Type of New Construction: Principal Building: \_\_\_\_\_ Accessory Building \_\_\_\_\_

Residence \_\_\_\_\_ # of Units \_\_\_\_\_ Other (Explain) \_\_\_\_\_

\_\_\_\_\_  
(If proposed site is commercial or industrial furnish description of the nature of the business or industry.)

6. Lot Area: \_\_\_\_\_ Percentage of lot to be occupied: \_\_\_\_\_ %

7. Lot Width: \_\_\_\_\_ Lot Depth: \_\_\_\_\_

8. Square Feet of Project – Area Residential (Living): \_\_\_\_\_

Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

9. Building Height: Stories: \_\_\_\_\_ Feet: \_\_\_\_\_

10. Yard Dimensions: Front: \_\_\_\_\_ Rear: \_\_\_\_\_

One Side: \_\_\_\_\_ Sum of Side Yards: \_\_\_\_\_

11. Accessory Building Dimensions: Height: \_\_\_\_\_ Size / Dimensions: \_\_\_\_\_



- 12. Number of off-street parking spaces to be provided: \_\_\_\_\_
- 13. Number of off-street loading berths to be provided: \_\_\_\_\_
- 14. On a separate sheet attach a list of other supplemental requirements or conditions that will be met, or explain any points you feel need clarification.
- 15. **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:** \_\_\_\_\_

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**(For Official Use Only)**

Date Application Received: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Date of Action on Application: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

If application denied, reason(s) for denial:

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\_\_\_\_\_  
Zoning Administrator

# 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 PERMIT APPLICATION

Thibodaux, Louisiana

Phone: (985) 446-7208

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: \_\_\_\_\_

# RENOVATION/ADDITION BUILDING PERMIT APPLICATION

Thibodaux, Louisiana

Phone: (985) 446-7208

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 Owner:** \_\_\_\_\_

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

Phone No.(s): Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

3. **Name of Contractor:** \_\_\_\_\_

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

Phone No.(s): Office: \_\_\_\_\_ Cell: \_\_\_\_\_ Contact: \_\_\_\_\_

4. **Proposed Use:**

Select One (1):

Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

Select Project Type:

Alteration/Addition \_\_\_\_\_ Accessory Building \_\_\_\_\_

Re-roofing \_\_\_\_\_ Other (Explain) \_\_\_\_\_

6. Lot Area: \_\_\_\_\_ Percentage of lot to be occupied: \_\_\_\_\_ %

7. Lot Width: \_\_\_\_\_ Lot Depth: \_\_\_\_\_

8. **Square Feet of Project Area**

Residential (Living): \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

9. Yard Dimensions: Front: \_\_\_\_\_ Rear: \_\_\_\_\_

One Side: \_\_\_\_\_ Sum of Side Yards: \_\_\_\_\_

10. Dimensions of Addition: Height: \_\_\_\_\_ Size/Dimensions: \_\_\_\_\_

11. **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:** \_\_\_\_\_

# DEMOLITION PERMIT CHECKLIST

Thibodaux, Louisiana

Phone: (985) 446-7208



## Documents Needed:

- Picture of structure(s) to be Demolished.
- Name & Forwarding address of person responsible for land taxes.

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- Land Verification (Copy of Act of Cash Sale / Donation / Succession)
- Copy of state of Louisiana contractor's license
- Copy of contract for job

NOTE: If self-contracted, you will also have to pick up, sign and notarize an "Exemption from Licensure Affidavit"

\*It is your responsibility to contact all utility companies and services before demolition.

\*City of Thibodaux and its contractors are not responsible for the curbside collection of materials resulting from demolition activities. It is the responsibility of the permit applicant to make proper arrangements for the collection and disposal of all materials resulting from the demolition.

- Customer must contact LA ONE CALL 811 before any demolition is done 1-800-272-3020.

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: \_\_\_\_\_

# DEMOLITION PERMIT APPLICATION

Thibodaux, Louisiana

Phone: (985) 446-7208

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 Owner:** \_\_\_\_\_

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

Phone No.(s): Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

3. **Name of Contractor:** \_\_\_\_\_

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

Phone No.(s): Office: \_\_\_\_\_ Cell: \_\_\_\_\_ Contact: \_\_\_\_\_

4. **Property Type:**

Select One (1):

Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

5. **Select Demolition Type:**

Partial Demolition \_\_\_\_\_ Complete Demolition \_\_\_\_\_

\*\*If partial demolition, please provide plans indicating scope of work/work area. \*\*

6. **Estimated Project Cost:** \_\_\_\_\_

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

**PERMIT IS ONLY VALID FOR 6 MONTHS. EXTENSION MAY BE PURCHASED**

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# BILLBOARD/SIGNAGE PERMIT CHECKLIST

Thibodaux, Louisiana

Phone: (985) 446-7208



## Documents Needed:

- Completed Billboard/Signage Permit Form (available online or in person)
- Site Plan (Drawing showing all signage to be added/refaced, and all other structures on lot, include the correct lot size as recorded. Show all distances of structures from property lines & from all other structures.)
- Provide one (1) copy of sign schematics (must be stamped by Louisiana Certified Engineer- showing wind speed rating and verification of adherence to 2021 IBC/IRC codes)
- Copy of Contractor's License
- Valid and True Copy of Contract of Project
- Proof of any/all special zoning approvals or variances (if applicable)

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: \_\_\_\_\_



**BILLBOARD/SIGNAGE PERMIT APPLICATION**  
**Thibodaux, Louisiana**

Phone: (985) 446-7208

P.O. Box 5418, Thibodaux, LA 70302

**Property Address:** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Owner/Operator Name:** \_\_\_\_\_

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

Phone Number: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

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

Phone Number: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

**Distance of Building Front from Road:** \_\_\_\_\_

**Sign Size** (in square feet): \_\_\_\_\_

**Sign Dimensions:** \_\_\_\_\_

**Select Sign Type** (Circle all that apply):

Mansard      Monument      Pylon      Billboard      Digital Sign/EMC      Wall Sign      Channel Lettering

Illuminated Box      Non-Illuminated Box      Other: \_\_\_\_\_

\_\_\_\_\_  
**Applicant Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant Signature**

# INGROUND POOL PERMIT CHECKLIST

Thibodaux, Louisiana

Phone: (985) 446-7208



**As per the State of Louisiana only Contractors holding one or more of the license classifications below are legally eligible to build or repair swimming pools for homes, when the pool contract, including the cost of all labor and materials, exceeds \$7500.**

Commercial contractor's license with the following classification(s):

- Building Construction, and/or
- Swimming Pools, and/or
- Swimming Pools, Water Features and Fountains

Residential building contractor's license with the following classification:

- Residential Swimming Pools

## 1. Documents Needed:

- Completed Pool Permit Form (available online or in-person)
- Site Plan – a drawing showing location of pool and any other buildings on lot, lot size & dimensions on all sides, distance of pool from all property lines, the outline of the pool and the location of the required fencing with statement indicating it will have self-closing, latching gate(s).
- Type of fencing \_\_\_\_\_
- Pool Barrier Requirements – signed affidavit attached
- Copy of Contractor's License with Proper Classification
- Copy of Contract Including all Costs & Description of Project/Scope of Work.

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: \_\_\_\_\_

# **Pool Barrier Requirements – ISPSC Section 305**

**\*\*Must be signed by Property Owner AND Contractor\*\***

## **Fence**

1. Top of barrier shall be at least 48 inches above grade. Maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches [ISPSC 305.2.1].
2. Where the top of the pool structure is above grade, such as above ground pool, the barrier may be at ground level or mounted on top of the pool structure. Where the barrier is mounted on top of the pool structure, the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches [ISPSC 305.2.1 (4)].
3. Openings in the barrier shall not allow the passage of a 4 inch-diameter sphere [ISPSC 305.2.2].
4. Solid barriers that do not have openings shall not contain indentations or protrusions, except for normal construction tolerances and tooled masonry joints [ISPSC 305.2.3].
5. Where the barrier is composed of horizontal and vertical members, and the distance between the tops of the horizontal members is less than 45 inches, the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed 1-3/4 inches in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1-3/4 inches in width [ISPSC 305.2.5].
6. Where the barrier is composed of horizontal and vertical members, and the distance between the tops of the horizontal members is 45 inches or more, spacing between vertical members shall not exceed 4 inches. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1-3/4 inches in width [ISPSC 305.2.6].
7. Maximum opening formed by a chain link fence shall not be more than 1-3/4 inch, unless the fence has slats fastened at the top and bottom which reduce the openings to not more than 1-3/4 inches [ISPSC 305.2.7].
8. Where the barrier is composed of diagonal members the maximum opening formed by the diagonal members shall not be more than 1-3/4 inches. The angle of diagonal members shall be not greater than 45 degrees from vertical [ISPSC 305.2.8].
9. Poolside barrier setbacks. The pool or spa side of the required barrier shall be not less than 20 inches from the water's edge [ISPSC 305.2.10].

## **Gates**

1. Access gates shall comply with all of the requirements for the fence and shall be equipped to accommodate a locking devise [ISPSC 305.3].
2. Pedestrian access gates shall open outward away from the pool, and shall be self-closing and have a self-latching device [ISPSC 305.3].
3. Gates other than pedestrian access gates shall remain locked when not in use [ISPSC 305.3.1].
4. Where the release mechanism of the self-latching devise is located less than 54 inches from the bottom of the gate, the release mechanism and openings shall be located on the pool side of the gate at least 3 inches below the top of the gate and the gate and barrier shall have no opening larger than 1/2 inch within 18 inches of the release mechanism [ISPSC 305.3.3].

## **Glazing Hazardous Location**

1. Windows or any other glass panel is located less than 60 inches from the pool edge and less than 60 inches from the walking surface directly in front of it, shall be tempered glazing. This applies to new or existing windows [IRC 308.4.5].
- 2.

## **Door and Window Alarms**

1. Where a wall of a dwelling serves as part of the barrier and where doors or windows provide direct access to the pool or spa through that wall the following shall apply. All operable windows having

a sill height of less than 48 inches above the indoor finished floor and doors shall have an alarm that produces an audible warning when the window, door or their screens are opened. The alarm shall be listed and labeled as a water hazard entrance alarm in accordance with UL 2017. The deactivation switch shall be located at least 54 inches above the threshold of the door [ISPSC 305.4(1)]. **Exception – Alarms not required if the pool is equipped with a powered safety cover in compliance with ASTM F1346 [ISPSC 305.4(2)].**

**NOTE: Household security alarms do NOT meet this code requirement.**

### **Above Ground Pools**

1. Where an above-ground pool structure is used as a barrier, the top of the pool wall shall not be less than 48 inches from grade, comply with requirements of ISPSC 305.2 (fence requirements above) and be allowed by the pool manufacture to serve as a barrier [ISPSC 305.5(1)].
2. Where a barrier is mounted on top of an above-ground pool, the top of the barrier shall not be less than 48” above grade, and the pool wall and barrier on top of the pool wall comply with the requirements of ISPSC 305.2 [ISPSC 305.5(2)].
3. Where an above-ground pool structure or barrier mounted on top of an above-ground pool is used as a barrier, the ladders or steps used as means of access to the pool shall be capable of being secured, locked, or removed to prevent access except where the ladder or steps are surrounded by a barrier that meets the requirements of ISPSC section 305.2 (fence barrier requirements listed above) [ISPSC 305.5(3)].
4. Openings created by the securing, locking or removal of ladders and steps from an above-ground pool where a barrier is mounted on top of the pool, openings shall not allow the passage of a 4-inch diameter sphere [ISPSC 305.5(4)].

### **Prohibited Locations**

1. Barriers shall be located to prohibit permanent structures, equipment or similar objects from being used to climb them. There shall be a clear zone of not less than 36 inches between the exterior of the barrier and any permanent structures or equipment such as pumps, filters and heaters that can be used to climb the barrier [ISPSC 305.2.9].

**I agree to comply with all requirements of the International Swimming Pool & Spa Code including the barrier requirements listed above. I understand that final Inspection will not be approved and occupancy of the swimming pool will not be granted until all code requirements are met.**

**Contractor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# INGROUND POOL PERMIT APPLICATION

Thibodaux, Louisiana

Phone: (985) 446-7208

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:** \_\_\_\_\_

3. **Name of Owner:** \_\_\_\_\_

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

**Phone No.(s):** Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

3. **Name of Contractor:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone No.(s):** Office: \_\_\_\_\_ Cell: \_\_\_\_\_ Contact: \_\_\_\_\_

4. Lot Area: \_\_\_\_\_ Percentage of lot to be occupied: \_\_\_\_\_ %

5. Lot Width: \_\_\_\_\_ Lot Depth: \_\_\_\_\_

6. Yard Dimensions: Front: \_\_\_\_\_ Rear: \_\_\_\_\_

One Side: \_\_\_\_\_ Sum of Side Yards: \_\_\_\_\_

15. **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:** \_\_\_\_\_

# ANTENNA/TOWER USE PERMIT CHECKLIST

## Thibodaux, Louisiana

Phone: (985) 446-7208



### **Antenna Replacement/Addition Documents Needed:**

- Completed Antenna/Tower Use Application Form (available online or in person)
- Site Plan (showing all structures on property, location of new structure(s), distances measured from new structure(s) to existing building(s) and property lines)
- Generator/Microwave Dish, etc. will need complete set of Plans.

\*Note any site additions must meet current elevation requirements.

- Land Verification & Parcel Number / Lease Agreement for NEW TOWER & ADDITIONS
- Need structural analysis report for all tower additions.
- Site Plan showing where Site Addition will be placed on platform etc.
- Copy of Contract & License for Site Addition(s)

### **New Tower Additional Information Needed:**

- One (1) Complete Set of Stamped Engineered Plans (11" X 17") for Tower & Foundation. Plans also need to be stamped by State Fire Marshal.
- Fire Marshal Letter for new tower (must be less than 180 days old)
- Approval from Federal Aviation Admin. (FAA) (for tower if applicable)
- Site Plan (drawing showing location of TOWER on lot, lot size & dimensions on all sides, Distance of TOWER from all property lines, and INCLUDING ANY OTHER STRUCTURES)
- Copy of Contractor's License

Valid and True Copy of Contract of Project

Piling Engineering Plans (if pilings are needed)

NOTE: After piles are driven, you will also need inspection review/report from the engineer.

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: \_\_\_\_\_

**APPLICATION FOR WIRELESS TELECOMMUNICATIONS FACILITY (WCF)  
ANTENNA AND TOWER USE PERMIT  
THIBODAUX, LOUISIANA**

**APPLICANT NAME:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**APPLICANT'S DESIGNATED**

**CONTACT:** \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Is this a joint application for two or more permits on the same location?** \_\_\_\_\_

**Are microwave antennas to be used at the site? If so, describe.** \_\_\_\_\_

**Application Classification:**

Commercial Wireless Provider \_\_\_\_\_

Government User \_\_\_\_\_

Private Business User \_\_\_\_\_

**Wireless Facility Type:**

Attachment to existing structure \_\_\_\_\_

Telecommunications tower \_\_\_\_\_

Modification of approved WCF \_\_\_\_\_

**Lessor/Licensors Contact Information:**

Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**FACILITY LOCATION:**

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

\_\_\_\_\_

LAT/LONG: \_\_\_\_\_

Ground Elevation (AMSL): \_\_\_\_\_

Height of proposed tower: (AGL) \_\_\_\_\_

TAX Parcel Number: \_\_\_\_\_

**Description of tower and/or attached site:**

**Are collocation positions available on the tower? If so, specify height and any current occupant of the site. If vacant, note such.**

**Specify the following information for the proposed WCF: Number, brand and model number, power level and height of proposed antenna placement(s); If sectorized antenna array, the azimuth or orientations (in degrees) of each sector.**



## APPLICANT'S CERTIFICATIONS

The applicant represents and certifies that the following are true and accurate:

- ✓ The applicant has not constructed, maintained, operated or modified any wireless telecommunication facility within Thibodaux, Louisiana nor has the applicant allowed others to construct, maintain, operate or modify any wireless telecommunications facility within Thibodaux, Louisiana without the approval of the City.
- ✓ The proposed WCF complies with and at all the times will be maintained and operated in accordance with all applicable FCC rules and regulations with respect to environmental effects of electromagnetic emissions.
- ✓ Any telecommunications tower to be constructed as part of the proposed wireless telecommunications facility is not required to be lighted or painted by rules and regulations of the Federal Aviation Administration.
- ✓ All improvements constructed as part of the wireless telecommunications facility shall comply with the Uniform Building Code, National Electrical Code, Uniform Plumbing Code, Uniform Mechanical Code, Uniform Fire Code and structural standards of the Electronic Industries Association/Telecommunications Industry Associations, where applicable.
- ✓ Any tower constructed as a part of this wireless communications facility will be engineered and constructed to accommodate the number of collocation users specified by local ordinances and the applicant agrees to actively and reasonably market collocation sites to all interested users on a first come, first serve basis.
- ✓ Applicant will submit or cause to be submitted to the City copies of the FCC license(s) of each antenna user at the Wireless Communications Facility and notify City if such FCC license(s) becomes invalid.

**THIS APPLICATION SHALL NOT BE DEEMED COMPLETE UNTIL THE APPLICANT MAKES EACH OF THE ABOVE CERTIFICATIONS BY THE SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE ON THIS APPLICATION.**

## REQUIRED ATTACHMENTS

**THIS APPLICATION SHALL NOT BE DEEMED COMPLETE UNLESS ACCOMPANIED BY THE FOLLOWING:**

- A letter of intent indicating the applicant agrees to make all of its wireless communications facilities within the City of Thibodaux available to any wireless provider for collocation at commercially reasonable rates, provided such facilities are structurally and technically able to accommodate additional providers.
- If the applicant has not previously provided the City of Thibodaux with a copy of the FCC license of the WCF user(s), it must do so with this application.
- Copies of all relevant portions of executed leases for the proposed site demonstrating compliance with the local wireless telecommunication facility rules and regulations.
- Application fees as follows: \$500 for an installation onto an existing structure that requires no increase in height, or \$1000 for a new telecommunications tower, increases in height of existing towers or facilities, or major modifications to an existing tower.
- Complete site development plans including but not limited to tower design plans, site survey, site plan, adjacent owners, legal description of the proposed site, adjacent owners, and estimated construction time schedules.

**THE ZONING ADMINISTRATOR AND THE CITY'S TELECOMMUNICATIONS CONSULTANT SHALL REVIEW THE COMPLETED APPLICATION AND ADVISE THE APPLICANT OF SUCH ADDITIONAL INFORMATION DEEMED NECESSARY OR APPROPRIATE TO PROCESS OR EVALUATE THIS APPLICATION.**

**THE APPLICANT CERTIFIES THAT ALL STATEMENTS, CERTIFICATIONS AND REPRESENTATIONS SUPPLIED IN THIS APPLICATION ARE TRUE AND CORRECT AND THAT THE PERSONS SIGNING THIS APPLICATION ARE DULY AUTHORIZED TO EXECUTE THIS APPLICATION AND OTHERWISE TO ACT ON BEHALF OF THE APPLICANT.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**FENCE PERMIT APPLICATION**  
**Thibodaux, Louisiana**

Phone: (985) 446-7208

CHECKLIST:

- Permit Fee: \$23.00
- Completed Application
- Site Plan

**Property Address:** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_

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

Phone Number: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

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

Phone Number: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

**Total Length of Fencing:** \_\_\_\_\_

**Estimated Cost of Project:** \_\_\_\_\_

\_\_\_\_\_  
**Applicant Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant Signature**



## City of Thibodaux

### Site Plan

#### Required Information:

- Lot(s) involved in project
  - Property lines
  - Outline of existing structure(s) on property with dimensions
  - Dimensions and outline of proposed project – new structure, fence, pool, etc
  - Distances between structures and from property lines
  - Driveways
  - Adjacent street(s)
-