

**CYPRESS BLACK BAYOU RECREATION  
& WATER CONSERVATION DISTRICT**

135 Cypress Park Drive  
Benton, Louisiana 71006  
(318) 965-2289

**CONSTRUCTION PERMIT REQUIREMENTS FOR CYPRESS AND BLACK BAYOU LAKES**

*To procure a Cypress Black Bayou permit:*

\_\_\_ Attach a set of detailed construction plans (to scale) to include:

- a. Property lines, pool stage, and location of the structure in relation to these lines, drawn by a registered land surveyor or professional engineer, signed and stamped with his/her seal. If the construction impacts the flowage easement line, it should also be located on the drawing.
- b. Detailed construction plans for improvements and the type of materials used.
- c. Location of In Fee Line (Cypress only).

\_\_\_ Attach written approval from the neighbors on each side of the construction. If neighbor approval is not granted, the property owner must come before the Board for a public hearing for the final determination of the permit.

\_\_\_ If you live in a subdivision which has a Homeowners Association or an Architectural Planning Committee, you may need their permission to construct. This is the Landowner's responsibility.

\_\_\_ For any type of construction, you must contact the Corp of Engineers to obtain either a permit or a no permit required letter for protection of the wetlands. This needs to be obtained before contacting the District's office.

\_\_\_ A site visit will be needed in order to move to the next step.

\_\_\_ Once given approval to proceed, you will need a Bossier Parish inspection permit. This permit will be issued only after Cypress Black Bayou has done a site visit and has confirmed that the plans will work. Our office will need a copy of that permit. The Code Inspections Plus office is located at 620 Benton Rd. in Bossier City and the phone number is (318) 562-3030. Electrical inspections are required.

**PERMIT # 2024-**

**DATE ISSUED:**

**CONTRACTOR:**

**PERMIT EXPIRES 6 MONTHS**

**LANDOWNER NAME:**

**PROPERTY:**

**TYPE OF INSTALLATION or any improvements to existing structures TO BE PLACED ON DISTRICT OWNED PROPERTY:**

*After the Cypress Black Bayou permit has been obtained:*

\_\_\_ Contact the CBB office at 318 965-2289 to have our engineer inspect pilings prior to driving.

\_\_\_ Any change order must be approved by the District.

\_\_\_ All work authorized under the permit must be completed within 6 months of the issue date of the permit and must be accomplished in accordance with the plans approved by the District. If not completed within 6 months from the date of the permit, a new permit application must be submitted.

\_\_\_ Before any backfilling takes place on the seawall, an inspection must be conducted.

\_\_\_ Contact the CBB office at 318 965-2289 upon completion of construction to schedule a final inspection.

APPLICANT AGREES TO PAY FEES AND CHARGES ESTABLISHED BY THE DISTRICT AND TO ABIDE BY ALL RULES, REGULATIONS, CONDITIONS, AND RESTRICTIONS REGARDING THE PLACEMENT OF THE ABOVE FACILITY AS WELL AS ALL RULES, ETC., PERTAINING TO GENERAL USE OF THE RESERVOIR AS ESTABLISHED BY THE DISTRICT UNDER PENALTY OF REVOCATION FOR NON-COMPLIANCE THEREWITH OR VIOLATION THEREOF.

ANY INDIVIDUAL DOING WORK WITHOUT EITHER THE BOSSIER PARISH PERMIT OR A CYPRESS BLACK BAYOU PERMIT WILL INCURE A \$500 A DAY FINE.

APPLICANT AGREES TO ABIDE BY ALL APPLICABLE DISTRICT, STATE, PARISH AND FEDERAL FISH AND MIGRATORY GAME RULES, AS WELL AS ALL RULES OF THE CYPRESS BLACK BAYOU RECREATION AND WATER CONSERVATION DISTRICT.

I certify as the owner of stated property that the above information and all attachments are true and correct to the best of my Knowledge. Also by signing this agreement I give Cypress Black Bayou and their employees' permission to enter premises at any reasonable hour for checking progress of such construction.

\_\_\_\_\_  
Landowner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

Fee received and permit issued by Cypress Black Bayou Recreation and Water Conservation District.

\_\_\_\_\_  
Manchac Representative

\_\_\_\_\_  
Date