

## **PURCHASING AN EXISTING HOME OR MOBILE HOME REQUIREMENTS**

### **Existing House:**

- \_\_\_ New Electric Account #
- \_\_\_ Cash Deed, Act of Donation, of property. If closing has not been completed a Buy / Sell Agreement can be used with owners Cash Deed.
- \_\_\_ Appraisal of Home or a Square Footage Assessment from the Assessor's Office. (The Assessor's Office is located on the 2<sup>nd</sup> floor of courthouse)
- \_\_\_ Fee .05 cents per sq ft / Credit-Debit Cards (4% fee charge) Check or Money Order payable to APPJ (We **DO NOT** accept CASH)

### **Existing Mobile Home:**

- \_\_\_ New Electric Account #
- \_\_\_ Cash Deed, Act of Donation, of property. If closing has not been completed a Buy / Sell Agreement can be used with owners Cash Deed.
- \_\_\_ Copy of Title / Registration / Bill of Sale for Mobile Home / size of Mobile Home
- \_\_\_ Fee .05 cents per sq ft / Credit-Debit Cards (4% fee charge) Check or Money Order payable to APPJ (We **DO NOT** accept CASH)

*ALL PERMITS ARE FAXED TO ASSESSOR'S OFFICE, HEALTH DEPT & 911 OFFICE.*

### **After Permit Is Issued:**

#### **REQUIREMENTS NEEDED BEFORE PERMIT CAN BE RELEASED TO ELECTRIC COMPANY:**

- \_\_\_ 911 Addressing Dept – Must go to the 911 office to verify information. They will fax an approval to The Permit Dept once completed. (Ph # 318-253-9739 / Address is 272 Industrial Blvd Mansura)
- \_\_\_ Health Dept – MUST go to Health Dept (unless city sewer) to verify sewer system is in good working condition. Once verified the Health Dept will fax the Permit Dept the approval of temporary or permanent connection. (Ph # 318-253-4528 Ext. 116 / Address is 657 Government St Marksville)

Once the Permit dept has received all requirements above we will then release the approval for connection to the electrical company. Our office does not setup connection dates. You will need to call the electric company to verify when your electric will be connected.

Thanks,  
The Permit Dept  
318-253-7291

**Permit Hours: Monday-Thursday 8:00-3:30 Closed Fridays to the Public**

**PENALTIES WILL APPLY IF NEW CONSTRUCTION BEGINS OR IF A STRUCTURE IS PLACED ON SITE BEFORE A PERMIT IS OBTAINED!**