

NEW MOBILE HOME SETUP REQUIREMENTS

- _____ Letter of Approval from municipality if proposed development is within city limits.
- _____ Cash Deed, Act of Donation, etc. of property.
- _____ Authorization to Develop – must be notarized (If property doesn't belong to the applicant).
- _____ Floor Plan with Dimensions (You can draw it yourself if not factory copy).
- _____ VIN # (from title or registration) HUD# (from frame of mobile home opposite end of the tongue) if being built can be called in after permit issued.
- _____ Copy of Title or Registration or Bill of Sale or Purchase Agreement on Mobile Home.
- _____ Elevation Certificate & Signed SFHA Requirements if property is in a Special Flood Hazard Area
- _____ Driveway and Culvert contact the Parish Barn (318) 964-2142 or (318) 452-4942
- _____ Fee 20 cents per sq ft plus an Inspection Fee \$250.00
- _____ Payable to APPJ with check, money order, debit or credit (**We do not accept Cash**)

AFTER PERMIT IS ISSUED

REQUIREMENTS NEEDED BEFORE PERMIT CAN BE RELEASED TO ELECTRIC COMPANY:

- _____ New Electric Account Number
- _____ 911 Addressing Dept – You must go to the 911 office to verify information. They will fax an approval to the Permit Department once completed.
Phone: (318) 253-9739 Address: 272 Industrial Blvd, Mansura
- _____ Health Department – You must go to the Health Department (unless city sewage) to verify which sewer system is required for the mobile home. Once verified the Health Department will advise the Permit Department of the connection.
Phone: (318) 253-4528 Address: 657 Government St, Marksville
- _____ Utility Inspection required - call (318) 487-5401 for inspection or questions.
- _____ If in a SFHA a Final Elevation Certificate w/photo and a \$10.00 Fee is Required.

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

**Avoyelles Parish Permit Office
(318) 253-7291**

Permit hours: Monday – Friday 7:30am – 4:00pm

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