

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 no factory copy.)
- ___ **VIN #** (on title or registration) **HUD #** (on 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 utility Inspection fee \$75.00
Credit-Debit Cards (4% fee charge) Check or Money Order payable to APPJ (**We DO NOT accept CASH**)
Example for fee: 16W x 76L=1216 sq ft X.20 = \$243.20 + \$75.00 Total \$318.20

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:

- ___ New Electric Account #
 - ___ 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 what sewer system is required for mobile home. 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)
 - ___ 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 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.

The Permit Dept
318-253-7291

Permit Hours: Mon-Thursday 8:00-3:30 Closed Fridays to the Public
State Dirt Pad Requirements: www.lasfm.org or 225-317-0344

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