

## RENTAL REQUIREMENTS

- \_\_\_ New Electric Account #
- \_\_\_ Cash Deed, Act of Donation, etc. of property. (If address is not in our system)
- \_\_\_ Typed Lease Agreement – NOT Handwritten  
(Must have tenants name / address being leased / landlords name, ph # and address)
- \_\_\_ Letter of Approval (If there is no Lease Agreement)  
The Permit Office has the Letter of Approval that must be completed.
- \_\_\_ \$35.00 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 - YOU MUST GO to the 911 office to verify information. They will release an approval to The Permit Office once completed. Closed every Friday Fees \$25.00 Cash or Money Order  
(Ph # 318-253-9739 / Address is 272 Industrial Blvd Mansura)
- \_\_\_ Health Dept – **NO NEED TO GO.** The Health Dept will verify existing sewer system at site location. If the system is up to code the Health Dept will release the approval to the permit Office for electrical connection. If the system is not approved the Health Dept will contact the property owner with details on how to bring the system up to code and the electrical connection will not be approved until the property owner takes care of what is required by the Health Dept.  
(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 electrical company to verify when 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!**