

Vermilion Parish Police Jury Building Permit Requirements for

NEW OR USED MOBILE HOMES

A BUILDING PERMIT IS REQUIRED **BEFORE** MOVING A MOBILE HOME ON PROPERTY IN VERMILION PARISH.

NEW MOBILE HOME - you will need to bring a copy of the **Data Sheet** with HUD Label No., the **Bill of Sale**, and a copy of the **Floor Plans** from the manufacturer or mobile home dealer.

USED MOBILE HOME- You must bring a copy of the **Bill of Sale** and the **Title or Registration** of the mobile home. **Also**, you **MUST** provide the **Data Sheet** with HUD Number. The data sheet can be found near the hot water tank, in a kitchen cabinet, or at the electrical panel.

You must also provide the name and phone number of the mobile home movers.

When applying for a permit please bring:

*****Address** of where the mobile home will be moved to. Physical Address Verification must be obtained from 911's Business Office at (337) 898-4350. On the 3rd floor of the courthouse building.

*****Cash Deed / Bill of Sale / Act of Donation / Plat of Property**

-If you need a plat of property it can be obtained at the Clerk of Court's Office, 1st floor of Court House, (337) 898-1992.

*****Site Plan** (dimensions, property lines, setbacks from all property lines)

*******R106.2.1 Setbacks.** For Residential properties, building lines (including porches, steps, etc.) shall not be less than 25 feet from the street right-of-way line (includes both streets on corner lots), not less than 5 feet from adjoining property lines, and not less than 15 feet from the back property line.

*****Elevation Certificate** of property is required if it is in a designated flood zone. **No permits will be issued to properties in a flood zone without an elevation certificate.** Elevation certificates are provided by local land surveyors.

*****Cost of permit** is determined by the cost of the new/used mobile home and the cost of the plumbing and electrical inspection.

The **yellow** hard card needs to be posted on the electrical pole and a copy of the permit must be taken to the Vermilion Parish Health Unit. **Once the plumbing and electrical services are complete, it is the responsibility of the homeowner to call the inspector for the inspections.**

The Final Elevation Certificate (if in a flood zone) must be brought to the V.P.P.J. Permit Department. Only then will the Certificate of Occupancy be issued and will either be faxed/brought to the Health Unit for permanent power.

Note: VPPJ only accepts Checks, Cashiers Checks or Money Orders (No Cash, Credit Cards or Debit Cards).

Office hours for the VPPJ Permit Office are Monday - Friday: 8:00 AM - 4:00 PM.

Office hours for the Vermilion Parish Health Unit are Monday – Friday 8:00 – 9:30 and 3:00 – 4:30. They can be contacted by calling (337) 893-1438.

Please call if you have any questions.

Vermilion Parish Permitting Department

Melissa White, CFM

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(337) 898-4300

Permit Hours – 7:00 a.m. to 4:00 p.m.