

## Procedures for Mobile Home

- I. Permit application must include:
  1. Plaquemines Parish Mobile Homes Application
    - a. Both pages must be completely filled out
    - b. Print and sign name on both pages at bottom right-hand corner
  2. Copy of cash sale (If property has been purchased within the past year), lease or notarized consent from property owner.
  3. Current survey with servitude(s)
  4. Copy of elevation certificate
    - a. Required-Plaquemines Parish line south to Walker Rd & outside levee areas
    - b. Some areas may also apply
  5. Information about mobile home:
    - a. Make of mobile home (i.e. Buccaneer, Oak Ridge, etc.)
    - b. Size of the mobile home (length X width = square footage)
    - c. Color
    - d. Year
    - e. Estimated value
    - f. Serial number
    - g. Company/Individual mobile home was purchased from
  6. Plot Plan to include:
    - h. Property measurements
    - i. Distance from mobile home to all four (4) property lines
    - j. Distance from mobile home to all existing structures on property
    - k. Distance to existing of proposed levees right of way(when applicable)
    - l. Distance to existing or proposed highway right of way(when applicable)
  7. Must show proof that mobile home is labeled as wind zone 3
  8. If proposed mobile home is to be located on someone else's property, written consent from property owner along with proof of ownership to their property is required and consent must be notarized.
  9. Address of site must be visible from road.
  10. Permit fees are paid by check or money order **ONLY**
- II. Permit processing includes:
  1. Permit application is entered into computer database
  2. If jobsite has a sewer treatment plant, permit will be sent to Health Department for review and homeowner has to apply with Health Department
  3. If the trailer is commercial the Louisiana State Fire Marshal must be notified
  4. Building Official signs permit for approval after:
    - a. If necessary, approval from Health Department and/or Council
  5. Once permit is signed by Building Official, a verbal can be given to place the mobile home on the property

**NO WORK IS TO COMMENCE UNTIL A MOBILE HOME PERMIT IS APPROVED FROM  
THE PERMIT OFFICE**

333 F. Edward Hebert, Bldg 300, Belle Chasse, LA  
(504)934-6210

29082 Highway 23, Port Sulphur, LA  
(504)934-3610

# APPLICATION FOR BUILDING PERMIT – TRAILER / MOBILE HOME

## PLAQUEMINES PARISH DEPARTMENT OF PERMITS

DIST. \_\_\_\_\_ Port Sulphur, Louisiana 70083

Receipt No. \_\_\_\_\_ BUILDING PERMIT NO. \_\_\_\_\_  
ZONING DISTRICT \_\_\_\_\_ Elec. Permit No. \_\_\_\_\_  
Date \_\_\_\_\_ Gas Permit No. \_\_\_\_\_  
Permit Fee \$ \_\_\_\_\_ Plumb. Permit No. \_\_\_\_\_  
Permit Clerk \_\_\_\_\_ Heat. Permit No. \_\_\_\_\_  
COB \_\_\_\_\_ Folio \_\_\_\_\_ Tax Receipt No. \_\_\_\_\_ Refrig. Permit No. \_\_\_\_\_  
FIA (FIRM) Zone \_\_\_\_\_ Panel No. \_\_\_\_\_ Required Base Flood Elevation \_\_\_\_\_

OWNER \_\_\_\_\_ ADDRESS \_\_\_\_\_  
Phone No. \_\_\_\_\_  
SOCIAL SECURITY NO. \_\_\_\_\_  
Property Owner \_\_\_\_\_  
Project Site \_\_\_\_\_  
Direction to Site \_\_\_\_\_

TYPE OF CONSTRUCTION: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Other \_\_\_\_\_

SPECIFIC PURPOSE: \_\_\_\_\_

FOUNDATION GRADE \_\_\_\_\_ TYPE \_\_\_\_\_ SIZE \_\_\_\_\_ CULVERT \_\_\_\_\_ PUBLIC SEWER \_\_\_\_\_ SEPTIC TANK \_\_\_\_\_  
ROOF TYPE \_\_\_\_\_ ROOF FINISH \_\_\_\_\_ OUTSIDE WALL FINISH \_\_\_\_\_  
PROPOSED ELEVATION OF FIRST FLOOR OF BUILDING \_\_\_\_\_  
TRAILER STICKER NO. \_\_\_\_\_ MAKE OF TRAILER \_\_\_\_\_ YEAR \_\_\_\_\_  
SERIAL NO. \_\_\_\_\_ TOTAL SQ. FT. \_\_\_\_\_ ESTIMATE VALUE \_\_\_\_\_  
TRAILER PURCHASED FROM: \_\_\_\_\_ COLOR \_\_\_\_\_  
LAND ON WHICH TRAILER IS LOCATED: OWNED  RENTED

### NOTICE

**THIS PERMIT IS TEMPORARY.** Compliance with Ordinance No.111, as amended, and Ordinance No. 605, as amended, will be absolutely necessary whenever inspected by this Department.

Trailer/Mobile Home must be placed at the above project site within six (6) months from date of approval or this permit will become null and void.

I certify that the construction or reconstruction for which this permit is issued, will be in accordance with Ordinance No. 111, the Plaquemines Parish Mobile Home Parks, Trailer Courts or Camps Ordinance, Ordinance No. 605, as amended, the Plaquemines Parish Flood Plain Management Ordinance, and any other ordinances governing construction or reconstruction of building and improvements in the Parish of Plaquemines. The undersigned acknowledges that this permit does not authorize construction or placement contrary to existing title restrictions or the Parish Zoning Ordinance No. 142.

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_ OWNER OR AGENT \_\_\_\_\_

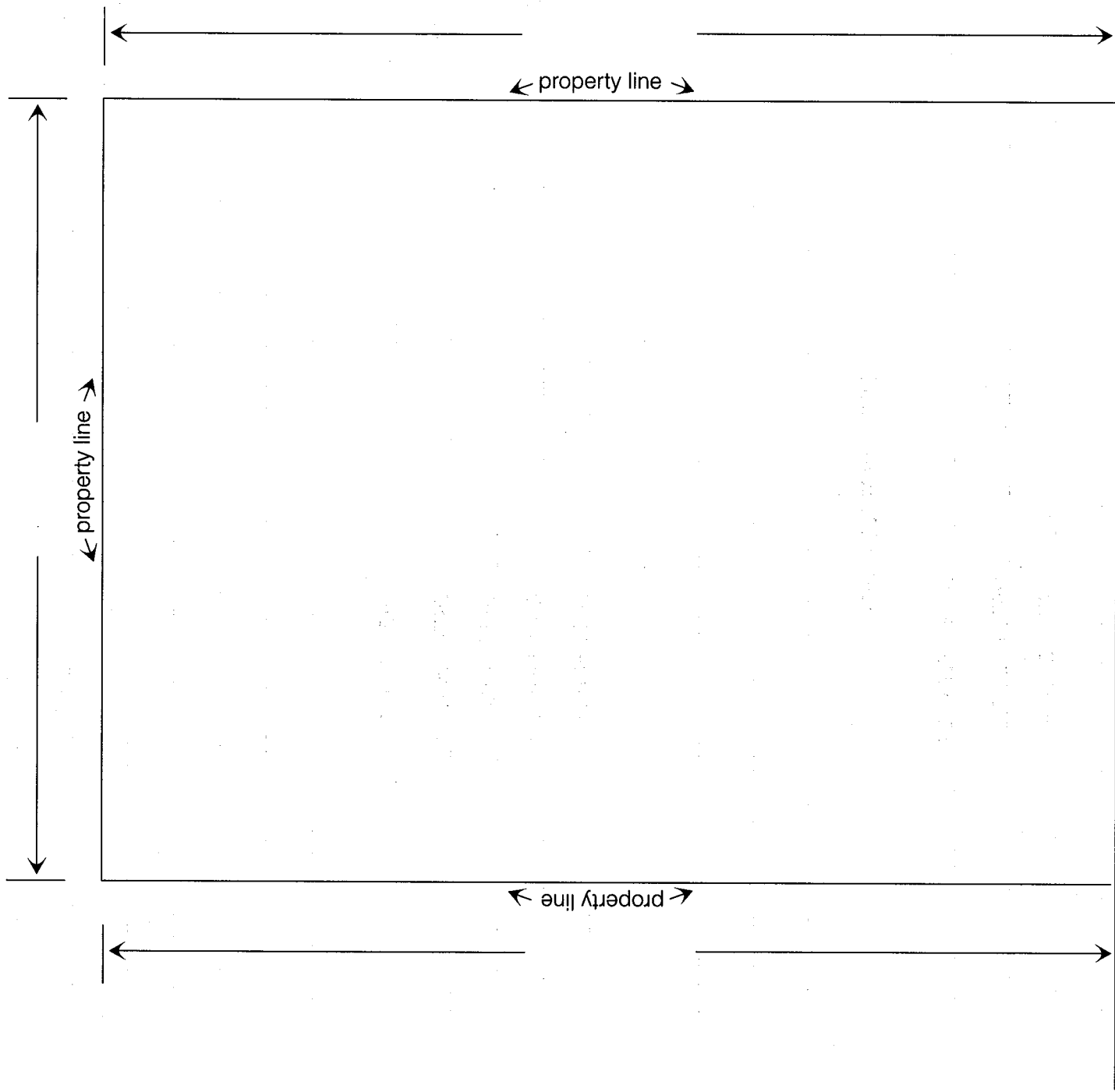
ANNEX "A" MUST BE COMPLETE BEFORE THIS APPLICATION WILL BE CONSIDERED.  
PLEASE READ CAREFULLY THE IMPORTANT NOTES ON THE REVERSE SIDE OF THIS SHEET.

**ANNEX "A"**

OWNER \_\_\_\_\_ BUILDING PERMIT NO. \_\_\_\_\_

IS THIS A CORNER LOT?     YES     NO    DATE \_\_\_\_\_

DRAW PLOT PLAN: A separate application must be made for each proposed structure. Include all existing structures along with proposed structure. If commercial or industrial, designate proposed parking area and loading area.



(Street)

Front of Lot

Approved \_\_\_\_\_ Date \_\_\_\_\_ Owner or Agent \_\_\_\_\_