



St. James Parish
Permitting Department
MOBILE HOME APPLICATION

Mobile Home Requirements:

***All permits are non-refundable. ***

\$150.00

- Inspection Report from CBO (if required, see information below)
- LaDHH Approval (Health Department)
- Letter of No Objection from Levee Board (if required, see information below)
- Elevation Certificate (if required, see information below)
- Proof of Ownership or Notarized Letter from Property Owner
- Proof of Police Escort
- Payment for Utilities
- Site Plan (received from Permitting Office)

Inspection Report Information:

An inspection report from the Certified Building Official (CBO) is required for any mobile home that is more than five (5) years old. Applicants must request this inspection and submit the completed inspection report before a placement permit can be issued. Please note that mobile homes manufactured prior to 1994 are not permitted under any circumstances.

LaDHH (Health Department) Information:

All permits, including plumbing, must obtain approval from the Louisiana Department of Health.
225-265-4002 | 29170 Health Unit Street, Vacherie, La 70090

Levee Board Information:

All excavations within 1,500 feet of the crown of the Mississippi River levee must obtain a letter of no objection from the Pontchartrain Levee District (East Bank) at 225-869-9721 or Lafourche Basin Levee District (West Bank) at 225-265-7545.

Elevation Information:

Applicants must submit an "Initial" Elevation Certificate by a registered professional engineer, architect or land surveyor indicating the proposed floor elevation of the home, commercial building, and servicing equipment is one foot above the base flood elevation but not less than +6.0' MSL. **ALL** residential structures shall have the lowest floor (including basement) and servicing equipment elevated to one foot above the base flood elevation but not less than +6.0' MSL. Upon completion of construction, applicants must submit a "Finished Construction" elevation certificate confirming the floor elevation and servicing equipment one foot above the base flood elevation but not less than +6.0' MSL before utilities can be released.

***There is a \$500.00 After the Fact Fine for mobile homes placed without a permit.**



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Permit #: _____

PROJECT/SERVICE ADDRESS: _____

LAND USE DESIGNATION: _____

PROPERTY OWNER'S INFORMATION

NAME: _____

MAILING ADDRESS: _____

PHONE: _____ **EMAIL:** _____

APPLICANT'S INFORMATION

NAME: _____

MAILING ADDRESS: _____

PHONE: _____ **EMAIL:** _____

MOVER'S INFORMATION

NAME: _____

MAILING ADDRESS: _____

PHONE: _____ **EMAIL:** _____

LICENSE #: _____ **INSURANCE INFORMATION:** _____ **MOVE DATE:** _____

SELLERS' INFORMATION

NAME: _____

MAILING ADDRESS: _____

PHONE: _____ **EMAIL:** _____

MOBILE HOME INFORMATION:

Exterior: Wood/Vinyl/Metal (circle one) Placed On: Slab/Piers (circle one) Color: _____

Size: _____(W) X _____(L) Year & Model: _____ Elevation: _____

Number of Bedrooms: _____ Number of Bathrooms: _____

PROPERTY LINE SETBACKS:

Front: _____ Rear: _____ Right: _____ Left: _____

*Parish setback requirements from property line: 20' Front, 15' Rear, 10' One side, 5' Other Side

*Must only be placed according to Site Plan received by Permitting Office

VALUE:

WATER SERVICE:

St. James Parish Utilities
Individual Well
N/A

GAS SERVICE:

St. James Parish Utilities
Atmos
Propane
N/A

SEWER SERVICE:

Individual Treatment Plant
Community
N/A

ELECTRICAL SERVICE:

Entergy Account #

CERTIFICATION

I certify that the above information is correct and agree to place structure in accordance with the site plan, building plan, and specifications submitted herewith, and in strict compliance with all the provisions of the Building Code, Electrical Code, Plumbing and Health Regulations in St. James Parish.

Applicant (Print Name):

Date:

Applicant's Signature: