

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. If you do not have an address you may obtain one from 911's Business Office at (337) 898-4350. On the 3rd floor of the courthouse building.

*****Plat of property** (where Mobile home is being moved to) **(A copy of restrictions and setbacks required if in a designated subdivision before permit will be issued.)**

-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.

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. **A plumbing inspection is required** (in accordance with the most current IBC/IRC Wind & Flood Building Codes). In addition, an electrical inspection is to be performed by a 3rd Party Provider at a fee of \$180.00 for both inspections. **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.

Your next step is to bring the Certificate of Occupancy to the Vermilion Parish Health Unit for full electrical power. Office hours for the Vermilion Parish Health Unit are Monday – Friday 8:00am – 9:30am and 3:00pm – 4:30pm. They can be contacted by calling (337) 893-1438.

Note: VPPJ only accepts Checks, Cashier's Checks of Money Orders (No Cash, Credit Cards or Debit Cards).

Office hours for the VPPJ Permit Office
Monday - Thursday: 7:00 AM - 4:00 PM.
Friday 8:00AM-4:00PM

Please call if you have any questions.
Vermilion Parish Permitting Dept. (337) 898-4300