

## **VERMILION PARISH POLICE JURY PERMIT REQUIREMENTS FOR MOVING AN EXISTING HOME**

**RELOCATED HOMES w/o alterations or interior modifications:** If home is moved from a 100 mph wind zone or less, a stamped foundation plan and structure plan must be submitted for structural retrofitting to comply with 110/120/130 mph guidelines.

**RELOCATED HOMES w/ alterations or interior modifications:** Untouched existing components do not have to meet code but new work must meet most current IRC codes. Building plans need to be submitted for interior modifications such as moving walls and any other major structural changes.

**SOIL COMPACTION TEST IS REQUIRED IF** using fill with clean sand or gravel and over 24” or fill with dirt/earth and over 8”.

\*\*\* **Address** of your residence & **Plat** of property (**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 Vermilion Parish Clerk of Court’s Office (1<sup>st</sup> floor of Vermilion Parish Court House, telephone number is 898-1992)

\*\*\* **Foundation & Site Plan** – Approved by a Third Party Provider or Stamped & Sealed by a Louisiana Licensed Architect/Engineer. (**If VE Flood Zone, foundation plan must be stamped by Licensed Architect or Licensed Engineer**)

When using stamped plans an original letter from the Louisiana Licensed Architect or Engineer is required at the completion of elevation stating that he/she has verified the structure has been elevated according to the plans. If using pilings, an approval from a “Structural Engineer” is required.

\*\*\* **Elevation Certificate** from a Professional Land Surveyor

A final elevation certificate will be required after home is elevated and a final letter of completion (if using stamped plans) from the Architect or Engineer will be required for Certificate of Occupancy and to close the permit.

\*\*\* **Cost of Permit** is determined by the cost paid for the home (**BILL OF SALE**) (only applies to new purchase), plus an **additional \$10.00** moving fee.

\*\*\***Name – Phone number and Cost** of Company moving the home (A copy of the company’s Contractors’ License & Insurance **MUST** be on file with the VPPJ Permit Office)

If inspections are required for one of the above, **the Homeowner is responsible for calling and getting inspections.**

Once all required inspections (foundation, electrical & plumbing) and the final elevation certificate (if in a flood zone) are submitted and approved by the Vermilion Parish Permit Department, a Certificate of Occupancy will be issued and brought to the Vermilion Parish Health Unit for full electrical power. The Vermilion Parish Health Unit office hours are 8:00am – 9:30am and 3:00pm – 4:30pm and the phone number is (337) 893-1438.

**Note: VPPJ only accepts Checks, Cashier's Checks or 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

**SET BACK REQUIREMENTS THAT NEED TO BE FOLLOWED.**

**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.