

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

\*\*\* **Address** of your residence & **Plat** of property -  
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 Plan Review** – Approved by a Third Party Provider or Stamped & Sealed by  
a Louisiana Licensed Architect/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.

\*\*\***Name – Phone number and Written Cost Estimate** of Company elevating home (A copy of  
the House Lifter's Contractors' License & Insurance **MUST** be on file with the VPPJ Permit  
Office), copy of contractor's cost estimate.

Once all required inspections and the final elevation certificate 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 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