

VERMILION PARISH POLICE JURY PERMIT REQUIREMENTS FOR CAMPS

Camps are exempt from following the 2006 IBC/IRC Building Codes, if homeowner chooses not to follow the 2006 IBC/IRC Building Codes an affidavit of exemption to ACT 12 Requirements need to be signed and notarized and the original brought back to the Permit Department.

WHEN APPLYING FOR A PERMIT PLEASE BRING:

- **AFFIDAVIT OF EXEMPTION** Bring back the signed notarized and **original** copy.
- **ADDRESS** of camp/construction. If you don't have one, it can be obtained by contacting the 911's Business Office @ (337) 898-4350.
- **PLAT OF PROPERTY** If you don't have one, it can be obtained at Clerk of Court's Office, 1st floor of Court House, (337) 898-1992.
- **BUILDING NEW CAMP** Copy of floor plans
- **NEW MOBILE HOME** Copy of **data sheet** (from manufacturer mobile home was purchased) and copy of **floor plans**
- **USED MOBILE HOME** Title or **Registration** or **Bill of Sale** of mobile home
- **ELEVATION CERTIFICATE** of property (required if in a designated flood zone) one can be obtained from a Professional Land Surveyor.
(A final elevation certificate will be required for a Certificate of Occupancy)
- **COST OF PERMIT** is determined by the cost of construction or cost of Mobile Home, the VPPJ only accepts check or money orders.

Once you receive your permit, the Yellow hard card **need** to be posted on the temporary electrical pole and a copy of the permit is to be taken to the Vermilion Parish Health Unit for temporary electrical service and sewage permit.

Once the **final elevation certificate** (if in a designated flood zone) is submitted and **approved** by the Vermilion Parish Permit Department, a Certificate of Occupancy will be issued.

You're next step is to bring the Certificate of Occupancy to the Vermilion Parish Health Unit for full electrical power. The Vermilion Parish Health Unit office hours are 8:00-9:30 a.m. and 3:00-4:30 p.m. and the phone No. is (337) 893-1438.

Please call if you have any questions.

Stella LeJeune
Vermilion Parish Permitting Department
(337) 898-4300
Permit Hours – 8:00 – 4:00