

VERMILION PARISH POLICE JURY PERMIT REQUIREMENTS FOR CAMPS

Camps are exempt from following the most current IBC/IRC Building Codes, if homeowner chooses not to follow the most current 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 or sign the affidavit at the permit office.
- **ADDRESS** of camp/construction. If you don't have one, it can be obtained by contacting the 911 Business Office at (337) 898-4350, 3rd Floor of the Court House.
- **PLAT OF PROPERTY** If you don't have one, it can be obtained at the Vermilion Parish Clerk of Court's Office, 1st Floor of the Courthouse, (337) 898-1992.
- **BUILDING NEW CAMP** copy of floor plans, foundation plan, and site plan. **(If in a VE Zone, foundation plan must be engineered designed)**
- **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 flood zone) One can be obtained from a professional land surveyor.
- **COST OF PERMIT** Cost is determined by the written cost of construction for labor & materials or cost of mobile home, the VPPJ only accepts checks or money orders.

Once you receive your permit, the yellow hard card **needs** 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.

Your 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 8:00am – 9:30am & 3:00pm – 4:30pm 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