

Vermilion Parish Police Jury Building Permit Requirements for

NEW & 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., and a copy of the **Floor Plans** from the manufacturer or mobile home dealer.

USED MOBILE HOME- you must bring a copy of the **Title** of the mobile home, the **registration** or the **bill of sale**. You must also provide the name and phone number of the mobile home movers.

When applying for a permit please bring:

*****Address** of construction (new building or addition); if you do not have an address you may obtain one from 911's Business Office at (337) 898-4350.

*****Plat of property** (where home was damaged by the hurricane)

-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.

*****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 includes the cost of a plumbing 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 2006 IBC/IRC Wind & Flood Building Codes) to be completed by a 3rd Party Provider at a fee of \$95.00. **Once the plumbing is installed, it is the responsibility of the homeowner to call the inspector for the plumbing inspection** and once the inspection passes, a copy of the PASSED Plumbing Inspection is brought to the Permit Department as well as the Final Elevation Certificate (if in a flood zone). Only then will the Certificate of

Occupancy be issued and brought to the Health Unit for permanent power/electrical.

Office hours for the Vermilion Parish Health Unit are Monday – Friday 8:00 – 9:30 and 3:00 – 4:30. They can be contacted by calling (337) 893-1438.

Please call if you have any questions.

Gladys Mouton
Vermilion Parish Permitting Department
Gladys.Mouton.VPPJ@hotmail.com
(337) 898-4300
Permit Hours – 8:00 o 4:00