



Permit Department  
304 State Street  
Jennings, La. 70546  
Phone: 337-824-6290  
Fax: 337-824-8908

## HOUSE TO BE MOVED

## FEEES ARE BASED ON SQ FOOTAGE

**HOW TO OBTAIN A PERMIT FOR MOVING A HOUSE - If you are in the city limits of Elton, Lake Arthur or Welsh..... a letter from the town clerk is required**

**PLEASE NOTE THAT A PERMIT MUST BE OBTAINED PRIOR TO MOVING A HOUSE**

### **1. OBTAIN 911 ADDRESS (Unless you have Existing Address)**

Your 911 address may be obtained from the 911 Office located across from Sheriff's Dept. on Hwy 90, Jennings, La. Or you may call (337) 821-2115. Please note that the health unit will require a valid 911 address before processing your application.

### **2. OBTAIN SEWER TREATMENT PERMIT (SANITATION)**

The Health Unit will provide a sanitation letter/form to us at Permit Office. They may perform percolation tests and determine the **type, location** and **size** of septic system appropriate for your property. If you are using an existing septic system, they will require an inspection.

Their office is located at 403 Baker St. Jennings, La. You can contact Brock Smith at (337) 824-2193, **ext 206** or his assistant, Phillip at **ext 204**. They are available Monday through Thursday from 8:30am till 9:30am and 3:30pm till 4:30pm. **They are not available at any other times.** You may leave a message.

### **3. FILE PERMIT APPLICATION AT THE JDPPJ PERMIT DEPARTMENT**

You will need the following to complete the permit process: **(SEE PG. 2)**

If you have any questions, please call Darla Beardmore at (337) 824-6290 for questions regarding permits. If you have any questions regarding inspections, please call Building Code Inspections Services at (337) 886-6069.



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- Drawing of House w/dimensions, location of doors & additions
- Proposed Sales Agreement or Copy of Bill of Sale
- Site plan – showing where the house will be placed on your property
- Proof of ownership of the property (Legal Description or Deed)
- Elevation Certificate – **If property is in a Flood Zone**
- Your Flood Zone will be checked by the Permit Clerk using description of property. If your property is in a Flood Zone, you will need to provide 1<sup>st</sup> shot elevation certificate and final shot..... No Utility Connection will be made until surveyor completes final shot  
**(You can obtain an Elevation Certificate from a licensed Surveyor)**
- Check or money order to pay for permit and inspection fees

## INSPECTIONS REQUIRED

**Building Code Inspection Services provides all Inspections for JDPPJ**

**Inspections Needed: (Any questions you may have, please call 337-886-6069)**

### **a. Electrical Utility Connections**

Electrical service connections, service entrance conductors, burial depth, means of grounding (one to a grounding rod and one by way of a green sheathed equipment ground ran with the feeders see NEC article 550) among other things. Please obtain from the utility company the correct specifications for approved power poles and pedestals.

### **b. Plumbing connections**

Sewer and water connections made properly and buried 12 inches.

### **c. Health Unit**

Final approval is required. Please consult the Health Unit (Sanitation Dept.) for your final inspection.

**NO UTILITY CONNECTION WILL BE MADE UNTIL ALL ABOVE  
REQUIREMENTS ARE MET**