



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

MOBILE HOME PERMIT

MOBILE HOME PERMIT FEE **\$200.00**

HOW TO OBTAIN A PERMIT FOR A MANUFACTURED HOME

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 MANUFACTURED HOME

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. **YOU WILL NEED TO PROVIDE AN ACT OF CONVEYANCE ALONG WITH ANY SURVEY. THIS CAN BE OBTAINED AT CLERK OF COURT.**

3. FILE PERMIT APPLICATION AT THE JDPPJ PERMIT DEPARTMENT

You will need the following to complete the building 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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- Data Plate Information Sheet

YOU MUST HAVE DATA PLATE INFORMATION SHEET WITH

(Wind Zone 2 or 3) and HUD TAG # and Serial#

This information sheet is usually found stuck on door of cabinet under kitchen sink or in a bedroom/coat closet. If Mobile Home is new, the place where you purchased can provide this Data Information Sheet. **(Attached is a copy for example)**

- Proposed Sales Agreement or Copy of Bill of Sale
- Site plan – showing where your home 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 1st 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

Checklist:

- 1) Sanitation Permit/Sewer System Approval
- 2) Data Information Sheet
- 3) Sales Agreement
- 4) Property Description or Deed
- 5) Elevation Certificate from Surveyor
(If property is in Flood Area)
- 6) Check or Money Order for \$200.00



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INSTALLATION REQUIREMENTS AND STANDARDS

CERTIFIED INSTALLER

Mobile homes shall be installed by installer certified by Louisiana State Manufactured Housing Commission. For a list of certified installers, please contact Louisiana State Manufactured Housing Commission on 225-362-5500. The LMHC permit placard must be placed on the outside of the home.

WIND RATING

All mobile homes installed in Jeff Davis Parish are required by federal regulations to be rated Wind Zone 2. The data plate on the mobile home should indicate the wind zone. Please contact Louisiana State Manufactured Housing Commission for more information.

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.

(Attached is a copy for example)

b. Plumbing connections

Sewer and water connections made properly and buried 12 inches.

c. Post 911 Address

Post 911 Address so that it is visible from the road.

d. 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**