



**Permit Department
304 State Street or PO Box 1409
Jennings, La. 70546
Phone: 337-824-6290**

HOUSE TO BE MOVED

PLAN REVIEW FEE \$100.00

PERMIT FEE \$250.00

INSPECTION FEES MAY BE ADDED

If you are in the city limits of Elton or Lake Arthur a letter from the town clerk is required stating property is zoned correctly, flood zone information and they will provide sewer and water to your property

If you do not have an existing Driveway please inquire at the Police Jury Office to obtain a Driveway/Culvert Permit

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

1. OBTAIN 911 ADDRESS

Your 911 address may be obtained from the 911 Office located across from Sheriff's Dept. at 1602 Shankland Avenue, 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 Sanitation Inspector at Jeff Davis Parish Health Unit will provide sanitation approval to the 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, that system needs to be inspected by a licensed plumber or installer. They will give you a report to bring to the sanitation office. Their office is located at 403 Baker St. Jennings, La. State Inspectors are Brock Smith and Phillip Vidrine. They are available Monday through Thursday from 8:30am till 9:30am and 3:30pm till 4:30pm. (337) 824-2193 Option 4 **YOU WILL NEED TO PROVIDE AN ACT OF CONVEYANCE ALONG OR PROPERTY DEED**

3. FILE PERMIT APPLICATION AT THE JDPPJ PERMIT DEPARTMENT

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



**Permit Department
304 State Street or PO Box 1409
Jennings, La. 70546
Phone: 337-824-6290**

- Picture of House w/dimensions & additions if any
- Proposed Sales Agreement or Copy of Bill of Sale
- Site plan – showing where the house will be placed on your property
- Legal Description or Deed of property
- Elevation Certificate – **If property is in a Flood Zone**
- Your Flood Zone will be checked by our Flood Plain Manager. If your property is in a Flood Zone, you will need to provide an elevation certificate

(You can obtain an Elevation Certificate from a licensed Surveyor)

INSPECTIONS REQUIRED

Building Code Inspection Services provides all Inspections for JDPPJ

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**

We accept checks, money order, or pay pal payment w/4% processing fee