



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

MOBILE HOME PERMIT

A PERMIT MUST BE OBTAINED PRIOR TO MOVING A MANUFACTURED HOME

FEE \$300.00

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

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 OFFICE

You will need the following to complete the building permit process:

- Data Plate Information Sheet – If Mobile Home is used
This information sheet is usually found stuck on door of cabinet under kitchen sink or in a bedroom, laundry or coat closet.
If your Mobile Home is brand new get with your Salesman to receive it.
- Proposed Sales Agreement/Bill of Sale
- Proof of ownership of the property (Property Deed)
- Elevation Certificate – **If property is in a Flood Zone**



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

If property is in a Flood Zone **(You can obtain an Elevation Certificate from a licensed Surveyor)** The State of Louisiana has adopted a 1 ft freeboard requirement for all new construction in accordance to Chapter 5 of the ASCE 7 and ASCE24. All New Construction or moved building/mobile home within a special flood hazard area will be required to have the lowest floor elevated to 1 ft. above the Base Flood Elevation.

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: Electrical, Plumbing, Sewer System, Set Up

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

Questions: Call Permit Office (337) 824-6290 or email darla@jdppj.net