

Vermilion Parish Police Jury Building Permit

Requirements for

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

USED MOBILE HOME - You will need to bring a copy of the **Bill of Sale** and the **Title or Registration** of the mobile home. **Also**, you **MUST** provide the **Data Sheet** with HUD Number. The data sheet can be found near the hot water tank, in a kitchen cabinet, or at the electrical panel.

You must also provide the name and phone number of the mobile home movers.

When applying for a permit please submit the following:

*****Address** of where the mobile home will be moved to. Physical Address Verification must be obtained from 911's Business Office at (337) 898-4350. On the 3rd floor of the courthouse building.

*****Recorded Cash Deed / Bill of Sale / Act of Donation**

-If you need the cash deed of the property it can be obtained at the Clerk of Court's Office, 1st floor of Court House, (337) 898-1992.

*****Site Plan** (dimensions, property lines, setbacks from all property lines)

*******R106.2.1 Setbacks.** Structures (including porches, steps, etc.) shall not be less than 25 feet from the street right-of-way line (includes both streets on corner lots), not less than 5 feet from adjoining property lines, and not less than 15 feet from the back property line.

*****Elevation Certificate** of property is required if it is in a designated flood zone with a required base flood elevation. **No permits will be issued to properties in a**

flood zone without a Preliminary Elevation Certificate. Elevation Certificates are provided by land surveyors. **The Final Elevation Certificate** (if in a flood zone with a required base flood elevation) must be brought to the V.P.P.J. Permit Department or emailed for the Certificate of Occupancy to be issued and power to be released.

*****Cost of permit** is determined by the purchase price of the new or used mobile home plus the plumbing and electrical inspection.

*****AFTER YOU RECEIVE YOUR PERMIT**

You must then take the permit, recorded cash deed of the property and the site plan to Sanitation. They are located at 2501 Charity Street, Abbeville, LA 70510, with office hours from 8am to 9:30am and 3pm to 4pm. For any questions regarding septic, you can contact them at 337-893-8397.

*****ONCE PLUMBING AND ELECTRICAL SERVICES ARE COMPLETE**

The homeowner or contractor are responsible for contacting Primeaux, Touchet & Associates at 337-893-8397 to schedule inspections.

Note: VPPJ only accepts Checks, Cashier's Checks or Money Orders (No Cash, Credit Cards or Debit Cards).

Please call or email if you have any questions.

Vermilion Parish Permitting Department

Melissa M White, CFM
permits@vppj.org
(337) 898-4300

Permit Processing Hours
Monday – Friday
7:00 a.m. to 4:00 p.m.