

# VERMILION PARISH POLICE JURY

## PERMIT REQUIREMENTS FOR CAMPS

Camps can be exempt from following the 2021 IBC/IRC Building Codes only if the affidavit of exemption to ACT 12 Requirements is signed, notarized signed and the original submitted with all required documents. A camp is not resided in year round.

### **WHEN APPLYING FOR A PERMIT PLEASE BRING:**

- **AFFIDAVIT OF EXEMPTION**  
Two (2) affidavits (camp and non-conversion) are required to be signed, notarized and originals returned; affidavits can be obtained in the permit office or on the vppj.org website
- **ADDRESS** of camp / construction; Physical Address Verification must be obtained by contacting the 911 Business Office at (337) 898-4350 located on the 3<sup>rd</sup> Floor of the Court House.
- **RECORDED CASH DEED OF PROPERTY** If you do not have one, it can be obtained in Clerk of Court's Office, 1<sup>st</sup> Floor of the Court House, (337) 898-1992.
- **BUILDING NEW CAMP** - copy of floor plans, foundation plan, and site plan.
- **NEW MOBILE HOME** - copy of **data sheet**, copy of **floor plans and bill of sale**.
- **USED MOBILE HOME** – copy of **title** or **registration** or **bill of sale** of mobile home
- **ELEVATION CERTIFICATE** - If property is in a flood zone with a required base flood elevation, a preliminary elevation is required. Once the project is finished, you must submit a final elevation certificate and either email or drop off to the permit department before power can be released.
- **COST OF PERMIT** Cost is determined by the cost of construction or cost of mobile home, the VPPJ only accepts checks or money orders.
- If the camp is in a VE flood zone, a foundation plan must be stamped by an architect or engineer and submitted with all other required documents.

Once you receive your permit, you must then take the permit, recorded cash deed of the property and the site plan to Sanitation to obtain a sewer permit. 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 call their office at 337-893-1438.

Please call or email if you have any questions.

Melissa M White, CFM  
Vermilion Parish Permitting Department  
permits@vppj.org  
(337) 898-4300  
Permit Processing Hours  
Monday - Friday  
7:00am – 4:00pm  
Revised 2/01/2023