

**VERMILION PARISH POLICE JURY PERMIT REQUIREMENTS FOR
ELEVATING AN EXISTING HOME**

*** **Address** of your residence & **Plat** of property -
If you need a plat of property it can be obtained at Vermilion Parish Clerk of Court's Office
(1st floor of Vermilion Parish Court House, telephone number is 898-1992)

*** **Foundation Plan** – Stamped & Sealed by a Licensed Architect/Engineer

*** **Elevation Certificate** from a Professional Land Surveyor

A final elevation certificate will be required after home is elevated Certificate of Occupancy and to close the permit.

*****Name – Phone number and Written Cost Estimate** of Company elevating home (A copy of the House Lifter's Contractors' License & Insurance **MUST** be on file with the VPPJ Permit Office), copy of contractor's cost estimate.

Once all required inspections and the final elevation certificate are submitted and approved by the Vermilion Parish Permit Department, a Certificate of Occupancy will be issued and brought to the Vermilion Parish Health Unit for full electrical power. The Vermilion Parish Health Unit office hours are 8:00am – 9:30am and 3:00pm – 4:30pm and the phone number is (337) 893-1438.

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

**Office hours for the VPPJ Permit Office
Monday - Friday: 7:00 AM - 4:00 PM.**

Please call or email if you have any questions.

Melissa White, CFM
Vermilion Parish Permit Department
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