

MOBILE HOME PERMIT APPLICATION REQUIREMENTS



Applicant's Name: The applicant is the authorized individual who applies for the permit. The applicant should be able to answer basic questions about the proposed project.

Owner's Name: The owner is the individual(s) listed on file with the Tax Assessor's Office as being the legal owner of the site address in which the applicant is applying for a permit. The applicant must provide contact information for the owner.

Contractor's Name: The contractor is the individual or company who intends to install the mobile home.

1. **Site Address:** A site address is the legal property address assigned by the Terrebonne Parish Communications District (911). For more information or to get an address assigned to your property, contact their office at 985-580-0911 or by visiting them at 110 Capital Blvd. in Houma.
2. **Proof of Ownership or Permission from the Owner:** Please provide a copy of the lease or proof of ownership. If you are not the owner, please provide evidence of the owner's permission.
3. **Coastal Use Permit:** Since 2012, all of Terrebonne Parish is now included in the Louisiana Coastal Zone by act of the Louisiana Legislature. As such, many activities are subject to permitting requirements from the Louisiana Department of Natural Resources Coastal Management Division and/or Federal Corps of Engineers.
 - Activities requiring a Coastal Use Permit include (but are not limited to) site clearance, bulkheads and backfilling, placement of fill material on property that is below five (5) feet in elevation or considered wetlands or other habitat, borrow pits for the sale of dirt, riprap/erosion control, wharves/piers/boat houses/boat slips, and other activities that may destroy wetlands and/or habitat. Actual home sites (single family dwellings) are exempt, but associated work such as driveways may be regulated in certain areas of the parish.
 - You may obtain a Coastal Use Permit application from the TPCG Office of Coastal Restoration and Preservation located on the 7th floor of Government Tower (985-873-6889).
 - For more information, visit tpcg.org/coastalrestoration.
4. **Elevation Certificate:** If the site address is located within the floodplain, an elevation certificate is required at the time of application for a permit to determine the "lowest adjacent grade." A second elevation certificate must be turned in upon completion to document the "finished construction" and is required to obtain utilities. Elevation certificates can be obtained from a registered land surveyor or civil engineer.
 - **Note:** If the site is **not** within the special flood hazard area, all tops of floors on new construction shall be not less than eighteen (18) inches above the highest crown of the street adjacent to that property to ensure the proper functioning of all plumbing fixtures. Plumbers are cautioned to advise their clients of this requirement prior to the permit application being submitted.
5. **Sewer Availability:** The applicant should know whether the site address is located in an area that is serviced by the municipal sewerage system or by a private treatment plant. If the property will be serviced by a private treatment plant, a *Temporary Permit for On-Site Wastewater Treatment System* (pink slip) from the Louisiana Department of Health and Hospitals Office of Public Health will be required.
 - Contact the **TPCG Pollution Control Division** for information regarding the municipal sewerage system at 2000 Saint Louis Canal Road, Houma or 985-873-6727.
 - Contact the **Louisiana Department of Health and Hospitals Office of Public Health** for information regarding private treatment plants at 600 Polk Street, Houma or 985-857-3770. Office hours are 8 a.m. to 9:30 a.m. and 3 p.m. to 4:30 p.m. Monday through Thursday and 8 a.m. to 9:30 a.m. on Friday.
6. **Legal Property Description:** The applicant should know the lot number, block number, and the subdivision name when applying for a permit. This information can be obtained from the plat of your property. To obtain a copy of your plat, visit the Terrebonne Parish Clerk of Court's Office at 7856 Main Street, Suite 100 in Houma.
7. **Site Plan:** A site plan depicting the entire lot with dimensions for boundaries, setbacks, easements, rights-of-way, and servitudes, plus any and all existing and proposed features such as buildings, pools, driveways, and paved areas is required for all permit applications. **The applicant must indicate if there are additional mobile homes or structures on the property and their location on the property.** Placing additional mobile home(s) on a single lot **may** require the subdivision of the property even in areas outside of zoning (see #9 Zoning). The applicant should be able to answer basic questions regarding this site plan.
8. **Type, Size, and Intended Use(s) of the Proposed Structure:** How big is your mobile home? What do you intend to use it for? How much is it worth? What color is it? Is the mobile home a replacement for a home already on site? Will there be a lease or rental fee paid to the landowner? The applicant should be able to answer these questions.
9. **Zoning:** The applicant should be aware of the zoning designation of the site address before applying for a permit. This designation can affect the proposed use and setback requirements for your proposed project. Visit tpcg.org/zoning for more information.



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10. **Houma-Terrebonne Regional Planning Commission:** Redivision/subdivision approval, and/or mobile home park approval (more than 1 mobile home per parcel of land) must be granted through the Houma-Terrebonne Regional Planning Commission, if required. Replacement of an existing second mobile home does not require planning commission approval but proof that a mobile home has indeed been on a parcel of land within the last 6 months is required. Visit tpcg.org/planningcommission for more information.

Acceptable methods of plan submission:

- ✓ PDF via email (ask Permit Clerk for details)
 - ✓ PDF via CD-ROM
 - ✓ PDF via portable USB drive

Track the status of your application and schedule inspections online at mgoconnect.org.

All payments are due in full at the time of application. Permit applications are generally approved within 5-7 business days from the date of application. Only completed applications containing all required information will be accepted.



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Basic Site Information/Example

There must be a safe set of steps.

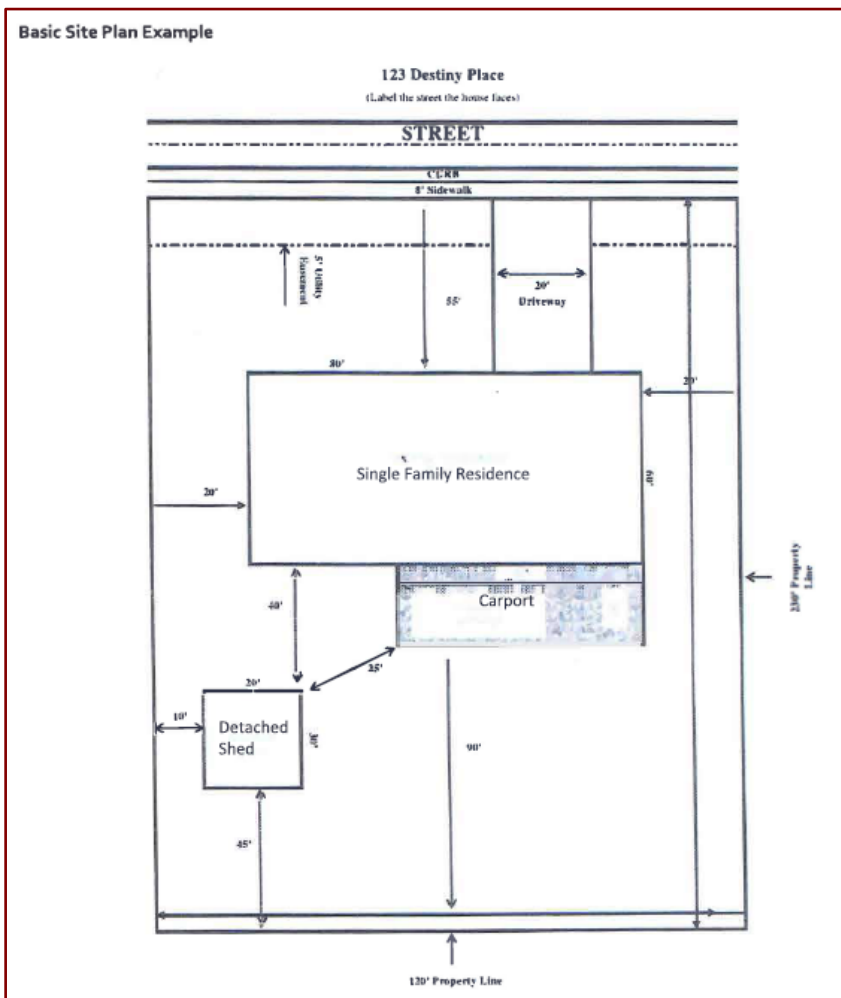
More than four (4) steps will need handrails installed.

Mobile homes installed in the floodplain require the bottom of the chassis to be at or above the base flood elevation; otherwise, the bottom of the chassis on the mobile home shall not be less than eighteen (18) inches above the highest crown of the street adjacent to that property in order to ensure the proper functioning of all plumbing fixtures.

Louisiana Manufactured Housing Association:
1-800-324-7883 or 1-225-362-5500

The site plan must show:

- The 911 address of the property and labeled intersections, if any.
- A depiction of the entire lot with dimensions for boundaries, setbacks, easements, rights-of-way, and servitudes.
- All existing and proposed features such as buildings, pools, driveways, paved areas, and other residences on the lot, including additional mobile homes or other structures on the lot.



Before calling to schedule an inspection, have the following information available:

1. Do you have a permit? What is the permit number?
2. What is the correct address where the mobile home is located?
3. Is the mobile home in place?
4. Is the plumbing complete?
5. Is the electrical complete?
6. Is the mobile home tied down?
7. Is a landing (at least 3' X 3') on the mobile home?
8. If a landing has four (4) or more steps, are handrails installed?
9. Is the installation sticker on the mobile home?
10. Will someone be there to let the inspector in?

Contact the Regulatory Division at 985-873-6567 to schedule an inspection.