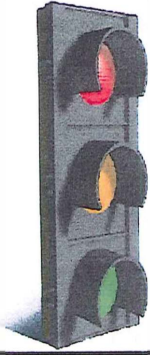




MOBILE HOME PERMIT APPLICATION REQUIREMENTS



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 on 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. 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 the Federal Corps of Engineers.
 - Activities requiring a Coastal Use Permit include, but are not limited to site clearance, bulkheads and backfilling, placing fill material on property below 5 feet in elevation or considered wetlands or other habitat, borrow pits for 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. For more information, visit www.tpcg.org/coastalrestoration. You may obtain a Coastal Use Permit application from the TPCG Office of Coastal Restoration and Preservation which is located on the 7th Floor of Government Tower [Tel: (985) 873-6889].
- 3. 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 installation and elevation of your mobile home 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, the bottom of the chassis on the mobile home shall be not 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. Mobile home installers are cautioned to advise their clients of this requirement prior to the permit application being submitted.
- 4. Sewer Availability:** The applicant should know whether or not 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.

TPCG Pollution Control Division: 2000 Saint Louis Canal Rd. in Houma, 985.873.6727 for information regarding the municipal sewerage system.

Louisiana Department of Health and Hospitals Office of Public Health: 600 Polk St. in Houma, 985.857.3770 for information regarding private treatment plants.
- 5. 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 St., Suite 100 in Houma.
- 6. Site Plan:** A site plan depicting the entire lot with dimensions for boundaries, setbacks, easements, rights-of-way, servitudes, plus any and all existing and proposed features such as buildings, pools, driveways, and paved areas is required for with 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 an additional mobile home(s) on a single lot *may* require the subdivision of the property even in areas outside of zoning (see #9 Houma-Terrebonne Regional Planning Commission). The applicant should be able to answer basic questions regarding this site plan.



MOBILE HOME PERMIT APPLICATION REQUIREMENTS

7. **Type, Size, and Intended Use(s) of the Proposed Structure:** How big is your mobile home? What do you intend using 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.
8. **Zoning:** The applicant should be aware of the zoning designation of the site address before applying for a permit. This designation can have an effect on the proposed use and setback requirements for your mobile home. Visit www.tpcg.org/zoning for more information.
9. **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 www.tpcg.org/planningcommission for more information.

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 complete applications containing all required information will be accepted.



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, and paved areas and other residences on the lot, including additional mobile homes or other structures on the lot.

Terrebonne Parish offers an Online Permit Portal that allows citizens and contractors to apply for specific permits online. For information on how to apply online, visit tpcg.org/permitsapplyonline.

To schedule an inspection, you must contact Terrebonne Parish Planning, Regulatory Division.

985-873-6568

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

Before calling to schedule an inspection:

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. A landing, (at least has to be 3' x 3') on the mobile home?
8. If landing is 4 or more steps, handrails must be installed.
9. Is the installation sticker on the mobile home?
10. Will someone be there to let the inspector in?



MOBILE HOME PERMIT APPLICATION REQUIREMENTS

- **There must be a safe set of steps****
- **More than 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 be not 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

