



P.O. Box 425 • 4876 Highway 1 • Mathews, LA 70375
Telephone 985.537.7603 • <http://www.lafourchegov.org>
Revised 4/24/14
Open Monday – Thursday: 7:30 A.M. to 4:30 P.M.

Building Permit Office

ZONE 3 TRAILER (MH) MOVED FOR RESIDENTIAL USE ONLY

FEE \$150.00

Permit is required before TRAILER (MH) is moved on lot.

Permit Application Checklist:

- Verify address with Kyra Hendrix at (985) 537-7603

Note: Flood Zone Determination—*If Flood Zone is unknown, contact Darla Duet at (985) 537-7603.*

- 1ST Elevation – Site Ground (You will need this is when the permit is applied for.)

- 2nd & Final Elevation – Finished Elevation Required before electric is released (all mechanicals in place)
or
- B-Zone/C-Zone Affidavit (*if building outside Special Flood Hazard Area*)
**This affidavit can be found under “Supplemental Forms” on our website.*

Elevation Certificates must be original Stamped Certificates

- Board of Health Approval at (985) 447-0954 or Sewer Information
- Verify availability of Water
- Completed PERMIT APPLICATION (*found on our website*)
- Site Plan (*drawing showing location of building on lot, lot size & dimensions on all sides, distance of building from all property lines, and the outline of the building*)
- Land Verification – Submit ONE of the following:
 - Permission to Use Land (*rent receipt, etc.*)
 - Copy of Act of Cash Sale / Donation / Succession
 - *Parcel Number from Assessor’s Office at (985) 447-7242 (if applicant owns land)*
- Mobile Home Ownership documents
- Mobile Home Placement Affidavit (*found under “Supplemental Forms” on our website*)
- Tie Down Affidavit (*found under “Supplemental Forms” on our website*)

After Permit has been approved & obtained, owner is subject to more requirements:

- **Final Elevation** [*once mobile home is placed on property showing I-Beam at or above required elevation and all equipment (i.e. A/C, sewage treatment motor, or any other mechanical) is in place and meets all required elevation*]
- **Inspections: Plumbing, Electrical & Mechanical*** (*All these inspections can be done at one time for the \$150.00 permit fee. However, if you need a re-inspection because you failed an inspection or was not ready, or if you want your Mechanical done after the power is turned on, you will need to pay the Re-inspection fee of \$75.00 before an inspector returns.*)
- **Backflow Preventers** are required on all **spigots**. **Mover’s sticker** must be on home for inspection.

SIGNATURE _____ DATE _____

NOTES: IF DEVELOPMENT IS ALONG THE BAYOUSIDE FROM ROAD TO WATER’S EDGE, CONTACT THE BAYOU LAFOURCHE FRESH WATER DISTRICT AT (985) 447-7155 FOR THEIR REQUIREMENTS. OTHER INFORMATION MAY BE REQUIRED TO COMPLETE YOUR PERMIT. PAYMENT CAN BE MADE AT THE PERMIT OFFICE BY CHECK OR MONEY ORDER ONLY.