



P.O. Box 425, Mathews, LA 70375 • 4876 Hwy 1, Raceland, LA  
Telephone 985.537.7603 • <http://www.lafourchegov.org>  
Revised 6/13/2024  
Open Monday – Thursday: 7:30 A.M. to 4:30 P.M.

Archie P. Chaisson, Parish President Building Permit Office Date of Packet Pick up \_\_\_\_\_

**ZONE 3 TRAILER (MH) MOVED FOR RESIDENTIAL USE ONLY Technician Int \_\_\_\_\_**

**FEE \$150.00**

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

This checklist must be completely filled out, signed and dated. All other information must be provided.

- ☐ Verify address with Melanie O’Gwynn at (985) 537-7603

**Note: Flood Zone Determination**–If Flood Zone is unknown, contact **Jennifer Smith at (985) 537-7603.**

- ☐ 1<sup>ST</sup> Elevation – Site Ground (You will need this is when the permit is applied for.)  
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☐ 2<sup>nd</sup> & 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.*

- ☐ **ATTENTION: Mover’s Sticker MUST be on mobile home by the Mobile Home Mover within 10 days of move.**

**Name, phone & License # of Mobile Home Installer \_\_\_\_\_**

**Sticker # to be installed on mobile home \_\_\_\_\_**

- ☐ Completed PERMIT APPLICATION (can be found on our website)
- ☐ Verify availability of water
- ☐ Board of Health Approval at (985) 447-0954 or Sewer Information
- ☐ Proof of Zone 3 Mobile Home – Such as Data Sheet, etc.

- ☐ **Site Plan**–Drawing showing all mobile homes including this one and all other structures on lot, include the correct lot size as recorded. Show all structures from property lines & from all other structures.

☐ **Land Verification**

- ☐ Copy of Act of Cash Sale showing the property owner & Parcel Number from Lafourche Tax Assessor.
- ☐ If land will be rented, leased or allowed to use, you will need the above and also need written permission from the Legal Property Owner.

- ☐ 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 motor, or any other mechanical) is in place and meets all required elevation]
- **Inspections: Plumbing, Electrical, Mechanical & Mover’s Sticker\*** (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 or was not ready or if you want your Mechanical done after the power is turned on or your Mover’s Sticker is not placed on trailer 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.