



P.O. Box 425 • 4876 Highway 1 • Mathews, LA 70375  
Telephone 985.537.7603 • <http://www.lafourchegov.org>  
Revised 1/6/2020  
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.**

**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.**

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

- Completed PERMIT APPLICATION (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 others.

**Land Verification**

- Copy of Act of Cash Sale showing the property owner & Parcel Number from Lafourche Tax Assessor Office.
- 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 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.