

**CITY OF ABBEVILLE**  
**REQUIREMENTS FOR MOVING AN EXISTING HOME**

**BEFORE BLDG. PERMIT CAN BE ISSUED:**

**If moved in Smart Zone, Applicant must meet with Mayor for permit approval.**

**If moved in Main Street / Historic District, submit plans to Planning & Zoning Commission for approval.**

**RELOCATED HOMES- (Without alterations or interior modifications)**

If home is moved from a 100 mph wind zone or less, a stamp from an architect or engineer with a state stating structure will meet the proper wind zone or a stamped foundation plan and structure plan must be submitted for structural retrofitting to comply with 110/120/130 mph guidelines.

**RELOCATED HOMES-(with alterations or interior modifications)**

Interior Modifications-**untouched existing** does not have to meet code, but **new work** shall meet 2009 IRC. Building plans need to be submitted for interior modification such as moving walls and any other structural changes.

**FURNISH CITY WITH HE FOLLOWING WHEN APPLYING FOR PERMIT:**

- Foundation Plan – Approved by City’s Contracted 3<sup>rd</sup> party provider (Richard Primeaux at 893-8397)
- Site Plan Property – Approved by City’s 3<sup>rd</sup> party provider (Richard Primeaux 893-8397) **(Must also be approved by Mayor and Engineer) Administrative Fee will be charged to applicant to cover this Plan Review.**
- Drainage plan- **(Must also be approved by Mayor and Engineer.)**
- Plat of Property – If you don’t have one, it can be obtained at Clerk of Court’s Office, 1<sup>st</sup> floor of Court House (898-1992).
- Address – If you don’t have one, it can be obtained by contacting the City Permit Department At (898-4213).**Address must be displayed on home (Sec. 5-11 to 5-17 in permit department.)**
- Elevation Certificate of property (required only if property is located in a designated flood zone) CONTACT LICENSED ENGINEER FOR LETTER OF ELEVATION: LISTED BELOW ARE LOCAL ENGINEERS:
  - **Langlinais, LeBlanc & Associates           893-7643**
  - **Primeaux & Associates                   893-8397**
  - **Sellers & Associates                       893-2808**

**A FINAL ELEVATION CERTIFICATE WILL BE REQUIRED FOR A CERTIFICATE OF OCCUPANCY.**

- Cost of Permit is determined by the cost of construction.
- Culvert Permit is required if covering any ditches. (Culvert Applications available in permit department.

**THE FOLLOWING PERMITS MAY BE REQUIRED IF PROJECT IS LOCATED ON STATE HIGHWAY:**

**-LA DOTD DRIVEWAY PERMIT AND/OR LA DOTD PROJECT PERMIT**  
(CONTACT LOCAL LA DOTD OFFICE AT 893-5523)

**BLDG PERMIT CAN BE ISSUED ONCE ABOVE IS TAKEN CARE OF.**

**NOTES:** (See Boundary Line requirements in Sec. 5-8 & 5-9 & Building Permit requirements in Sec. 5-4 attached)

**PERMITS REQUIRED:** MOVING PERMIT to be purchase by mobile home mover at cost of \$35.00. Additional \$200.00 is required if electrical crew assistance is needed. Home mover must have a copy of liability insurance on file in this office before permit can be issued.

PLAN REVIEW FEES OF \$75.00 must be paid at time building permit is issued.

BUILDING PERMIT must be purchased based on cost to move home.

ELECTRICAL PERMIT must be purchased by licensed electrician for New service or upgrade. Electrician must also fill our electrical inspection form once work is complete.

**Contact city to inspect before electricity can be connected.**

- **SEE DIAGRAM FOR PROPER POLE INSTALLATION \***
- Water & Sewerage Permits to be purchased by State Licensed Plumber for each new service or tie in.

**\*CALL PERMIT DEPT FOR ELEC., WATER & SEWER INSPECTIONS BEFORE COVERING WORK\* AT 898-4212 OR 898-4213.**

CONSTRUCTION ELECTRICITY CAN BE GIVEN AFTER ELECTRICAL PERMIT IS ISSUED.

**INSPECTIONS REQUIRED ONCE CONSTRUCTION BEGINS:**

- Foundation Inspection
- Electrical Inspection
- Plumbing Inspection
- Mechanical inspection

**( These inspections are to be done by Certified Inspector and returned to the Permit Department when they are completed) Inspection Fees are paid directly to 3<sup>rd</sup> Party Provider.**

**\*\*\*NOTE: RESPONSIBILITY FOR HOME OWNER TO CONTACT INSPECTOR FOR THESE INSPECTIONS\*\*\***

Final Electricity will not be given until these inspections have been received and final elevation certificate (if in a designated Flood Zone). Are Submitted and Approved by the City of Abbeville.

Please contact Permit Department if any questions at 337-898-4213 or 898-4212. Permit hours: 8:30- 4:00.