

CITY OF ABBEVILLE
REQUIREMENTS FOR MOBILE HOMES

NO MOBILE HOME MAY BE PERMITTED WITHIN THE SMART ZONE OR ANY SUBDIVISION OR NEIGHBORHOOD THAT RESTRICTS MOBILE HOMES. RESTRICTIONS CAN BE OBTAINED FROM THE CLERK OF COURTS OFFICE.

BEFORE PERMITS CAN BE ISSUED:

- Receive approval from Mayor.
- Inspection of Premises form attached must be brought to Primeaux, Touchet & Assoc. Before trailer is moved onto property it must be Inspected to meet the following: **See Sec. 11-41 attached for setback requirements.**

FURNISH CITY WITH THE FOLLOWING WHEN APPLYING FOR PERMIT: NOTE: WITHOUT THIS INFORMATION, THE INSPECTOR CANNOT VERIFY PROPER ZONING AND THEREFORE **A PERMIT SHALL NOT BE ISSUED.**

- For New Mobile Homes- bring in copy of Data Sheet with the HUD ID Label Number on the sheet and a copy of floor plans from the manufacturer (mobile home dealer)
- For Used Mobile Homes-bring in copy of Bill of Sale, Title or Act of Donation. All information on Data Sheet (found in kitchen cabinet under sink, on or near main electrical panel, or in bedroom closet) and/or MFG American National Standard Verification Label(Metal plate found on label located on frame or tongue of mobile home, etc) This information verifies building period meets the standard of mobile home: fire, wind, etc.
- Plat of Property - If you don't have one, it can be obtained at the Clerk of Court's Office, 1st floor of the Court House, (337)898-1992.
- Address - If you don't have one, it can be obtained by contacting the City's permit Department at (337)898-4213
- Proof of ownership OR - You must provide our office with this information in order to obtain permit.
- Property/Lease -You must provide our office with this information in order to obtain permit. **PLEASE DISPLAY ADDRESS ON MOBILE HOME AS SOON AS IT IS PLACED ON PROPERTY.**(see Sec. 5-11 to 5-17 attached)
- Elevation Certificate- If trailer is in flood zone, contact Licensed Engineer for letter of elevation. (A final elevation certificate will be required for a Certificate of Occupancy)
Listed below are local Engineers:
 - Langlinais, LeBlanc & Assoc. 893-7643
 - Primeaux & Assoc. 893-8397
 - Sellers & Assoc. 893-2808

Cost of Permit – is determined by the cost of New or Used mobile home.

PERMITS REQUIRED:

- MOVING PERMIT to be purchased by mobile home mover at cost of **\$35.00**. Additional **\$25.00 per man per hour** for police officers required. Additional **\$200.00** is required if electrical crew assistance is needed. Home mover must have a copy of license from State of Louisiana on file in this office before permit can be issued.
- BUILDING PERMIT to be purchased by mobile homeowner. Cost of Permit is based on the cost of mobile home.
- ELECTRICAL PERMIT to be purchased by Licensed Electrician for new service or upgrade. Electrician must also fill out 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. **No water meter will be installed and no service will be connected until the following is installed:**
 - Shutoff valve in accordance with Sec. 610.1 attached)
 - Sewer clean out in accordance with Sec. 710.2.2-710.2.4 attached)**Contact City to inspect plumbing before work is covered**

INSPECTIONS REQUIRED: Two Inspections are required by the 2009 Wind & Flood Bldg Codes:

- Plumbing Inspection and Anchoring Inspection

(These inspections are to be done by City's Inspector (Richard Primeaux) & turned in to Permit Department)

INSPECTION FEE OF \$220.00 MUST BE PAID AT THE TIME THE BUILDING PERMIT IS ISSUED.

NOTE: RESPONSIBILITY OF HOME OWNER TO CONTACT INSPECTOR FOR THESE INSPECTIONS

- City Plumbing Inspector must inspect water & sewerage work and Anchorage of the mobile home. (See Sec. 11-42 attached).
- Electrical Inspector must inspect electrical work before electric service can be given.

AFTER ALL OF THE ABOVE ARE TAKEN CARE OF, THE ORDER CAN BE APPROVED FOR LIGHTS AND WATER TO BE CONNECTED.

NOTE:

***IF MOBILE HOME REQUIRES REMODELING, ALL LOUISIANA STATE UNIFORM CONSTRUCTION CODES MUST BE FOLLOWED.**

***NO MOBILE HOME OVER 15 YEARS OF AGE MAY BE PERMITTED WITHIN THE CITY LIMITS OF ABBEVILLE. (Sec. 11-40 attached)**

***NO MOBILE HOME MEASURING LESS THAN 14' IN WIDTH BY 65' IN LENGTH, AND NO MANUFACTURED HOME CONTAINING LESS THAN 700 SQ. FT. MAY BE TRANSPORTED OR RELOCATED WITHIN THE CITY LIMITS. (Sec. 11-40 attached)**

***ONLY MOBILE HOMES MAY BE PERMITTED – CAMPERS & CAMPER TRAILERS WILL NOT QUALIFY. (Sec. 11-9 attached)**

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