



**IBERIA PARISH GOVERNMENT
 PERMITTING, PLANNING AND ZONING DEPARTMENT
 MOBILE or MOVEABLE HOME PERMIT APPLICATION
 LOCATED ON PERSONAL PROPERTY**

****PLAN REVIEW PROCESS TAKES 5-10 BUSINESS DAYS****

In order to obtain a Mobile or Moveable Home permit, please complete this application and attach a scaled site plan (8 ½” x 11” or 11’ x 17’) indicating street(s), lot dimensions, driveway(s), easements or other encumbrances, footprint and size of all existing and proposed improvements with building setbacks. (See Attached Example)

Please deliver this application and site plan to 715-A Weldon Street, or
 Email this application and site plan (in PDF format) to insertpermits@iberiagov.net
 Upon approval, the contractor/applicant will be notified.

For Office Use: Permit Number _____ Zoning: _____
 Flood Zone: _____ BFE _____ + _____ = _____ Required BFE, Elevation Certificate: Y: ___ N: ___
 Setbacks: Front: _____ Rear: _____ Left Side: _____ Right Side: _____ Other: _____

Address _____

Subdivision Name and Phase # _____ Lot# _____

Size of Mobile/moveable Home _____ HUD # _____

Mobile Home Movers: _____

Value of Mobile Home: _____

Property Owner’s Name _____

Property Owners Address _____ City _____ State _____ Zip _____

Property Owner’s Phone # _____

Property Owner’s Email _____

Applicant/Renter/Lessee Name _____

Applicant/Renter/Lessee Address _____ City _____ State _____ Zip _____

Applicant/Renter/Lessee Phone # _____

Applicant/Renter/Lessee Email _____

Type of Sewage Disposal: Public/Private Company _____ Individual System _____

Type of Water Supply: Public/Private Company _____ Individual System _____

Electrical Provider: _____ Account # _____

If open ditch – must obtain culvert permit from the Department of Permits, Planning & Zoning call: 369-4438

Applicant is responsible for maintaining existing conditions of the Public Right-of-Way (i.e. ditch grade, roadway shoulder and roadway) during construction activities as it relates to this Permit. Applicant is not allowed to damage and/or alter ditches, store construction material and equipment that may cause damage to and/or alter the Public Right-of-Way. Iberia Parish Government reserves

the right to inspect Permitted sites at any given time and upon written notification the Applicant will have 10 calendar days to correct noted deficiencies.

Failure to correct noted deficiencies will result in the suspension of all construction related inspections until noted deficiencies are corrected and approved by the Department of Public Works.

My signature below certifies that I am aware of my responsibility and liability as the permit purchaser to comply with: all applicable building codes; City, Parish, State, and Federal regulations and requirements; insurance coverage for workers, building and contents, general public and occupants of the building, etc.

I further understand that violation of any of the above may result in revocation of this and contingent permits and disconnection of electrical power and/or other utilities to the building.

The undersigned applicant hereby represents that he has performed the necessary research to ascertain the existence and location of all servitudes, easements, setbacks, restrictive covenants, building restrictions, deed restrictions and other matters which may have an impact or effect upon the site which construction is to be made pursuant to this permit.

(Printed Name)

(Signature)

(Date)

Check List for Mobile or moveable Homes:

All Site Plans shall be to scale and contain the following information:

- Show all property lines;
- Provide the dimensions of all property lines;
- Show and label all easements, niches and servitudes associated with the lot;
- Location of the driveway;
- Show location and label Street(s);
- Footprint of the house, addition, accessory structure or pool;
- Show the location and footprint of all existing structures on the lot;
- Provide the dimensions of the following setbacks
 - Front
 - Rear
 - Sides

- Proof of Ownership (**Must have page of recordation from Clerk of Court Office for recorded cash sale, donation etc., how did you acquire the property**)
- 2 copies of the scaled site plan.
- 2 copies of the recorded plat of survey
- Copy or Picture of the Data Tag for mobile home
- Bill or Sale or title of the mobile home
- Letter from the mobile home/house mover that they are moving the mobile home from point A to B
- Foundation diagram including materials and anchoring method
- Electrical riser diagram showing location of service drop or lateral and nearest pole or transformer.
- Plumbing Plan showing the connection and location of sewer and water to utilities.
- Flood Elevation Certificate (If your property is in a flood zone.)

Please Note:

After installation, grade must slope 1 inch per foot for ten feet away from the building.

Has the property been graded to prevent the accumulation of water under the mobile home?

Y ___ N ___

If your property is located in a "V" ZONE, you are not allowed to bring in fill (i.e. dirt) to raise the elevation of the property, you will also be required to submit a structurally engineered foundation plan.

All mobile homes that will be blocked more than 4' to 4 ½' or 52" you will be required to submit a structurally engineered foundation plan.

Minimum Setback Requirements: (SEE ATTACHED EXAMPLE SITE PLAN A)

Front: 20 Feet

Rear: 10 Feet

Side: 5 Feet

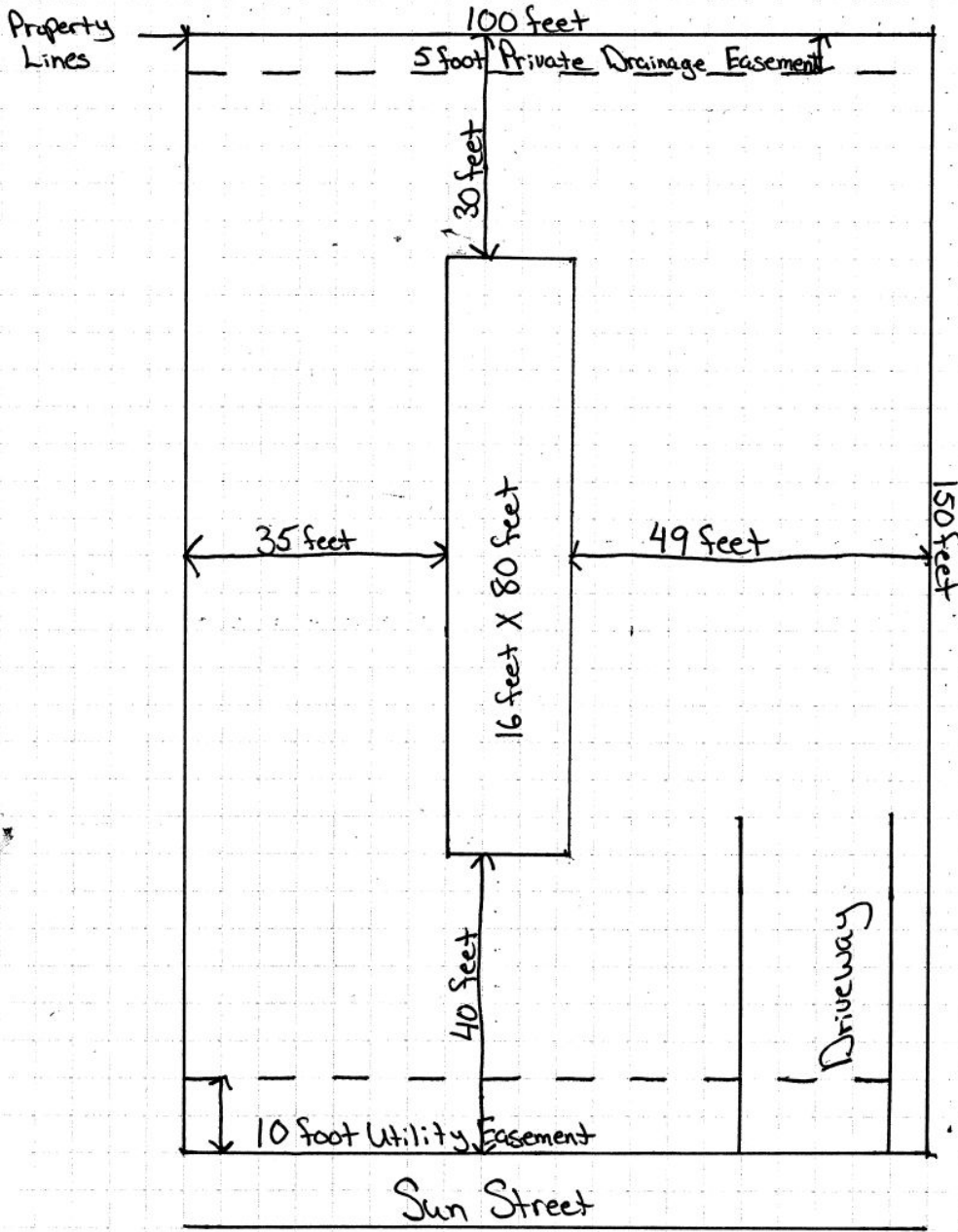
The Iberia Parish Health Unit will need the following information before a permit for the installation of an individual sewage system is issued on an individual lot.

1. A copy of a certified plat of the property where the system is to be located.
2. A court recorded copy of the proof of ownership (i.e. cash sale, act of donation, etc.) of the lot on which the sewage system is to be installed.
3. “Acceptance of Plat” with municipal address of the lot where the sewage system is to be installed.
4. A site plan drawn at the bottom of the work authorization showing the following, if applicable:
 - distances of sewage system from: (property lines, water wells, house).
 - location of sewage system discharge line termination.
 - distance of water well from: (drainage ditches, sewage stubout from house, other water wells, or any other source of contamination).

□ = 5 feet

"Example Site Plan A"

100 Sun Street



Show all servitudes/easements that exist on the property.

All existing structures on the property must be shown & labeled (i.e. Storage bldg.)