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IBERIA PARISH Required Documents Checklist RESIDENTIAL (MOVABLES & TRAILERS)

DRAWINGS:

1. SITE PLAN

- Two copies of **updated legal original Plat Plan**, to scale, showing North arrow, rights-of-way, easements, streets/roads, property lines with dimensions and all utilities, drawn and stamped by a Louisiana State Licensed Engineer. Planning & Zoning ordinance states you can have only one structure per lot. If property has more than one structure, you must subdivide the property showing a separate lot for the structure coming on site. If property is located in a special flood hazard area, a preliminary flood elevation certificate will be required when applying for permit and a final elevation certificate will be required prior to final inspection for utility service.

- Show, to scale, with dimensions, all existing and/or proposed improvements including all structures (house, garage/carport, barn/shed, patio, pump house), pools, and driveways, setbacks, sewer treatment plants, utility connections, driveway entrance onto public rights-of-way. **Show the distance from each structure to all property lines and to each other. (Can be no closer than 20' from property line facing road, 5' on interior sides and 10' on back property line) Must also be at least 10' between structures.**

2. FOUNDATION PLAN

- Two Copies - Show, to scale, all existing and/or proposed improvements of each structure's foundation with dimensions. If in Floodplain, owner must present certification on blocking from **Licensed Louisiana Engineer** to permit office at time of issuance of permit and to inspector at time of inspection. **Structure must be blocked according to design plan.**

3. PLUMBING PLAN & ELECTRICAL PLAN

- Two Copies - Show connection and location of sewer, water, electrical to utilities.

NOTE: A dirt pad is required under the structure. If a "new" structure, the pad must extend out 10ft from all sides of the structure, 1/2" grade on slope and at least 6 inches in height crowned at the top. If it is "used", still needs to be 6 inches in height, crowned at top, sloped to the edge of trailer.

NOTE: If an individual sewer plant is going to be installed, please get with the Board of Health at 337/492-5440. You will need to submit to them your permit,

cash sale and recorded plat, as well as, address of the property along with directions of where sewage will be located.

MISCELLANEOUS DATA

- A. Planning & Zoning approval of plat
- B. Data Tag or letter from mover stating present location of trailer and destination to bring trailer on letter head. **This must be presented to permit office when obtaining a permit.**
- C Year of manufacture
- D Brief description of structure(color, shutters, etc.)
- E Mover's name
- F. Size of Structure
- G. Value of Structure
- H Utility Providers

PROCEDURES FOR MOVING A STRUCTURE:

- 1.) Review the attached check list and obtain all pertinent documents pertaining to your project, please bring these items to the permit office for review and approval.**
- 2.) The site plan will be reviewed for Zoning and for Floodplain compliance. Keep in mind that Planning & Zoning allows for one livable dwelling per lot. If you have more than one livable structure on the site, you will need to subdivide your property by hiring a surveyor and getting a legal plat to provide to the permit office.**
- 3.) If you are in a special flood hazard area you will need to provide a preliminary flood elevation certificate done by a state licensed surveyor or engineer when applying for the permit.**
- 4.) Once you have obtained your permit, you will take the permit to either the Health & Sanitation department (if you have a private sewer system) or to Sewer District # 1(if you pay to use the public sewer system of the Parish). They will start the process to work with you on getting your sewer hooked up or installed and will ultimately give final service at the end of the process.**
- 5.) Once you have the structure on site, if you are in a special flood hazard area and you have all utility connections hooked up, you will contact your surveyor and have him come back to the site to do a final elevation certificate. Bring this to the permit office for review and compliance prior to calling the inspection department for a final inspection.**

- 6.) **Keep in mind that prior to your final inspection you must have your steps, landings, handrails in place, and you must have the structure anchored down according to proper wind load requirements for your area. All plumbing, electrical and HVAC must be connected and ready for turn on. Your address must be posted on site visible for 911 Emergency vehicles to see.**

- 7.) **Call our inspection department at 337-893-7745 to go on site to do the final inspection on the blocking & anchoring, plumbing, electrical and mechanical. An orange card will be left on site by our inspector stating if approved or denied and if approved, you will take that sticker to the sewer department (depending upon what you have, public sewer or private sewer) and they will give the electrical sticker and fax the approval into the utility company for service. If denied, you will be provided an explanation for the non-compliance. You must correct all deficiencies and then call for re-inspection.**

REQUIREMENTS:

If a solid door on the trailer opens out then you will need a 3x3 landing with proper guardrails (guardrails with spindles cannot exceed 4" span between each spindle) and at least one handrail. (You will need this to pass inspection.)

If the storm door or screen door opens out then you can do regular steps with at least one handrail.

Steps and handrails must meet code compliance. Diagrams can be picked up in office lobby.