



TOWN OF LOCKPORT
710 Church Street
Lockport, LA 70374
Office # 985-532-3117
Fax # 985-532-7143
Revised 6/4/2018

Building Permit Office

ZONE 3 TRAILER (MH) MOVED FOR RESIDENTIAL USE ONLY

FEE \$150.00

Permit is required before TRAILER (MH) is moved on lot.

Permit Application Checklist:

Note: Flood Zone Determination

- 1ST Elevation – Site Ground (You will need this is when the permit is applied for.)

- 2nd & 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.

Elevation Certificates must be original Stamped Certificates

- Completed PERMIT APPLICATION
- Site Plan (drawing showing location of building on lot, lot size & dimensions on all sides, distance of building from all property lines, and the outline of the building)
- Land Verification – Submit ONE of the following:
 - Permission to Use Land (rent receipt, etc.)
 - Copy of Act of Cash Sale / Donation / Succession
 - Parcel Number from Assessor's Office at (985) 447-7242 (if applicant owns land)
- Mobile Home Ownership documents
- 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 _____