

\$75



M/H

WEST BATON ROUGE PARISH GOVERNMENT
OFFICE OF COMMUNITY PLANNING & DEVELOPMENT (OCPD)
INITIAL APPLICATION REQUIREMENTS ON MOBILE HOME PERMIT

The following items (if applicable) must be submitted to the WBR OCPD before a building permit can be issued.

PERMIT APPLICATION

ADDRESS OF PROPERTY E-911 OFFICE 225-346-1577

SEWER APPROVAL WBR PARISH HEALTH UNIT 225-342-2650
Or WBR UTILITIES DEPARTMENT 225-336-2406
 Temporary Permit Final Permit

HOMEOWNER / BUILDER AFFIDAVIT - (IF SELF-CONTRACTING THE ELECTRICAL WORK)

SUB CONTRACTOR LIST:

- o Plumbing Contractor: _____
- o Electrical Contractor: _____

(Electrical Contractor must be licensed & registered with WBR if in mobile home park, or homeowner affidavit may be completed if on private land)

LEGAL PLAT OF PROPERTY CLERK OF COURT OFFICE 225-383-0378

PLOT PLAN

ZONING DISTRICT IS: _____ MINIMUM SETBACKS ARE AS FOLLOWS
FRONT: _____ SIDES: _____ REAR: _____

(Note: Servitudes must be considered when determining setbacks.)

Flood Zone: _____

ENGINEER'S ELEVATION CERTIFICATE IF PROPERTY IS IN FLOOD ZONE A & AE

THIS INCLUDES A REFERENCE LEVEL CERTIFICATE BASED ON "CONSTRUCTION DRAWINGS", VALID DURING COURSE OF CONSTRUCTION & A POST CONSTRUCTION CERTIFICATE WHEN CONSTRUCTION IS COMPLETE. (PLEASE NOTE: Final approval will be withheld until the Post Construction Certificate is submitted.)

Pre-Construction Post-Construction (MUST SUBMIT BOTH)

NOTARIZED LETTER FROM LANDOWNER / LEASE AGREEMENT

HUD LABEL REQUIRED HOMEOWNER UNDERSTANDS A HUD LABEL MUST BE AFFIXED TO THE SIDE WHERE ELECTRICAL POWER IS CONNECTED TO THE HOME. THIS PROCESS BEGAN JUNE 15, 1976 AND IS A REQUIREMENT FOR MOBILE HOME TO BE BROUGHT INTO WBR PARISH.

Signature of Applicant

Date

MINOR SUBDIVISION AFFIDAVIT

UTILITIES(gas, garbage, water, sewer) DEPOSIT RECEIPT

APPLICANT HAS RECEIVED COPY OF ENTERGY METER BANK GUIDELINES



HUD Label

INSPECTIONS

MOBILE HOME INSPECTIONS: *THE FOLLOWING MUST BE COMPLETED BEFORE REQUESTING AN INSPECTION: ELECTRICAL SERVICE POLE, COMPLETE WITH ELECTRICAL METER PAN, MAIN SERVICE SWITCH AND WEATHER HEAD SHALL BE IN PLACE; WIRING COMPLETED FROM MAIN SERVICE SWITCH TO THE MOBILE HOME FEEDER PANEL; MAIN ELECTRICAL SERVICE SWITCH AND MOBILE HOME FRAME SHALL EACH BE PROPERLY GROUNDED (ONE COMMON COPPER GROUNDING ROD IS ACCEPTABLE); AND HOME SHALL BE PROPERLY ANCHORED (SEE ANCHORING REQUIREMENTS).*

CALL THE WBR OCPD TO SCHEDULE INSPECTIONS AT 225-336-2434. (24 HR. NOTICE PLEASE!)

ELECTRICAL CONNECTIONS

APPROVAL FOR A TRAILER METER LOOP (TML) CONNECTION IS ISSUED UPON RECEIPT OF THE FOLLOWING: APPROVAL FROM BUILDING INSPECTOR; FINAL SEWER APPROVAL AND POST CONSTRUCTION ELEVATION CERTIFICATE (IF LOCATED IN FLOOD ZONE A). ENTERGY REQUESTS THAT ALL NEW MOBILE HOME INSTALLATIONS ATTEMPT TO BANK THEIR METERS PER ENTERGY GUIDELINES (1-800-ENTERGY...ASK TO SPEAK TO AN ENGINEER ON-STAFF)

MINIMUM FLOOR ELEVATIONS

SECTION 5 ½ - 18 (A): THE MINIMUM FLOOR ELEVATION ON BUILDING ADJACENT TO BUILT-UP HIGHWAYS/ROADS BE SET TWENTY-FOUR (24) INCHES ABOVE THE AVERAGE ELEVATION OF SURROUNDING LAND WITHIN THREE HUNDRED (300) FEET OF THE BUILDING ITSELF.

SECTION 5 ½ - 45 (1): NEW CONSTRUCTION OR SUBSTANTIAL IMPROVEMENTS OF ANY RESIDENTIAL STRUCTURE SHALL HAVE THE LOWEST FLOOR, INCLUDING BASEMENT, ELEVATED TO OR ABOVE THE BASE FLOOD ELEVATION OR ONE (1) FOOT ABOVE THE ADJACENT ROADWAY, WHICHEVER ELEVATION IS HIGHER.

LOT SIZE REQUIREMENTS

THE LOT SIZE MINIMUM REQUIREMENT IS DETERMINED BY THE ZONING DISTRICT THAT THE PROPERTY LIES IN. THE OCPD STAFF CAN ASSIST YOU IN DETERMINING THE REQUIREMENT FOR YOUR PROPERTY AND/OR REFER TO WWW.MUNICODE.COM.

ANCHORING REQUIREMENTS FOR MOBILE HOMES

SECTION 5 ½ - 45 (3B): ALL MANUFACTURED HOMES SHALL BE ANCHORED TO RESIST FLOTATION, COLLAPSE OR LATERAL MOVEMENT. SPECIFIC REQUIREMENTS SHALL BE:

- **OVER THE TOP TIES** at each of the four (4) corners of the manufactured home, with two (2) additional ties per side at intermediate locations; or
- **FRAME TIES** at each corner of the home with five (5) additional ties per side at intermediate points;
- All components of the anchoring system be capable of carrying a force of forty-eight hundred (4,800) pounds;
- Any additions to the manufactured home be similarly anchored.

BUILDING SETBACK REQUIREMENTS

LOCATION OF STRUCTURE(S) AND DISTANCES FROM PROPERTY LINES (PLACEMENT SETBACKS) SHALL ADHERE TO PARISH ORDINANCE. (Note: Servitudes must be considered when determining setbacks.)

MOBILE HOME INSPECTIONS

PLEASE CALL 225-336-2434 ONCE 1-10 ARE COMPLETE

1. **ELEVATION** (SEE CHECKLIST)
2. **ADDRESS- #'S POSTED ON MOBILE HOME**
3. **PROPER ANCHORING** (SEE CHECKLIST)
4. **ELECTRICAL POLE** – Must be complete with electrical meter pan, main service switch and weather head in place.
5. **WIRING** – Must be complete from main service switch to mobile home feeder panel.
6. **PLUMBING & WATER**– All utilities must be connected to trailer
7. **SEWER**- Cannot be ran above ground & must be left uncovered for inspection
8. **MECHANICAL** – (A/C UNIT)
9. **GROUNDING** – Of main electrical service switch and mobile home frame
10. **STEPS WITH HANDRAILS**– At entry points (Meeting Code Requirements)

If you are moving a mobile home into a mobile home park you must have a registered contractor pull your permit

If you are not using this mobile home as your primary residence, you must have a registered contractor pull your permit

This list is a brief overview of the main items needed. The inspector will take a look for any other Safety Hazards on the property before passing your Final Inspection.

"Gray boxes"
are for Staff Use

WBR Office of Community Development Form OCPD #004dmh
MOBILE HOME PERMIT APPLICATION



I. Applicant, Owner and Project Information

Project Address:	CITY:	STATE:	ZIP:
APPLICANT Name:	Email:		
Primary Contact #:	Secondary Contact #:		
Electrical Contractor:	Email:		
Primary Contact #:	Secondary Contact #:		
LAND OWNER Name:	Email:		
Primary Contact #:	Secondary Contact #:		

II. Description of Project and Permit

Type of Permit Being Applied For: Mobile Home		Type of Sewer: <input type="checkbox"/> Private <input type="checkbox"/> Parish <input type="checkbox"/> Communal	
Model Year: _____	Understanding of Mandatory HUD Label: Applicants Initials: _____		Type of Foundation: <input type="checkbox"/> Dirt <input type="checkbox"/> Gravel <input type="checkbox"/> Slab
List all existing structures on property:		Describe work to be performed:	
Approximate Cost of Proposed Work:		Flood Zone: _____	
Mobile Home Dimensions:		Total Square Footage:	
Plumbing Contractor:		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Electrical Contractor:		<input type="checkbox"/> YES <input type="checkbox"/> NO	

III. Applicant Certification

I certify that I have provided the information on this application (other than information in the "gray boxes") and that I have reviewed ALL of the information on this form (including the information in the "gray boxes"). I further certify that the information I have provided is true and correct to the best of my knowledge and that I have read and understand the laws of West Baton Rouge Parish as related to the development of my property (including, but not limited to Zoning and Site Development regulations). I am aware that any false or misleading information on this form, or any violation of Parish property development laws could result in legal action taken against me or others by West Baton Rouge Parish:

Signature Print Name Date

OFFICE USE ONLY

IV. Multi-Agency Coordination

Mobile Home Permit Fee: \$75		Date paid:	Payment Method:	
Permit ID:		Municipality:	Date Initiated:	
Is there a record of a "Parish-approved plat"?:		Subdivision:	Reviewer Notes (attach additional sheets if necessary):	
Tract:		Lot:	Lot size (sq. ft.):	
Current Zoning:	Family or Minor Affidavits Rec'd?	Does proposal comply with the Parish's zoning requirements?	Proposed Occupancy:	Does property comply with the Parish's subdivision requirements?
Map & Parcel Number:		Flood Zone:	BFE:	Req'd Floor Elev:
DHH _____ // Parish _____		Approved by: _____ Date: _____		

ELECTRICAL PERMIT APPLICATION Date: _____

PROJECT INFORMATION (Please print)



Owner of property _____

Name of tenant _____

Address _____

Lot _____ Subdivision _____

CONTRACTOR INFORMATION (Please Print)

Company name _____

Parish Registration Number _____ Phone number _____

Proposed cost of work \$ _____

Authorized signature for permit _____

ITEM TABLE / CALCULATION OF PERMIT FEE

Code	Item	Qty	Fee	Code	Item	Qty.	Fee
E01	Transformer		16.00	E19	Temporary Meter		20.00
E02	Line, Underground (per foot)		0.13	E20	Correct Wiring, Change-Out, Upgrade or Relocate Service		20.00
E03	Service, <= 60 amps		8.00	E21	Circuit, Branch		3.00
E04	Service, <= 100 amps		12.00	E22	Circuit, Feeder		6.00
E05	Service, <= 200 amps		14.00	E23	Motor, < 1HP (Fraction)		3.00
E06	Service, <= 400 amps		16.00	E24	Motor, 1-2 HP		6.00
E07	Service, <= 600 amps		18.00	E25	Motor, 3-5 HP		8.00
E08	Service, <= 800 amps		20.00	E26	Motor, 7.5-10 HP		10.00
E09	Service, <= 1000 amps		22.00	E27	Motor, 15 – 25 HP		12.00
E10	Service, <= 1200 amps		24.00	E28	Motor, 30 – 100 HP		16.00
E11	Service, <= 1400 amps		26.00	E29	Motor, 150 – 200 HP		20.00
E12	Service, <= 1600 amps		30.00	E30	Motor, 250+ HP		24.00
E13	Service, <= 1800 amps		34.00	E31	Swimming Pool		20.00
E14	Service, <=2000 amps		38.00	E32	Generator		40.00
E15	Service, <=2400 amps		42.00	E33	Solar Panel Installation		75.00
E16	Service, <=2500 amps		46.00	E34	Temporary Cut-In		20.00
E17	Mobile Home, Comm.		20.00	E35			
E18	Mobile Home, SFR		10.00	E36	Minimum Fee		20.00

TOTAL FEE: _____ Paid by: Cash Credit Card Check# _____

- | | |
|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Remodel |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> New |
| <input type="checkbox"/> Mobile Home | <input type="checkbox"/> Addition |

Associated Permit Number: _____

If no associations, new permit number: _____

Plans & application reviewed & approved by _____

Plot Plan with Set Backs

“Setback” distance from the property line to propose structure

