



Mobile Home Permit Initial Requirements

WBR Permit Office is able to assist with the information in blue.

Properties within city/town of Port Allen, Brusly, Addis limits require **Initiation Forms** signed by their designee.

\$75

Address of Property: {If address does not exist, call: **E-911 Office (225) 346-1577**}

Number	Street	City	State	Zip Code
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Mobile Home Permit Application-Form OCPD #004dmh (Page 4)

➤ Electrical Contractors must be **REGISTERED & LICENSED** in WBR Parish. Electrical Permits are to be pulled by the electrician separately from the Mobile Home Permit. If self-contracting the electrical work, we will require the Homeowner’s Affidavit to be notarized and submitted. If moving into a mobile home park, a licensed contractor must pull the electrical permit.

Homeowner’s Affidavit (If Self-Contracting electrical work)

▪ Provide a copy of Entergy or Pointe Coupee’s Guidelines for Meters

Approved plat of property: Obtained from **WBR Clerk of Court** at **(225) 383-0378** (inside courthouse)

Plot Plan with setbacks: Form provided (Page 5)

Zoning District: _____ (Servitudes must be considered when determining setbacks)

Zoning District’s Setbacks: Front: _____ Sides: _____ Rear: _____

➤ **Copy of Sale Papers or Purchase Agreement**

➤ Purchase Information- Year, Make, Model, Size, Serial Number, Sale Price, HUD Label Information, etc.)

➤ **Letter/Lease Agreement signed by Landowner**

➤ **Sewer**

▪ **If PUBLIC**, provide receipts from:

○ If Parish Sewer Tie-in: **WBR Utilities Department** at **(225) 336-2406** (located across hall from permit office)

▪ **If PRIVATE**, Contact **WBR Parish Health Unit (DHH)** at **(225) 342-2650**. We will require both of the following:

○ **Temporary Permit**

○ **Final Permit** (or only “Clean-Out Final” for tanks **already existing**)

➤ **Water/Gas/Garbage Can Deposit Receipts**

➤ If Parish, **WBR Utilities Department** at **(225) 336-2406** (located across hall from permit office)

➤ If Port Allen, we will need receipts from their Utilities Departments.

➤ **Flood Zone:** _____ (If “Flood Zone X”, no further information is required.)

ENGINEER’S ELEVATION CERTIFICATE is required **IF** property is in **Flood Zone A or AE**, both Certificates are REQUIRED.

○ **PRE-CONSTRUCTION:** this includes a reference level certificate based on “CONSTRUCTION DRAWINGS”, valid during course of construction.

○ **POST-CONSTRUCTION:** post construction certificate when construction is complete. Final approval will be withheld until Post-Construction Certificate is submitted.

○ **I have received the mandatory purchase of flood insurance document.** _____ ← **Applicant’s Initials**

➤ **Homeowner Affidavit (If Self-Contracting)** (WBR Revenue Dept. provides notary services at 883 7th Street, Port Allen, LA 70767)

➤ **Minor Subdivision Affidavit (If Needed)**

➤ **Hud Label Required Acknowledgement:** Homeowner understands a HUD LABEL must be affixed to the side where electrical power is connected to the home. This process began **June 15th, 1976** and is a requirement for a mobile home to be brought into West Baton Rouge Parish. (Page 3)

Signature: _____ **Date:** _____

➤ **Louisiana Housing Manufacturer Install Permit Sticker Acknowledgement:** All manufacturers, dealerships, installers operating in the state of Louisiana MUST be license. Licensed installers should place a white sticker on the outside of the mobile home within 10 days of delivery. Homeowners who are installing the mobile home on their own must apply for a permit. (Page 3)

Signature: _____ **Date:** _____

Required Mobile Home Inspection

will be failed if these procedures are not followed.

Each **re-inspection** will result in a **\$10.00 fee**.

Call (225) 336-2434 to schedule inspections. A 24-hour notice is required.

The following must be completed before requesting an inspection:

- Electrical Service Pole- complete with electrical meter pan, main service switch and weather head
- 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)
- Mobile Home shall be properly anchored
- Address #'s posted on mobile home
- HUD Label on mobile home
- Installation permit tag on mobile home
- Plumbing & Water- all utilities must be connected to mobile home
- Sewer- cannot be ran above ground & must be left uncovered for inspection
- Mechanical- A/C unit(s) installed
- Steps at any entrances with handrails (Must meet building code requirements)

This is an overview of main items. WBR's building inspectors will check for any safety hazards on the property before passing the inspection.

Electrical Connections

- Approval for a trailer meter loop (TML) connection is issued upon receipt of the following:
 - Approval from West Baton Rouge's Building Inspector
 - Final Sewer Approval & Post-Construction Elevation Certificate (if located in a flood zone)

Entergy requests that all new mobile home installations attempt to bank their meters per Entergy's Guidelines. Call Entergy @ 1-800-368-3749 to speak with an engineer on staff.

Anchoring Requirements for Mobile Homes

Sec. 103-8. - Specific standards for flood hazard reduction.

(4) Manufactured homes.

a. Require that all manufactured homes to be placed within zone A on a community's FHBM or FIRM shall be installed using methods and practices which minimize flood damage. For the purposes of this requirement, manufactured homes must be elevated and anchored to resist flotation, collapse, or lateral movement. This requirement is in addition to applicable state and local anchoring requirements for resisting wind forces. Specific requirements shall be as follows:

1. Ties.

(i) Over-the-top ties at each of the four corners of the manufactured home, with two additional ties per side at intermediate locations; or

(ii) Frame ties at each corner of the home with five additional ties per side at intermediate points;

2. All components of the anchoring system shall be capable of carrying a force of 4,800 pounds;

3. Any additions to the manufactured home shall be similarly anchored.

Lot Size Requirements

The lot size minimum requirement(s) is determined by the property's zoning district. The permit office staff will assist in determining the requirement(s) for your property. Requirement(s) can also be found on WBR's www.municode.com.

Minimum Floor Elevations

Sec. 103-7. - Minimum floor elevation requirements; noncompliance.

The minimum floor elevation on buildings shall be 12 inches above the adjacent road unless the adjacent road/highway is "built-up" in which case the floor elevations will be 24 inches above the average elevation of surrounding land within 300 feet of the building itself. The base flood elevation for Poydras Country Estates is plus 18 feet MSL. In areas of record inundation, the minimum floor area shall be 12 inches above the record inundation or 12 inches above the adjacent road (whichever is higher) unless the adjacent road/highway is "built-up" in which case the floor elevations will be 12 inches above the record inundation or 24 inches above the average elevation of surrounding land within 300 feet of the building itself (whichever is higher).

Manufactured Housing Information

Things to know before your manufactured home is delivered:

- All manufacturers, dealerships and installers operating in the state of Louisiana **MUST** be licensed. Licensed installers should place a white Louisiana Manufactured Housing Commission Installation permit sticker on the outside of the home within 10 days of the home being delivered to the site it will be lived in. Homeowners do **NOT** need to apply for a permit sticker unless the homeowner is installing their own home.
- It is **AGAINST** Louisiana law to install a manufactured home without a license unless you are the homeowner. **DO NOT HIRE ANYONE TO TRANSPORT OR INSTALL A MANUFACTURED OR MODULAR HOME IF THEY ARE NOT LICENSED IN THE STATE OF LOUISIANA.**
- To check a transporter or installer's license status, contact:
 - Louisiana Manufactured Housing Commission- (225) 362-5500
 - Louisiana State Fire Marshal's Office- (225) 925-4911
 - <https://lasfm.louisiana.gov/>

Once your manufactured home is delivered and installed:

- It is important for homeowners to maintain their home per the manufacturer's manual.
- It is the responsibility of the homeowner to conduct routine maintenance as instructed in the manual provided with the home. Failure to properly maintain the home may void the warranty of the home.
- For any issues regarding manufactured homes, contact the Louisiana Manufactured Housing Commission or the Louisiana State Fire Marshal's Office.

Current Installation Permit Tag required on all manufactured mobile homes moved into WBR Parish.



HUD Label required on all manufactured mobile homes moved into WBR Parish.



WBR OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT

EMAIL: permits@wbr council.org • Phone: (225) 336-2434

MOBILE HOME PERMIT APPLICATION (Form OCPD #004dmh)

Project Address: _____ City: _____ Zip: _____

Land Owner(s):	Phone #:
E-mail:	Alternative Phone#:
Applicant:	Phone #:
E-mail:	Alternative Phone#:

MOBILE HOME DETAILS

Model Year	Total Square Footage	Mobile Home Dimensions	Approximate Cost of Proposed Work
Type of Foundation		Sewer Type	
<input type="checkbox"/> Dirt	<input type="checkbox"/> Gravel	<input type="checkbox"/> Slab	<input type="checkbox"/> Private
			<input type="checkbox"/> Public
			<input type="checkbox"/> Communal

List pre-existing structures on property

Understanding of Mandatory HUD Label & Fire Marshal Installation Permit Tag (See page 3 of Mobile Home Packet)	_____ (Initials)
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CONTRACTOR'S NAME/BUSINESS NAME

Electrician:	For WBR Staff- Registration Status Active? <input type="checkbox"/> YES <input type="checkbox"/> NO
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Phone #:	E-mail:
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Application Certification: I certify that I have provided the information on this application and that I have reviewed ALL of the information on this form. 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.

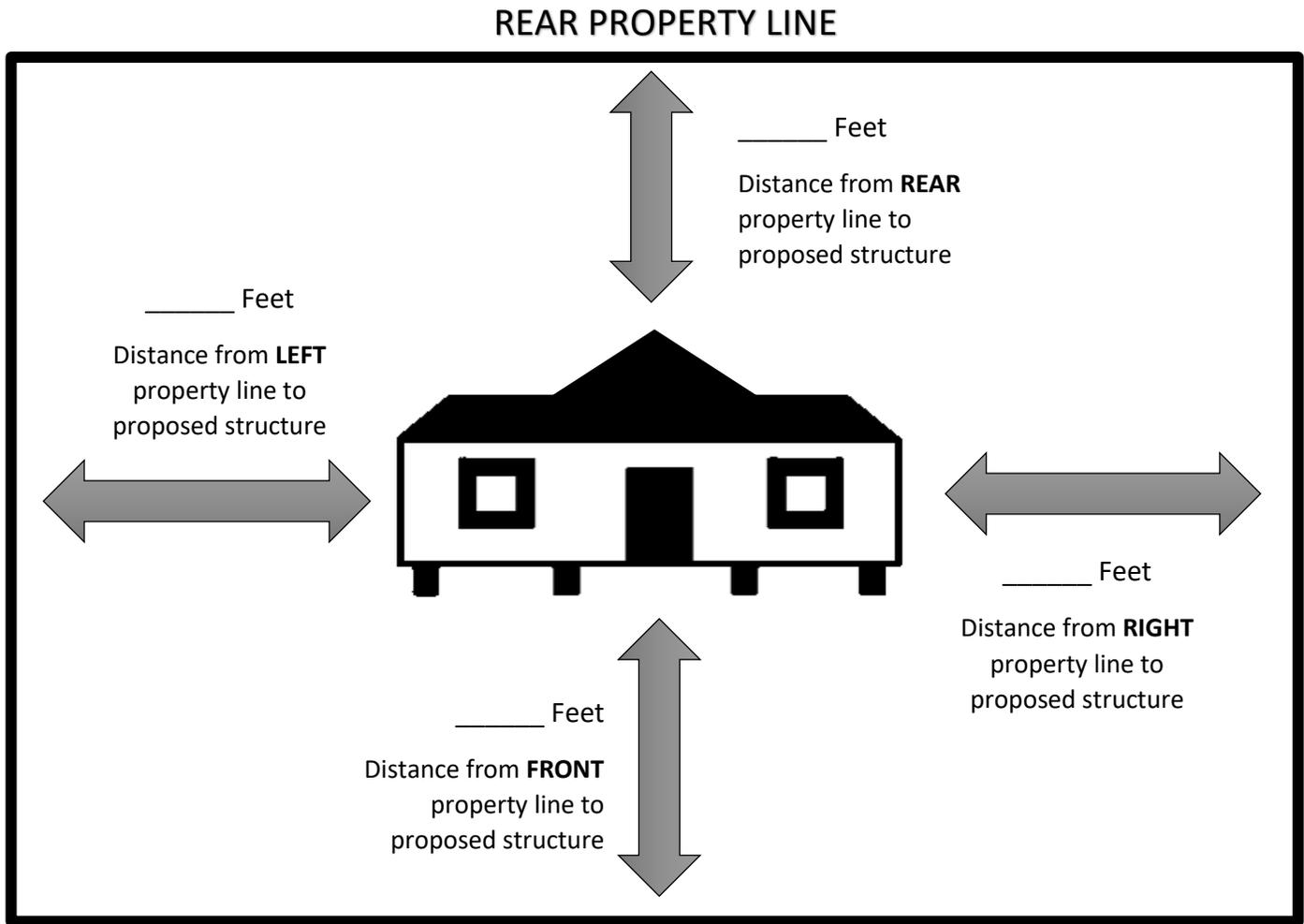
Signature _____	Print Name _____	Date _____
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FOR WBR STAFF

Date Initiated	Municipality	Is an Initiation Form Required?
		Record of Parish Approved Plat?
Lot # /Tract	Current Zoning	Family or Minor Affidavits Received?
	Subdivision	Does proposal comply w/ Parish's zoning requirements?
Map # & Parcel #	Flood Zone	Does the property comply w/ Parish's subdivision requirements?
	BFE	Proposed Occupancy NMH
		Approved By
Lot Size (sq.ft.)	Required Floor Elevation	Date Approved
Permit ID	Payment Method	Mobile Home Permit Fee \$75.00
		Date Paid
<input type="checkbox"/> WATER <input type="checkbox"/> GARBAGE <input type="checkbox"/> GAS		Sewer Approval: <input type="checkbox"/> DHH <input type="checkbox"/> PARISH

Plot Plan with Setbacks

A "setback" is the distance from the property line to the proposed structure.



FRONT PROPERTY LINE



Address



WBR OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT

EMAIL: permits@wbr council.org • Phone: (225) 336-2434

MOBILE HOME ELECTRICAL PERMIT APPLICATION

Owner of Property:	Project Address:	
Phone #:		
Tenant Name:	City/Zip:	
Phone #:	Circle One: <input type="checkbox"/> Pointe Coupee <input type="checkbox"/> Entergy <input checked="" type="checkbox"/>	Account #

CONTRACTOR INFORMATION

Company Name:	Phone #:	
Approximate Cost of Proposed Work:	E-mail:	
Authorized Signature:	Date:	WBR Registration #:
Circle One: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Mobile Home	Circle One: <input type="checkbox"/> New <input type="checkbox"/> Remodel <input type="checkbox"/> Addition	

NOTE: All work shall be readily accessible for inspection(s) by the Building Official or his designee. This form offers no deviation or exclusion from permitting procedures and policies, local ordinances or code adoption by the Parish.

WORK CANNOT START until this permit is in possession and is posted on the job site as per local ordinance.

ITEMS TABLE CALCULATIONS OF PERMIT FEE

Code	Item	Qty	Fee	Total	Code	Item	Qty	Fee	Total
E01	Transformer		\$16.00		E20	Correct wiring <i>(change out, upgrade or relocate service)</i>		\$20.00	
E02	Line – underground <i>(per foot)</i>		\$0.13		E21	Circuit Branch		\$3.00	
E03	Service <= 60 amps		\$8.00		E22	Circuit – Feeder		\$6.00	
E04	Service <= 100 amps		\$12.00		E23	Motor < 1 HP <i>(Fraction)</i>		\$3.00	
E05	Service <= 200 amps		\$14.00		E24	Motor, 1-2 HP		\$6.00	
E06	Service <= 400 amps		\$16.00		E25	Motor, 3-5 HP		\$8.00	
E07	Service <= 600 amps		\$18.00		E26	Motor, 7.5-10 HP		\$10.00	
E08	Service <= 800 amps		\$20.00		E27	Motor, 15-25 HP		\$12.00	
E09	Service <= 1000 amps		\$22.00		E28	Motor, 30-100 HP		\$16.00	
E10	Service <= 1200 amps		\$24.00		E29	Motor, 150-200 HP		\$20.00	
E11	Service <= 1400 amps		\$26.00		E30	Motor, 250+ HP		\$24.00	
E12	Service <= 1600 amps		\$30.00		E31	Swimming Pool		\$20.00	
E13	Service <= 1800 amps		\$34.00		E32	Generator		\$40.00	
E14	Service <= 2000 amps		\$38.00		E33	Solar Panel Installation		\$75.00	
E15	Service <= 2400 amps		\$42.00		E34	Temporary Cut-In		\$20.00	
E16	Service <= 2500 amps		\$46.00		E35	Re-inspection Residential each		\$10.00	
E17	Commercial – Temp Building		\$20.00		E36	Re-inspection Commercial each		\$25.00	
E18	Mobile Home – Residential*	1	\$10.00	\$0	E27	After-Hour Inspection		\$100.00	
E19	Temporary Meter		\$20.00		E38	Minimum Fee		\$20.00	

***MOBILE HOME PERMIT FEE COVERS THE ELECTRICAL PERMIT COSTS.**

FOR OCPD STAFF

Associated Permit #

About the Mandatory Purchase of Flood Insurance Requirement

NFIP: This community participates in the National Flood Insurance Program (NFIP), which makes federally backed flood insurance available for all eligible buildings, whether they are in a floodplain or not. Flood insurance covers direct losses caused by surface flooding, including a river flowing over its banks, a lake or ocean storm, and local drainage problems.

The NFIP insures buildings, including mobile homes, with two types of coverage: building and contents. Building coverage is for the walls, floors, insulation, furnace, and other items permanently attached to the structure. Contents coverage may be purchased separately, if the contents are in an insurable building.

Mandatory Purchase Requirement: The Flood Disaster Protection Act of 1973 and the National Flood Insurance Reform Act of 1994 made the purchase of flood insurance mandatory for federally backed mortgages on buildings located in Special Flood Hazard Areas (SFHAs). It also affects all forms of Federal or Federally related financial assistance for buildings located in SFHAs. The SFHA is the base (100-year) floodplain mapped on a Flood Insurance Rate Map (FIRM). It is shown as one or more zones that begin with the letter "A" or "V."

The rule applies to secured mortgage loans from such financial institutions as commercial lenders, savings and loan associations, savings banks, and credit unions that are regulated, supervised, or insured by Federal agencies such as the Federal Deposit Insurance Corporation and the Office of Thrift Supervision. It also applies to all mortgage loans purchased by Fannie Mae or Freddie Mac in the secondary mortgage market.

Federal financial assistance programs affected by the laws include loans and grants from agencies such as the Department of Veterans Affairs, Farmers Home Administration, Federal Housing Administration, Small Business Administration, and the Department of Homeland Security's Federal Emergency Management Agency (FEMA).

How it Works: Lenders are required to complete a Standard Flood Hazard Determination (SFHD) form whenever they make, increase, extend or renew a mortgage, home equity, home improvement, commercial, or farm credit loan to determine if the building or manufactured (mobile) home is in an SFHA. Copies of the FIRM are available for review in most local government building or planning departments. Lenders may also have copies or they use a flood zone determination company to provide the SFHD form.

If the building is in a SFHA, the Federal agency or lender is required by law to require the recipient to purchase a flood insurance policy on the building. Federal regulations require building coverage to equal to the amount of the loan (excluding appraised value of the land) or the maximum amount of insurance available from the NFIP, whichever is less. The maximum amount available for a single-family residence is \$250,000. Government sponsored enterprises, such as Freddie Mac and Fannie Mae, have stricter requirements.

The mandatory purchase requirement does not affect loans or financial assistance for items that are not covered by a flood insurance policy, such as vehicles, business expenses, landscaping, and vacant lots. It does not affect loans for buildings that are not in an SFHA, even though a portion of the lot may be. While not mandated by law, a lender may require a flood insurance policy, as a condition of a loan, for a property in any zone on a FIRM.

If a person feels that a SFHD form incorrectly places the property in a SFHA, he or she may request a Letter of Determination Review from FEMA. This must be submitted within 45 days of the determination. More information can be found at http://www.fema.gov/fhm/fq_gen11.shtm.