

ITEMS REQUIRED FOR ISSUANCE OF AN EXISTING RESIDENTIAL, MOBILE HOME, SHEDS, ADDITIONS & RELOCATION PERMIT

*Official 911 address from the E911 Addressing Department (225) 694-3488.

*Provide a sewer Permit from the Parish Sanitarian (225) 638-3373. The office is located in the Parish Health Unit Building at 282-B Hospital Road, New Roads, Louisiana. (A deposit maybe required)

*Submit the name of the electric company upon application. (Entergy or Pointe Coupee Electric)

*Apply for a water and gas meter. (If applicable)

*Provide a bill of sale for the mobile home.

*Letter of permission from owner of property if not applicant.

*Provide the make, model, serial number and dimensions of the mobile home.

*Site plan of the property where the mobile home will be situated, if other than a recognized trailer park. Show on the plot map the proposed location of the mobile home site and any other structures on the property.

Flood Zone

If determined to be in a flood zone the property owner must obtain an elevation certificate from a licensed engineer, architect or surveyor. This process could take 2-3 weeks.

Existing residential, Mobile Home, Sheds Additions & Relocation Permit Fees

FEES BASED ON THE VALUE OF THE MOBILE HOME/HOUSE OR SHED

\$0-\$3,000-----\$25.00

\$3,001-\$5,000-----\$35.00

\$5,001-\$13,000-----\$40.00

\$13,001-\$100,000-----\$3.00 per thousand dollars

Existing Residential, Mobile Home & Relocation building permits minimum fee is \$25.00

Flood Determination Fee is \$35.00

*****ALL FEES ARE TO BE MADE PAYABLE TO POINTE COUPEE PARISH WITH A CHECK OR MONEY ORDER. \$25.00 WILL BE CHARGED FOR NSF****

Site Plan Review

Site plans submitted for review by this office and approval by the Planning Commission and Parish Government \$40.00

Contractor Registration \$100.00

A contractor is required to register in the parish on an annual basis to perform work in the parish. This fee includes the proper office work and materials necessary to complete this task.

Field Inspections

POST THE PERMIT IN A CONSPICUOUS PLACE ON THE PREMISE.

Address must be posted and visible from the road and posted on mobile home.

Tie downs must be installed.

Inspections will go into effect in the near future.

Setbacks

Setbacks are enforced as per Pointe Coupee Parish Ordinance.

PLEASE NOTE: The Parish of Pointe Coupee does not enforce private deed and/or subdivision restrictions. It is the homeowners' responsibility to avail themselves of such covenants and act accordingly.

*Culvert permit will need to be completed before a driveway culvert can be installed.