

**ITEMS REQUIRED FOR ISSUANCE OF AN EXISTING RESIDENTIAL, MOBILE HOME, SHEDS (OUTBUILDINGS), & ADDITIONS.**

\*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 may be 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. 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.

**Permit Fees**

**FEES BASED ON THE VALUE OF THE SHED/OUTBUILDING**

\$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

Mobile Home Permit: \$75.00

Flood Determination Fee is \$35.00

Solar Panels is \$75.00

Sign Fee is \$75.00

Swimming Pool Permits is \$125.00

Generators is \$75.00 (\$35.00 fee for Flood Zone Determination)

Transfer Switch is \$35.00

**\*\*\*ALL FEES ARE TO BE MADE PAYABLE TO POINTE COUPEE PARISH GOVERNEMENT WITH A CHECK OR MONEY ORDER.**

**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 homeowner's responsibility to avail themselves of such covenants and act accordingly.

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