

## **Mobile Home Permit Requirements and Placements**

### **City of Zachary Inspections Department**

#### **Permit Requirements**

##### **1. Location Considerations**

- If the mobile home is outside Zachary city limits, contact East Baton Rouge Parish Inspections at 225-389-3205, as it falls outside our jurisdiction.
- If the mobile home is to be placed in an **established mobile home park** within Zachary city limits, skip to Step 5, as mobile home parks have already provided the necessary information.

##### **2. Required Documentation**

- A legal plot plan must be submitted.
- A Proposed Elevation Certificate is required and must be obtained from a licensed engineer or surveyor.

##### **3. Sewer System Requirements**

- If the mobile home is not on the City of Zachary sewer system, contact the East Baton Rouge Parish Health Department at 225-242-4870 for a sewer permit and inspection. The City of Zachary is not responsible for individual sewer systems.
- A copy of the temporary sewer permit must be provided. Additional information on sewer permits is attached.
- A City-Parish sewer impact fee may be required if the mobile home is connected to the City of Zachary sewer system. (See attached fee chart.)
- Once the plot plan, elevation certificate, and sewer permit (if applicable) are obtained, a mobile home placement permit can be issued. The permit fee is \$50.00.

##### **4. State Fire Marshal Requirements**

- Contact the State Fire Marshal's Office at 225-925-4911 and request the Manufactured Home Division for information on the required sticker.
- New mobile homes: Confirm with the dealership that the sticker is included.

- Used mobile homes: If hiring someone to move the home, ensure they are licensed and have applied for the required sticker.
- For further details, visit [LASFM.org](http://LASFM.org) and click Manufactured Housing.
- Electricity will not be provided until the State Fire Marshal sticker is on the mobile home.

#### **5. Contractor Permits**

- Electrical, Plumbing, and Mechanical (Heating & Air) permits must be obtained by a City of Zachary licensed contractor.
- Each permit costs \$50.00.
- If hiring a contractor, not currently licensed in Zachary, they must contact our office to obtain a City of Zachary license before beginning work.

#### **6. Driveway and Slab Requirements**

- A dust-free driveway apron (minimum 20 feet wide by 25 feet deep, surfaced with asphalt or concrete) is required before inspection.
- The manufactured or mobile home shall be placed on a permanent masonry slab foundation that meets the requirements of the Louisiana Manufactured Housing Commission.

#### **7. Final Elevation Certificate**

- After the mobile home is placed on site, submit a City of Zachary Final Elevation Certificate.
- If located in a special flood hazard area, a FEMA Final Elevation Certificate is also required.

#### **8. Final Inspection & Utility Connections**

- Once all permits are issued, and the State Health Department has given approval (if not on city sewer), the Final Elevation Certificates are received and approved, and the State Fire Marshal sticker is affixed, schedule an inspection.
- Inspection requirements include:
  - Electrical, plumbing, and heating/air installation completion.
  - Steps with handrails on both sides at entrances.

- All doors must have a 3' by 3' landing at the top of the steps.
- The mobile home must be properly tied down.
- Address numbers must be posted on the mobile home.
- Once approved, we will email the inspection approval to your electrical provider.
- It is the applicant's responsibility to arrange services with their electric, water, and gas providers.
  - City of Zachary Water & Gas Department: 225-654-0201
  - Parish Water: 225-952-7688
  - Gas Utility District #1: 225-654-4020

For questions, contact the City of Zachary Inspections Department at 225-654-6873.