



V. J. St. Pierre
PARISH PRESIDENT

SAINT CHARLES PARISH DEPARTMENT OF PLANNING AND ZONING

P.O. Box 302 • HAHNVILLE, LOUISIANA 70057
(985) 783-5060 • (985) 783-5000 • FAX (985) 783-6447

PERMIT APPLICATION MOBILE HOME APPLICATION

MH

PERMIT # : _____ DATE REQUESTED: _____

RECEIPT #: _____ ZONING DISTRICT: _____

APPLICANT: _____ PHONE #: _____

MAILING ADDRESS: _____

PROPERTY OWNER(S): _____

ADDRESS: _____

PHONE #: _____

CONSTRUCTION ADDRESS: _____

COUNCIL DIST.# _____

CORNER LOT?: YES NO; SUBDIVISION : _____

LOT #: _____ SQUARE/BLOCK #: _____ MOBILE HOME VALUE: _____

OFF-STREET PARKING SPACES REQUIRED: _____

FLOOD ZONE: _____ BASE FLOOD ELEVATION REQUIREMENT: _____

FEMA PUBLICATION ISSUED: YES NO

MOBILE HOME SQUARE FOOTAGE: _____ MOBILE HOME DIMENSIONS: _____

PROPERTY AREA (SQ FT.): _____

ANY OTHER STRUCTURES ON PREMISES? _____

SEWER PERMIT #: _____ WATER PERMIT #: _____

CULVERT PERMIT #: _____ PROPERTY I.D. #: _____

COMMENTS: _____

BASE REQUIREMENTS:

1. SKIRTING – THE ENTIRE UNDERFLOOR OF THE MOBILE HOME SHALL BE COMPLETELY ENCLOSED BY SKIRTING OR FOUNDATION PLANTINGS: PLANTINGS MUST BE APPROVED BY THE DIRECTOR.
2. ELEVATION – THE LOWEST FLOOR OF A MOBILE HOME MUST BE AT LEAST THIRTY-SIX (36) INCHES ABOVE GRADE, UNLESS FEMA BASE FLOOD ELEVATION REQUIREMENTS DICTATE A HIGHER ELEVATION.
3. ANCHORING (TIE DOWN) – TIE DOWN OR ANCHORING SYSTEMS ARE DESIGNED TO RESIST THE LATERAL AND UPLIFT FORCES RESULTING FROM HIGH WINDS. ALL TIES MUST BE MADE OF RUST-RESISTANT STEEL CABLE OR STRAPS WHICH FASTEN THE MOBILE HOME TO ANCHORS EMBEDDED IN THE GROUND. IF THE MOBILE HOME IS DESIGNED FOR OVER-THE-TOP TIES, THEY CAN BE USED IN CONJUNCTION WITH FRAME TIES, BUT CANNOT REPLACE THE AMOUNT OF FRAME TIES REQUIRED BELOW.

MOBILE HOMES (OVER 50 FT. LONG): SEVEN (7) FRAME TIES CONNECTED TO GROUND ANCHORS ON EACH SIDE.

MOBILE HOME (50 FT. AND UNDER): SIX (6) FRAME TIES CONNECTED TO GROUND ANCHORS ON EACH SIDE.

CHECKLIST FOR OBTAINING PERMIT:

- _____ 1. Application signed and dated. If applicant is not the applicable property owner, a signed and notarized affidavit from all property owners must be provided.
- _____ 2. Copy of Act of Sale to property.
- _____ 3. Site plan, including all actual dimensions and setback dimensions.
- _____ 4. Permit, plan review, and inspection fees paid in full.
- _____ 5. A proposed base flood elevation certificate from a licensed land surveyor.
- _____ 6. Survey of property; signed by licensed land surveyor.
- _____ 7. Copy of sewer permit or health certificate. Call (985)783-5100.
- _____ 8. Copy of driveway (culvert) permit, if required.
Westbank (985)783-5070; Eastbank (985)764-9531

Permit Fee-----\$175

SITE PLAN:

I hereby acknowledge that I have read and understand all of the requirements listed on this application.

APPLICANT SIGNATURE: _____ (DATE)

FEE PAID (PERMIT SECTION SIGNATURE): _____



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FLOOD ELEVATION ACKNOWLEDGEMENT

I (We) the undersigned, do hereby acknowledge that I (we) have been advised that my proposed structure is located in a Special Flood Hazard Area, as determined by the Federal Emergency Management Agency (FEMA). I (we) have been advised of the required minimum elevation of this (these) structures, as determined on the Flood Insurance Rate Map (FIRM). I (we) further understand that **ALL STRUCTURES, RESIDENTIAL, AND NON-RESIDENTIAL, MUST BE CONSTRUCTED AT OR ABOVE THE REQUIRED BASE FLOOD ELEVATION. THIS INCLUDES, BUT IS NOT LIMITED TO, ATTACHED AND DETACHED STRUCTURES, AIR CONDITIONING UNITS, WATERHEATERS, WASHING MACHINES AND DRYERS. EACH STRUCTURE MUST HAVE ITS OWN ELEVATION CERTIFICATE.**

In cases where an accessory structure (attached or detached) can not comply with the base flood elevation requirements, that portion below must be constructed in accordance with **FEMA Technical Bulletins 1-93, 2-93, or 3-93**. These bulletins govern the flood proofing and structural requirements, as mandated by FEMA, for structures built below base flood elevation and are available from St. Charles Parish Department of Planning and Zoning.

Preliminary Certificate of Zoning Compliance will not be issued until all provisions of the aforementioned FEMA regulations are met.

In order to insure that all Floodplain Regulations are enforced I (we) understand that I (we) must provide a forms survey and an elevation **BEFORE**, I pour concrete or proceed with construction of **ANY** portion of this structure(s). **FAILURE TO SUBMIT REQUIRED INFORMATION BEFORE POURING CONCRETE WILL RESULT IN A CEASE & DESIST ORDER PLACED AGAINST FURTHER CONSTRUCTION ACTIVITY UNTIL INFORMATION IS SUBMITTED TO THIS DEPARTMENT.**

Applicant Name (please print)

Applicant Signature

Date

St. Charles Parish Official

Permit #