

# GUIDE FOR ALL THINGS MOBILE HOME AND APPLICATION IN THE CITY OF SCOTT



Mayor Jan-Scott Richard  
125 Lions Club Road Scott, LA 70583  
(337) 233-1130/ (337) 233-0240 Fax  
[www.cityofscott.org](http://www.cityofscott.org)

*Boudin Capital of the World*

*“Committed to encouraging the growth of a diverse economy  
that creates good paying jobs and a safe place to call home.”*



## MOBILE HOME PERMIT APPLICATION

In order to obtain a Mobile Home permit, please complete this application and attach a scaled site plan (8 ½ X 11) indicating street(s), lot dimensions, driveway(s), easements or other encumbrances, footprint size of all existing and proposed improvements with building setbacks from a registered professional engineer, architect, or licensed surveyor. Setbacks requirements are Fifty (50) ft. on all sides of mobile home from property and/or any other structures. (See Attached Example) **Trailer cannot be older than 15 years and an inspection is required if trailer is not brand new. The inspection fee is \$50.**

Please deliver this application and site plan to City Hall 125 Lions Club Rd or email this application and site plan (in PDF format) to Tammy Vincent at [tvincent@cityofscott.org](mailto:tvincent@cityofscott.org). Upon approval, the contractor/applicant will be notified.

Address of Mobile Home: \_\_\_\_\_

Size of Mobile Home: \_\_\_\_\_ Inspection Location: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Address : \_\_\_\_\_ City : \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_

Property Owner's Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Applicant/Renter/Lessee Name: \_\_\_\_\_

Applicant/Renter/Lessee Address: \_\_\_\_\_

Applicant/Renter/Lessee Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type of Sewage Disposal Mark one: Public \_\_\_\_\_ Individual System \_\_\_\_\_

Utility Service Provider Mark one: Entergy \_\_\_\_\_ SLEMCO \_\_\_\_\_

City of Scott Utilities: Water \_\_\_\_\_ Sewer \_\_\_\_\_ Gas \_\_\_\_\_ Garbage \_\_\_\_\_

<b>OFFICE USE ONLY: APPROVAL</b>	Permit Number _____
Tammy Vincent: _____	Flood Zone/BFE _____
Bonnie Anderson: _____	Zoning _____
Jan-Scott Richard, Mayor _____	

Applicant is responsible for maintaining existing conditions of the Public Right-of-way (i.e. ditch grade, roadway shoulder and roadway) during construction activities as it relates to this Permit. Applicant is not allowed to damage and/or alter ditches, store construction material and equipment that may cause damage to and/or alter the Public Right-of-Way. The City of Scott reserves the right to inspect Permitted sites at any given time and upon written notification the Applicant will have 10 calendar days to correct noted deficiencies.

**Failure to correct noted deficiencies will result in the suspension of all construction related inspections until noted deficiencies are corrected and approved by the Department of Public works.**

My signature below certifies that I am aware of my responsibility and liability as the permit purchaser to comply with: all applicable building codes for the City, State and Federal regulation and requirements; insurance coverage for workers, building and contents, general public and occupants of the building, etc.

I further understand that violation of any of the above may result in revocation of this and contingent permits and disconnection of electrical power and/or other utilities to the building.

The undersigned applicant hereby represents that he has performed the necessary research to ascertain the existence and location of all servitudes, easements, setbacks, restrictive covenants, building restrictions, deed restrictions and other matters which may have an impact or effect upon the site which construction is to be made pursuant to this permit.

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Address

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Printed Name

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Signature

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Date



**MOBILE HOME MOBILIZATION INFORMATION**

NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

ADDRESS BEING MOVED TO: \_\_\_\_\_

DATE TO MOVE MOBILE HOME: \_\_\_\_\_

NAME OF MOVING COMPANY: \_\_\_\_\_

ADDRESS OF MOVING COMPANY: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_



## MOBILE HOME PROCEDURES ON PRIVATE PROPERTY

### GENERAL FEES FOR MOVING A MOBILE HOME, OTHER FEES MAY APPLY.

Electrical Permit \$50.00, Mechanical Permit \$50.00, Plumbing Permit \$100.00, Moving Permit \$75.00

- STEP 1:** Fill out a Mobile Home Application and return to City Hall with the following information.
- 1: A recorded plat of survey
  - 2: Cash Sale, Act of Donation and or Lease Agreement
  - 3: A scaled site plan on (8 ½ X 11) from a license surveyor, professional engineer or architect showing the location of the mobile home with a 50ft. setback from property line and any other house or building on property.
  - 4: Proof of mobile home being fifteen (15) years or younger. If mobile home is not brand new an inspection must be done before this permit can be approved.
  - 5: If said property is not in a Mobile Home Park District, a warrant must be obtained from the Mayor.
- STEP 2:** Obtain municipal address from Planning, Zoning & Development Department at LCG 337-291-8449. This address will be used on all correspondences with all agencies, from emergency 911, postal carriers, law enforcement, utility companies, board of health, codes and permits, etc.
- STEP 3:** The Floodplain Administrator will determine if property is in a flood zone. They will issue a blank elevation certificate listing the base flood elevation at your location if the property is determined to be in a flood zone. The bottom of the longitudinal frame beam of your mobile home is currently required to be one foot above this base flood elevation. The central air conditioning unit will be at this height as well. A licensed surveyor must be hired to set a mark showing the Base Flood Elevation (BFE). The surveyor must return once your home is on site to complete the elevation certificate verifying it is at the proper height if not correct your elevation certificate will be rejected. An electrical service will not be done until the final certificate is on file at the permit office.
- STEP 4:** A representative from the City of Scott will contact you when your Mobile Home Approval is ready to be picked up.
- STEP 5:** Customer must set up account with City of Scott (water, sewer, & garbage) and Entergy/SLEMCO for utility services.
- STEP 6:** A Plumbing permit will be needed. A Plumbing permit is not needed if it is a Mobile Home replacement and if no new plumbing extensions are being performed. If a water meter inspection is required for water to be turned on in a Mobile Home Park, rental or leased property, a license Plumber will be required to perform connections and obtain a permit for inspection.
- STEP 7:** If property has own sewer plant see pgs. 8-9 in packet for more information, bring Mobile Home approval to Board of Health Office (337-262-3900 ext. 166) to obtain a septic sewer packet then return approval letter City Hall.
- STEP 8:** Once plumbing permit is purchased, flood certificate on file (if in a flood zone), and Board of Health letter received, then the electrical and mechanical permit can be sold. Plumbing inspections (water and sewer) need to be approved before electrical and mechanical inspections can be ordered.
- STEP 9:** A mechanical permit will be needed. The mechanical inspection must be done before the electrical inspection can be made.
- STEP 10:** An electrical permit will be needed. The electrical inspection **WILL NOT** be done without final elevation certificate turned into Scott City Hall.

**GENERAL NOTES:**

Mobile homes are not allowed in Apollo Corridor District.

If this is rental property or a land/lease purchase, LICENSED SUB CONTRACTORS will be required to purchase plumbing and electrical permits.

This office cannot be held liable for any misinterpretation of the material enclosed. This booklet is only a guide and is not a complete code book. If the homeowner is not experienced in any of the trades or fields described in this booklet, it would be in their best interest to contact licensed professionals to perform all work required. The Permit Office and Inspectors are responsible for enforcement of adopted codes, ordinances and laws of the City of Scott, State of Louisiana and United States Federal Government.

This office and inspectors inspect your work according to adopted rules and regulations of the City of Scott and national standards. You need to check with your power company for any rules and regulations they have to follow. This office will not be held accountable for any utility company’s rules or regulations.

The surveyor will provide a flood elevation certificate which should be marked “Finished Construction” and have at least 2 (3”X3”) color pictures attached. Faxed copies NOT ACCEPTABLE.

If Plumbing permits are required they MUST be sold before electrical and mechanical permit.

If there is an existing septic system on the site, we still require a letter from the Board of Health.

**Minimum Setback Requirements from property line:**

Front: 50ft from property line

Rear: 50ft from property line

Sides: 50ft from property line

All Mobile Homes must be located at least 50 feet away from the nearest existing home or other structures on said property.

**OFFICE LOCATION AND HOURS OF OPERATION:**

City Hall is located at 125 Lions Club Rd; Scott, LA 70583, hours of operation is Monday – Thursday 7AM 5:30PM; Friday 8AM-4PM. Except on Holidays. If you need additional information 337-233-1130.

State Board of Health office is 220 West Willow St. Building A, 337-262-3900 ext. 166 see page 6.

**INSPECTION REQUIREMENTS:**

All inspections require a 24-hour notice

**MOVING PERMIT REQUIRED**

Moving a Mobile Home into or out of the City limits requires a permit. City Hall must be notified 24 hours before the Mobile Home is moved.

# PROCEDURES FOR OBTAINING PERMITS FOR MOBILE HOMES

## **OBTAINING PERMIT-Mobile Home Homeowner Permits and Self Contractor**

If you own a mobile home and intend to occupy it as your residence you are entitled to perform your own work, and act as your own contractor, however, keep in mind you are accepting the responsibility as a self-contractor that all work performed by you is inspected and approved by the City's Building Codes. In the event of an inspector rejecting your work, the Building Codes reserves the right to void your homeowners permit and require you to hire a licensed contractor to complete and correct rejected work. If you intend to hire licensed contractors, they will pull their permits after you have provided us with steps 1, 2 and 3 which eliminate you as the liable party.

If you are to locate your mobile home in an approved mobile home park, and you know the name of the park, the address and the lot number, permits can be issued without delay; however, there are some types of permits that the permit department simply cannot issue to homeowners. For example, if your mobile home requires natural gas service, a permit and inspection are required before the gas service can be turned on, however, homeowners cannot purchase this type permit because of the close proximity of neighboring mobile homes in mobile home parks. Instead a licensed plumber or gas fitter is required to purchase this permit, reason being licensed contractors, are required by law to carry liability insurance for this type of work. Homeowners cannot obtain permits for plumbing in Mobile Home Parks. State Plumbing Law requires that License Plumbers (License by the State Plumbing Board) perform work and obtain a permit for inspection. If you have certain type of work to be performed, please ask for assistance.

## **AIR CONDITONING PERMITTING AND INSPECTION PROCEDURE FOR MOBILE HOMES.**

If the mobile home has window units, no a/c permit will be required.

All a/c work on rental units require licensed contractors

A/C permit.....	\$50.00
Re-Inspection.....	\$50.00

Homeowners can purchase a permit and get an inspection provide they line in the mobile home and sign an affidavit stating that they will perform the work according to all rules and regulations set forth by the Lafayette Consolidated Government and the State Louisiana.

The a/c unit must be in place, hooked up and inspected before you can get your electrical inspection.

A re-inspection fee will be required if for any reason the a/c installation is rejected. If the work is rejected for a second time or it is obvious that the person doing the work is not qualified, the permit will be become void and a licensed contractor will be required to finish the a/c installation.

It is the responsibility of the person purchasing the a/c permit to call for the inspection when ready.

The a/c unit can not be located in front of the a/c disconnect. If the a/c unit is within 50 feet and within sight of the outdoor breaker panel, you can use a breaker installed in the outdoor panel to control the a/c unit without the need for a disconnect at the unit.

Please call Building Code Inspection Services LLC if you have any questions. 337-886-6069.

## **ELECTRICAL PERMITTING AND REGULATIONS**

The following regulations apply to a homeowner who owns a mobile home and will live in that mobile home. This does not include a person who owns one or more mobile homes and intends to rent these mobile homes to other people. Licensed electrical contractors are required to do all utility work on rental mobile homes.

Do not place your power pole or mobile home on the lot in a way that will require the utility lines to go over the top of the mobile home. The mobile home cannot have any power lines over the top of the home unless they are eight (8) feet above the roof when the mobile home is blocked.

Please read the tag on the outside of your mobile home. This tag tells you that your mobile home is a 4-wire set up. It also tells you what amperage your home is. This is very important to you. If you have any questions, please call 337-886-6069, and ask to speak to an inspector.

Check if the electrical power pole has the capacity to serve your mobile home. Example: most new mobile homes have a 200 amp electrical service requirement. Some old park spaces have 100 or 150 amp power poles. If the service on the power pole does not have sufficient power to serve your mobile home, or needs to be repaired or replaced, the owner of the park will have to hire a licensed electrical contractor to do the work, get a permit, and get an inspection. This work cannot be performed by a homeowner. A contractor is required to do the work on the pole in a mobile home park. NO EXCEPTIONS.

After you are sure that the utility hook up is adequate, you must either obtain the services of a licensed electrical contractor to make the connection to your mobile home, or you may obtain a home owner's permit to do your own electrical hookup. All work shall be done according to the National Electrical Code and the rules and regulation adopted by the City of Scott.

Be sure that you set up your account with the appropriate utility company. SLEMCO, ENTERGY.

After the permit is procured and the mobile is hooked up and ready for inspection, you will need to call Building Code Inspection Services, LLC. 337-886-6069. When calling please have your permit number, address to give to the clerk. Please allow 24 hours for your inspection.

When the inspector makes your inspection, he will either approve or reject the mobile home hook up. There will be a sticker affixed to the panel or meter base showing the reject reasons or an approval.

If the sticker that is on the panel or meter base show that your mobile home is approved, you can contact your power company at this point. NOTE: for Entergy the permit office will notify them for you.

Please read the notes on the pictures before you buy your material to do the electrical work. Most materials cannot be returned.

These illustrations are not intended to teach you how to do electrical work. Electricity is **dangerous**. If improperly done it **can and has killed** or **severely burned people** who thought they knew what they were doing. Even though some improperly done electrical work will light the lights, and run the refrigerator, under certain conditions, it will cause a fire without warning.



If your mobile home is more than 2 feet away from pole, you are required to bury the electrical in conduit no less than 18 inches from the top of the ground. The trench shall not be covered until the inspection for the mobile home has been made. If the trench is closed, you will be required to uncover the trench so that the inspector can check the depth of the pipe to make sure it meets minimum code.

If your mobile home is less than 2 feet away from the pole, you can secure the electrical pipe to the underside of your mobile home. (See photo)

The wiring from your panel on the pole to your panel inside the mobile home SHALL BE IN ELECTRICAL CONDUIT. NO EXCEPTIONS. Schedule 40 PVC pipe is required for above ground use. An example where Schedule 80 pipe is required would be from the bottom of the electrical panel on the pole into the ground and where it emerges from the ground under the mobile home.

The use of NM cable (also known as ROMEX) is not approved to be used in any outdoor applications. You will have to use an approved wiring method to install any added circuits, such as sewage systems, water wells, outdoors, etc. Please call and speak to one of the inspectors if you are not sure of this requirement.

Please remember, these requirements are for the life safety protection of you and your family. Your cooperation in following these rules will help us make sure that you are safe, and are in compliance with all City, State and Federal rules and regulations.

#### Mobile Home Electrical Permits

Pole inspection.....	\$50.00
Re-inspection.....	\$50.00

#### **State Plumbing Requirements & Board of Health Requirements.**

When connecting your mobile home to a private sewer system, new or existing, State Board of Health approval is required. Assuming you have a completed step #1 and step #2, a plumbing permit must be purchased for all new private sewer plants and extensions of sewer lines. If a licensed plumber is contracted to install the plant and the connections of the sewer lines to the mobile home, the plumber must obtain the permit and call for inspections. If the homeowner is planning to connect the sewer lines to the mobile home, he/she must obtain a sewer permit. When sewer lines are installed from the mobile home to the sewer plant, before covering the sewer lines, the homeowner or plumber must call for an inspection. The Board of Health will issue a letter to the owner, at this time you may purchase the electrical and air conditioning permits if you are doing the work yourself. If not, a licensed electrical contractor must purchase the electrical/ac permits.

Water connections can be accomplished in several different ways. If you are locating in an approved mobile home park with community water, no water inspections are required. Other parks provide water service for a monthly fee. Check with the park owner or manager to see what service is available. New water wells on private property require permits and inspections. The Board of Health has regulations as to where wells are located in respect to sewer plants. All plumbing contractors are required to be registered and licensed with the State Plumbing Board of Louisiana.

**The Lafayette Parish Health Unit will need to following information before a permit for the installation of an individual sewage system is issued on an individual lot.**

1. A copy of a certified plat of the property where the system is to be located.
2. A count recorded copy of the proof of ownership (i.e. cash sale, act of donation, etc.) of the lot on which the sewage system is to be installed.
3. "Acceptance of Plat" with municipal address of the lot where the sewage system is to be installed.
4. A site plan drawn at the bottom of the work authorization showing the following if applicable.
  - Distance of sewage system from: (property lines, water wells, house).
  - Location of sewage system discharge line termination.
  - Distance of water well from: (drainage ditches, sewage stub out from house, other water wells, or any other source of contamination).

Minimum Distance Requirements)

Sewage system from any water well.....	50 ft.
Sewage system from property line.....	10 ft.
Oxidation pond from any dwelling.....	50 ft.
Water well from plumbing stub out.....	30 ft.
Water well from any other well.....	25 ft.
Water well from drainage canal, ditch, or stream.....	50 ft.
Water well from any possible source of contamination.....	50 ft.

Minimum Lot Sizes

Applicable Sewage Systems

22,500 square feet  
With 80 foot frontage

Septic tank & Field lines  
(Pending percolation test approval)  
Septic tank & oxidation pond Mechanical  
treatment plant

16,000 sq. ft. – 22,449 sq. ft.  
With 80 foot frontage

Mechanical treatment plant

12,000 sq. ft. – 15,999 sq. ft.  
With 80 foot frontage

Mechanical treatment plant  
with 50 ft. of modified absorption trench

NOTE: INADEQUATE DRAINAGE MAY REQUIRE EFFULENT REDUCTION AT THE DISCRETION OF THE STATE BOARD OF HEALTH.

If you have any questions contact the Lafayette Parish Health Unit 337-262-3900 ext. 166

# **Building Code Inspection Services LLC**

## **Any Questions Call 337-886-6069 (Residential use ONLY)**

Comply with R311.7.1 Width. Stairways shall not be less than 36 inches in clear width at all points above the permitted handrail height and below the required headroom height. Handrails shall not project more than 4.5 inches on either side of the stairway and the minimum clear width of the stairway at and below the handrail height, including treads and landings, shall not be less than 31-1/2 inches where a handrail is installed on one side and 27 inches where handrails are provided on both sides.

Comply with R311.7.5.1 Risers. The maximum riser height shall be 7-3/4 inches. The riser shall be measured vertically between leading edges of the adjacent treads. The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inch. Risers shall be vertical or sloped from the underside of the nosing of the tread above at an angle not more than 30 degrees from the vertical. Open risers are permitted provided that the opening between treads does not permit the passage of a 4-inch-diameter sphere.

Exception: The opening between adjacent treads is not limited on stairs with a total rise of 30 inches or less.

Comply with R311.7.6 Landings for stairways. There shall be a floor or landing at the top and bottom of each stairway. The minimum width perpendicular to the direction of travel shall be no less than the width of the flight served. Landings of shapes other than square or rectangular shall be permitted provided the depth at the walk line and the total area is not less than that of a quarter circle with a radius equal to the required landing width. Where the stairway has a straight run, the minimum depth in the direction of travel shall be not less than 36 inches.

Comply with R311.7.8 Handrails. Handrails shall be provided on at least one side of each continuous run of treads of flight with four or more risers.

Comply with 311.7.8.1 Height. Handrail height, measured vertically from the sloped plane adjoining the tread nosing, or finish surface of ramp slope, shall be not less than 34 inches and not more than 38 inches.

Comply with R311.7.8.2 Continuity. Handrails for stairways shall be continuous for the full length of the flight, from a point directly above the top riser of the flight to a point directly above the lowest riser of the flight. Handrail ends shall be returned or shall terminate in newel posts or safety terminals. Handrails adjacent to a wall shall have a space of not less than 1-1/2 inch between the wall and the handrails.

Comply with R312.1.2 Guard height. Required guards at open sided walking surfaces, including stairs, porches, balconies or landings, shall be not less than 36 inches high measured vertically above the adjacent walking surface, adjacent fixed seating or the line connecting the leading edges of the treads.

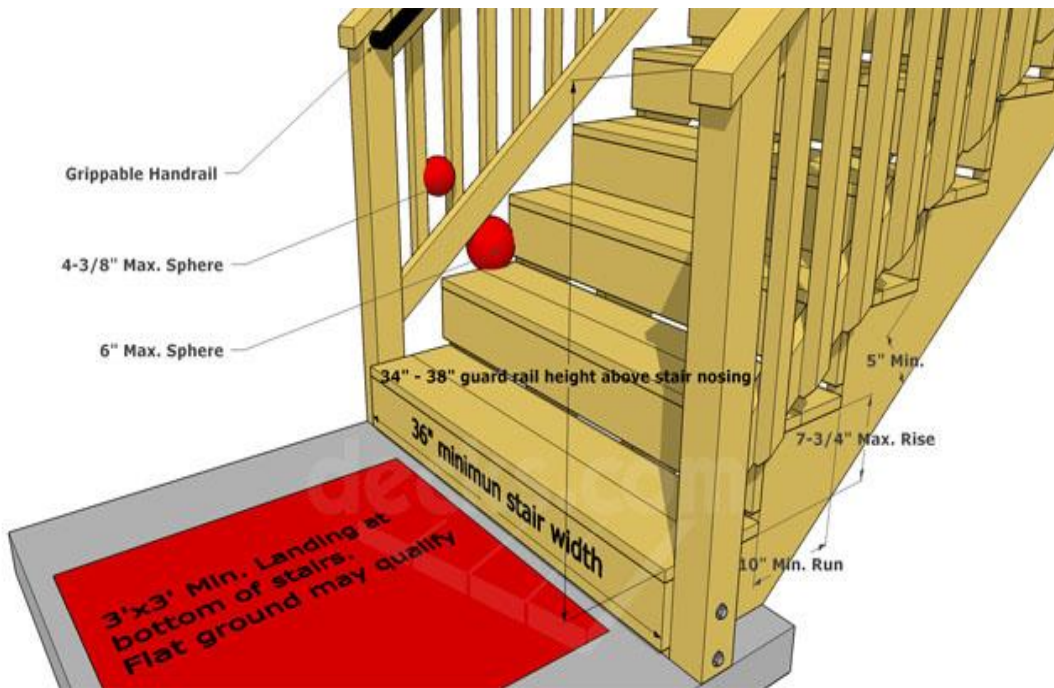
Exceptions:

1. Guards on the open sides of stairs shall have a height not less than 34 inches measured vertically from a line connecting the leading edges of the treads.
2. Guards on the open sides of stairs shall not have openings which allow passage of a sphere 4- 3/8 inches in diameter.

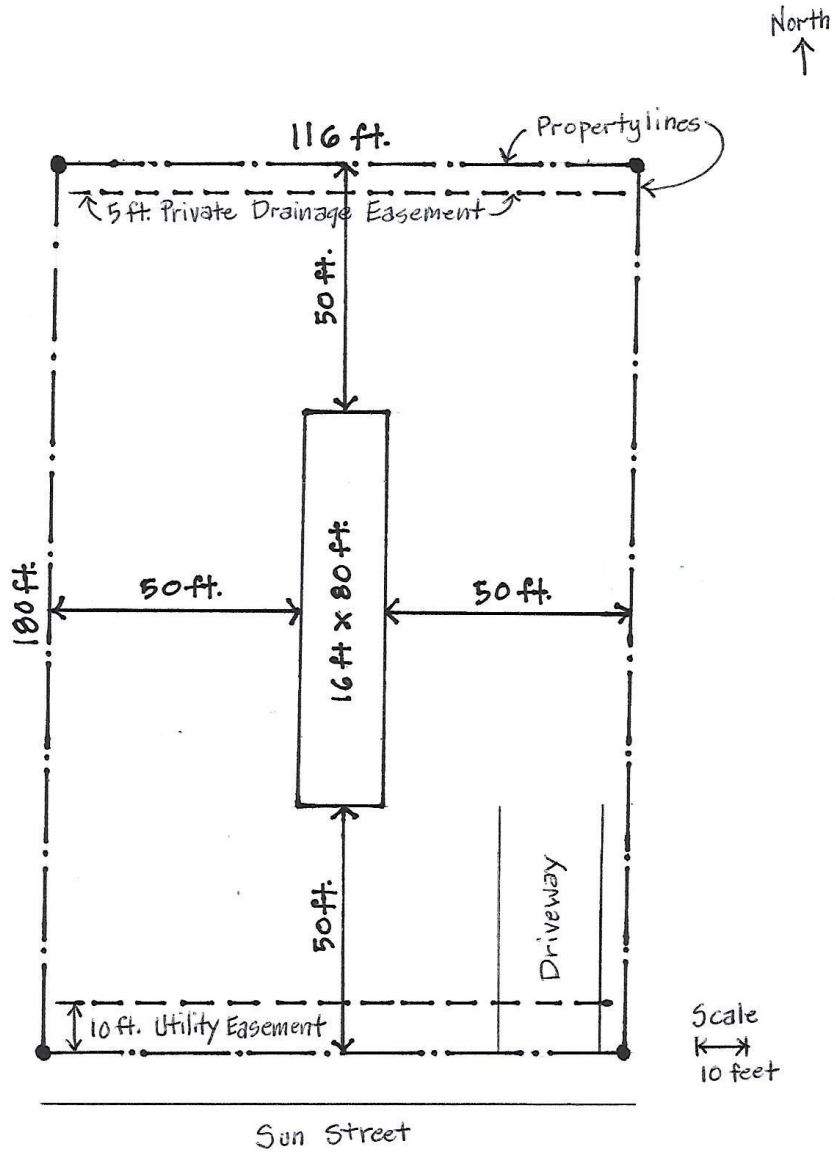
Comply with R312.1.3 Opening limitations. Required guards shall not have openings from the walking surface to the required guard height which allow passage of a sphere 4 inches in diameter.

Exceptions:

1. The triangular openings at the open side of a stair, formed by the riser, tread and bottom rail of a guard, shall not allow passage of a sphere 6 inches in diameter.
2. Guards on the open side of stairs shall not have openings which allow passage of a sphere 4-3/8 inches in diameter.

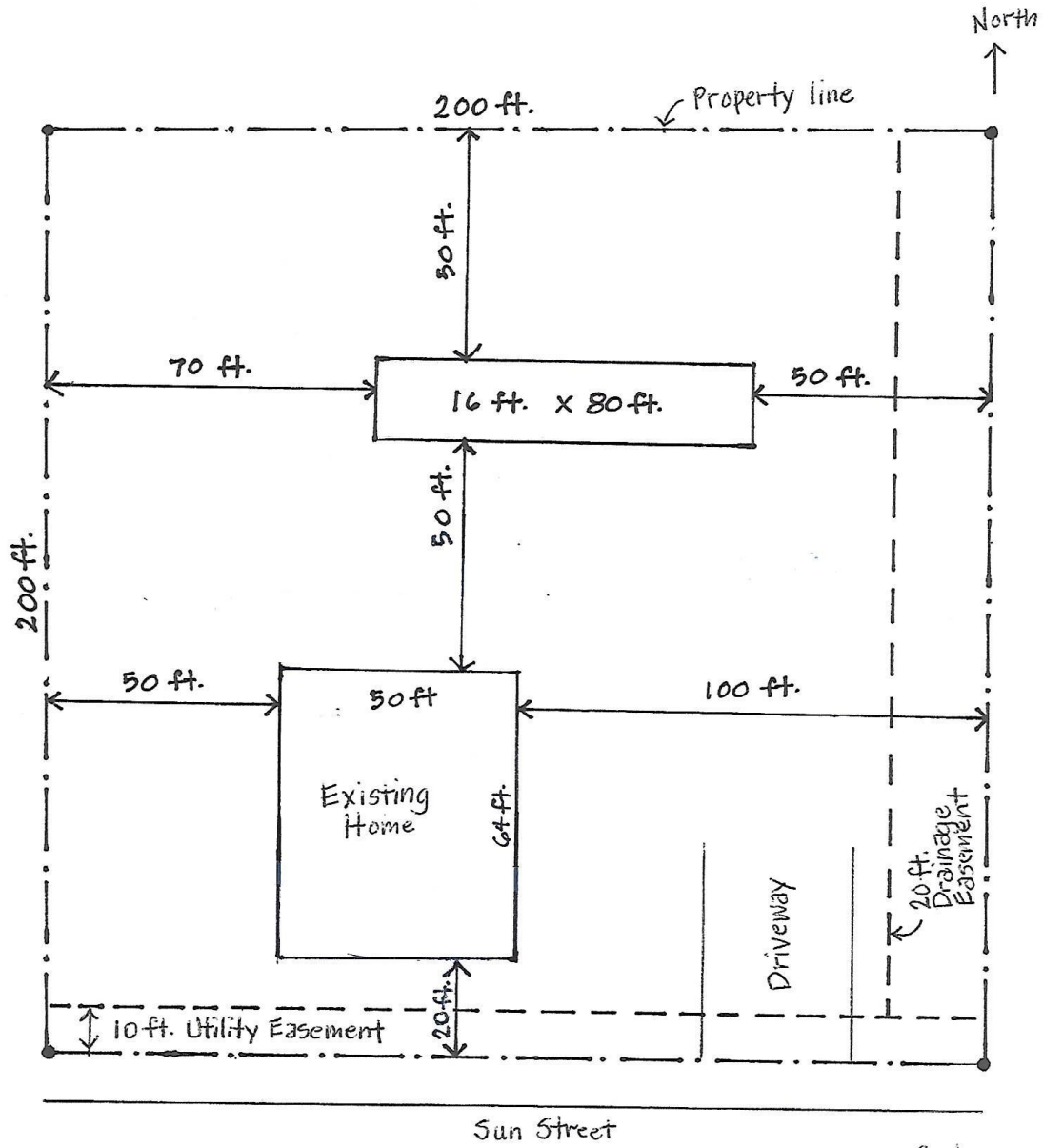


"Example Site Plan A"



NOTE: Show all servitudes and easements that exist on the property.  
All existing structures on the property must be shown and labeled (ex. storage building)

"Example Site Plan B"



NOTE: All New Mobile Homes on the lot must be a minimum of 30 feet from any existing home or mobile home on the property.  
 Show all servitudes and easements that exist on the property.  
 All existing structures on the property must be shown and labeled (ex. storage building)

Scale  
 10 feet