



St. Mary Parish Government
Planning & Zoning Department
Fifth Floor Courthouse
Franklin, La. 70538
337-828-4100 ext. 509

City of Morgan City
Planning & Zoning Department
512 First St.
Morgan City, La. 70380
985-385-1770

Town of Berwick
Planning & Zoning Department
3225 Third St.
Berwick, La. 70342
985-384-8858

City of Patterson
Planning & Zoning Department
1314 Main St.
Patterson, La. 70392
985-395-5205

City of Franklin
Planning & Zoning Department
1300 Iberia St.
Franklin, La. 70538
337-828-6348

Town of Baldwin
Planning & Zoning Department
800 Main St.
Baldwin, La. 70514
337-923-7523

REQUIREMENTS FOR MANUFACTURED/MOBILE HOME PERMITS

- Completed Permit Application
- Obtain Land Use Determination from the Planning & Zoning Department
- Parcel # (from the Assessor's Office 337-828-4100 ext. 250)
- Legal Description of Property (title, deed, cash sale)
- Address (if you are located within the Parish please contact 911 at 985-385-3385 for your address all others need to contact the appropriate municipality.)
- Flood Determination Letter (if you are located within the Parish please contact the Planning & Zoning Dept. all others need to contact the appropriate municipality.)
**Reminder: All mechanical devices need to also be at the required Base Flood Elevation along with the proper support of those devices.
- Plot Plan (drawn to scale including proposed and existing structures and set back lines)
A Survey of the property maybe requested.
- Dept. of Health L.H.S. 47 form and/or Community Water & Sewer Deposit Receipt (Department of Health 985-385-7018)
If you are replacing your existing structure with a new one or tying into the existing water and sewer located on the property a letter from the Water & Sewer department is required in place of the deposit receipts.
- State DOTD Department Approved Culvert Permit and Local Culvert Application (State roads only-DOTD Office 337-828-0352). If you are adding a driveway on a State Highway.
- Culvert Permit Application for local roads. (This application can be obtained from the Planning & Zoning Department) If you are adding a driveway
- Manufactured/mobile home owners shall indicate electrical, mechanical, plumbing and gas contractors along with their name and addresses, phone numbers and State License number.
- For New Manufactured/Mobile Homes a copy of the invoice is required. (permit fee is determined by this invoice)(Invoice must state the year, make & model along with the Serial No. and/or VIN #)

- For New Manufactured/Mobile Homes proof of Wind Zone III is required. This paperwork should include the year, serial number and indication of Wind Zone. ONLY WIND ZONE III 's are allowed in St. Mary Parish
- For Used Manufactured/Mobile Homes proof of Wind Zone III is required. ONLY WIND ZONE III 's are allowed in St. Mary Parish. If the proof of wind zone is attached to the mobile home please do not remove-supply our department with a clear photo indicating if it is a Wind Zone III.
- Payment for permit fees
- Reminder we do not govern the foundation requirements for manufactured/mobile homes. The manufactured/mobile home dealer or mover is responsible for the foundation requirements. Any questions or concerns need to be directed to either the dealer or mover or the Louisiana Manufactured Housing Commission at (225) 362-5500.
- However, even though we do not govern the foundation requirements for manufactured/mobile homes, if a slab or runners are installed a permit is necessary and a foundation plan needs to be submitted to our office along with a copy of the invoice for the proposed work.
- A copy of the State of Louisiana Manufacturing Housing Commission License is required for the Movers-Installers-Dealers.
** Please note that only licensed professionals will be allowed to move and install manufactured homes in St. Mary Parish. If you intend to perform your own installation you must first contact the Louisiana Manufactured Housing Commission.*

****For your convenience Applicants are now able to apply for permits at mypermitnow.org**

FEES:

MANUFACTURED /MOBILE HOME

MANUFACTURED/MOBILE HOME PERMIT FEE:(\$3.00 PER \$1,000.00)

USED MANUFACTURED/MOBILE HOMES USED: (\$100.00)

MANUFACTURED/MOBILE HOME INSPECTION FEES-ALL DISCIPLINES-\$60.00 PER INSPECTION PER DISCIPLINE (ALL 4 INSPECTIONS \$240.00)

1. ELECTRICAL
2. PLUMBING INSPECTION
3. TIE-DOWN
4. SKIRTING

*****Should you have any additional questions please do not hesitate to contact our office at 337-828-4100 ext. 500 or via email at permits@stmaryparishla.gov