Mobile Home Permit Application
New and Replacement Mobile Homes

Please drop off this application along with a ***site plan to scale on 8 ½ x 11 sheet of paper***.
The applicant will be notified within 5 working days upon receipt of the application.

Property located in: Lafayette Parish_____ Mobile Home_____ RV/Camper_____

Size of Mobile Home: _____ HUD #_____
Address: _____

Subdivision Name: _____Lot # _____

Owner's Name: _____

Fax # _____ Phone #_____ Cell #_____

Owner's E-Mail address: _____

Flood Zone: _____

Type of Sewage Disposal: Public/Private Company_____ Individual System _____

Type of Water Supply: Public/Private Company_____ Individual System_____

Scaled site plan (8 ½ x 11) indicating lot dimensions, footprint of mobile home and all proposed improvements, all easements or other encumbrances, and mobile home setbacks attached.
Yes _____ NO _____

Applicant is responsible for maintaining existing conditions of the Public Right-of-Way (i.e. ditch grade, roadway shoulder and roadway) during 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 LCG 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.

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 mobile home.

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

_____
(Printed Name)

_____
(Signature)

MOBILE HOME PROCEDURES

STEP 1: Fill out a Mobile Home Application and return the application to the Planning Zoning & Codes Department with the following information:

1. EITHER A RECORDED PLAT OF SURVEY APPROVED BY THE PLANNING COMMISSION OR A RECORDED PLAT OF SURVEY FROM THE LAFAYETTE PARISH COURT HOUSE DATED PRIOR TO JUNE 30, 1998
2. "CASH SALE" OR "ACT OF DONATION"
3. A SCALED SITE PLAN ON (8 1/2 X 11) SHOWING THE LOCATION OF THE MOBILE HOME ON THE PROPERTY

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

STEP 2: Obtain municipal address from the Planning, Zoning and Codes Department, Planning Division. Route numbers and box numbers are not acceptable. Planning will assign your property a registered municipal address. 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 Flood Plain Administrator will determine if property is in a flood zone. He 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 must 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 permit will not be sold until this certificate is on file at the Codes office.

STEP 4: A representative of Planning, Zoning & Codes will contact you when your Mobile Home Approval is ready to be picked up and brought over to the Board of Health.

STEP 5: 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, a license Plumber will be required to perform connections and obtain a permit for inspection.

STEP 6: Bring Mobile Home approval to Board of Health Office (BOH—phone # 337-262-3900 x166) to obtain a septic sewer packet. Once packet is completed, return it to BOH and when BOH Treatment System letter is ready, bring it to PZC.

STEP 7: Once plumbing permit is purchased, flood certificate on file (if in a flood zone), & Board of Health letter received, then the electrical & mechanical permit can be sold. Plumbing inspections (water & sewer) need to be approved before electrical & mechanical inspections can be ordered.

STEP 8: A mechanical permit will be needed. The mechanical inspection must be done before the electrical inspection can be made.

STEP 9: An electrical permit will be needed. The mechanical inspection must be done before the electrical inspection can be made.

GENERAL NOTES:

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

Plumbing permits MUST be sold before electrical & mechanical permit.

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

CONTACT PHONE NUMBERS:

Tenique Nedd- Development Planner	291-8449
Kyle Faber- Development Planner	291-8887
Sharon Wagner -Development Planner	291-8006
Sara Gary-Development Planner	291-8005
Kerwin Woodard -Floodplain Administrator	291-8468
Staci Teadt- Development Planner	291-8002
Permit Clerks	291-8461

Minimum Setback Requirements:

Front: 20 Feet
Rear: 10 Feet
Side: 5 Feet

All Mobile Homes must be located at least 30 feet away from the nearest existing home or mobile home on the property.

The Codes Division office is open Monday through Friday 7:00 A.M. to 4:00 P.M. except on the following holidays:

New Year's Day	Martin Luther King, Jr. Day
Mardi Gras	Good Friday
Memorial Day	4th of July
Labor Day	Thanksgiving Day
Acadian Day, Friday after Thanksgiving	Christmas Eve Afternoon
	Christmas Day

Although we try to perform safety inspections within eight (8) hours from the time a request is made (all requests are recorded), sometimes we are unable to do this because of the great volume of requests coming in at the same time, or the amount of travel involved. Fridays are usually the days when this occurs.

LAFAYETTE CONSOLIDATED GOVERNMENT
DEPARTMENT OF PLANNING, ZONING, & CODES
PROCEDURES FOR OBTAINING PERMITS FOR MOBILE HOMES

OBTAINING PERMITS-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 Codes Division. In the event of an inspector rejecting your work, the Codes Division reserves the right to void your home owners 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 & 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 Codes Division 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. Home owners 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 any unanswered questions about the type of permit you need or any regulations pertaining to a certain type of work to be performed, please ask one of the clerks to allow you to speak with one of the inspectors. The clerks are not expected to answer code questions.

MOBILE HOME

Utility Regulations For Lafayette Parish

From concept

To home...

Brought to you by:
Lafayette Consolidated Government
Department of Planning, Zoning, & Codes
Codes Division
220 West Willow Street, Building B
Lafayette, Louisiana 70501
337.291.8461

LAFAYETTE CONSOLIDATED GOVERNMENT
PLANNING, ZONING AND CODES DEPARTMENT

AREA OF JURISDICTION

The Codes Division area of operation, CITY AND PARISH OF LAFAYETTE, excluding the corporate limits of Carencro, Broussard, Scott, Duson, and Youngsville, these municipalities have their own codes and permits offices. If you are to locate in one of these areas, contact the city hall in that area for information on their requirements, which may differ from the information provided in this booklet.

PLANNING, ZONING AND CODES DEPARTMENT is all located at 220 West Willow Street, Building-B. Hours are 7:00 A.M. to 4:00 P.M. Monday thru Friday. Phone: (337) 291-8461.

The State Board of Health Office for Lafayette Parish is located at 220 West Willow Street, Building-A. Phone: (337-262-3900 x166).

This booklet has been prepared by the staff of the Codes Division as an aid to mobile home owners who intend to occupy a mobile home as their residence, and perform the task of connecting to utility services provided within the jurisdiction of the Codes Division. All utility connections within the Codes Division jurisdiction are required BY LAW to be inspected and approved prior to energizing. Should a homeowner decide to take on a task of connecting to utility services without the help of a licensed professional, he or she is still required to meet the same standards with regards to code compliance. The only difference being he or she is allowed to obtain homeowner permits and inspections.

The Codes Division **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 Codes Division is responsible for enforcement of adopted codes, ordinances and laws of the CITY/PARISH OF LAFAYETTE, STATE OF LOUISIANA AND UNITED STATES FEDERAL GOVERNMENT.

The Codes Division inspects your work according to adopted rules and regulations of the Lafayette Consolidated Government and national standards. You need to check with your power company for any rules and regulations they have for you to follow. The Codes Division will not be held accountable for any utility company's rules or regulations

BOARD OF HEALTH REQUIREMENTS
STATE PLUMBING REQUIREMENTS

When connecting your mobile home to a private sewer system, new or existing, State Board of Health approval is required. Assuming you have 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 permit.

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. Each separate water meter that is serviced by LUS water system, Judice water system, Milton water system and any other community water system all require permits and inspection approval from the Codes Division. A basic question asked frequently is, how deep to bury water lines? The answer is 12 inches deep is the minimum depth. Water lines can be buried in the same trench with electric line as long as they are 12 inches apart horizontally or vertically. All plumbing contractors are required to be registered and licensed with the State Plumbing Board of Louisiana.

PLUMBING NOTES FOR CONNECTING WATER AND SEWAGE
FOR MOBILE HOMES ON PRIVATE PROPERTY

1. A home owner who performs his or her own work must be the property owner and resident of the mobile home.

2. The sewer plant and/or septic tank must be approved and inspected by the Board of Health.

3. The Codes Division will inspect the sewer line from the sewer plant and/or septic tank to the mobile home. The same applies for the water line from the well or city water meter to the underside of the mobile home.

4. Sewer pipe from sewer plant or septic tank to mobile home shall be minimum I.D. 4 inches in size.

5. Pipe shall be installed in a trench with a minimum fall of 1/8 inch per foot.

6. Approved materials for sewer line may be, A.B.S.D.W.V. pipe and fittings A.S.T.M.D-2261-78 P.V.C. sewer pipe, or equal A.S.T.M. 3034.
****NOTE**-**3034 can be used only when there is no vehicle traffic over the pipe.

7. One 4" clean out is required at the end of the sewer lines where the pipe turns up under the mobile home. Other clean outs required in the same line at each turn greater than 45 degrees and not more than 80 feet apart, from mobile home to septic tank and/or sewer plant.

8. Water pipe from the well and/or city or subdivision system to the mobile home shall be no smaller than ¾ inch in pipe size.

9. The water pipe must be buried at least one foot deep (12 inches) for its entire length.

10. A shut off gate valve must be installed at the well and/or other water source.

11. Approved materials to be used for water pipe may be galvanized pipe, copper, pex or plastic.

12. If plastic pipe is to be used, use P.V.C. Sch 40TYPE D02466-78 and fittings.
****NOTE**-** metal pipe must be used at each end, to rise from the ground to the well, and at mobile home or wherever it may be exposed to physical damage.

13. Proof of home ownership must be shown at Codes office, with a site plan showing the location of the mobile home, water well and sewer plant or septic tank. A letter from the Board of Health approving the sewer system is also required.

14. **No work shall be covered prior to the Codes Division inspection approval.**

****NOTE****

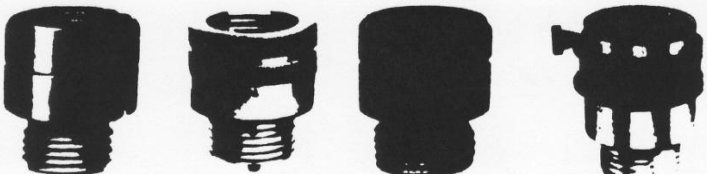
Materials indicated in above comments are used as a guide and standard reference. Other approved materials can be used in lieu of those listed. Use of other materials is subject to Codes Division approval.

Hose Connection Vacuum Breakers

Series 8

FOR BACKFLOW PREVENTION AS REQUIRED BY PLUMBING CODE CROSS-CONNECTION CONTROL

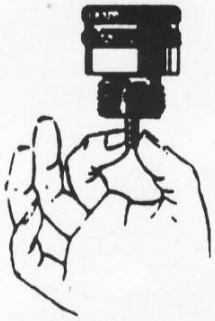
Hose Supply Outlet that are not subject to continuous pressure



Drainage Feature To Prevent Freezing

Watts No. 8A, 8B and 8P are standardly equipped to allow sill cocks to be drained. To do this, remove hose coupling and lightly pull knurled tip of stem at outlet of valve to allow drainage of collected water.

Note: Do not use No. 8, 8A, 8B or 8P Hose Bibb Vacuum Breakers on frost-free hydrants. Specify No. NF8.

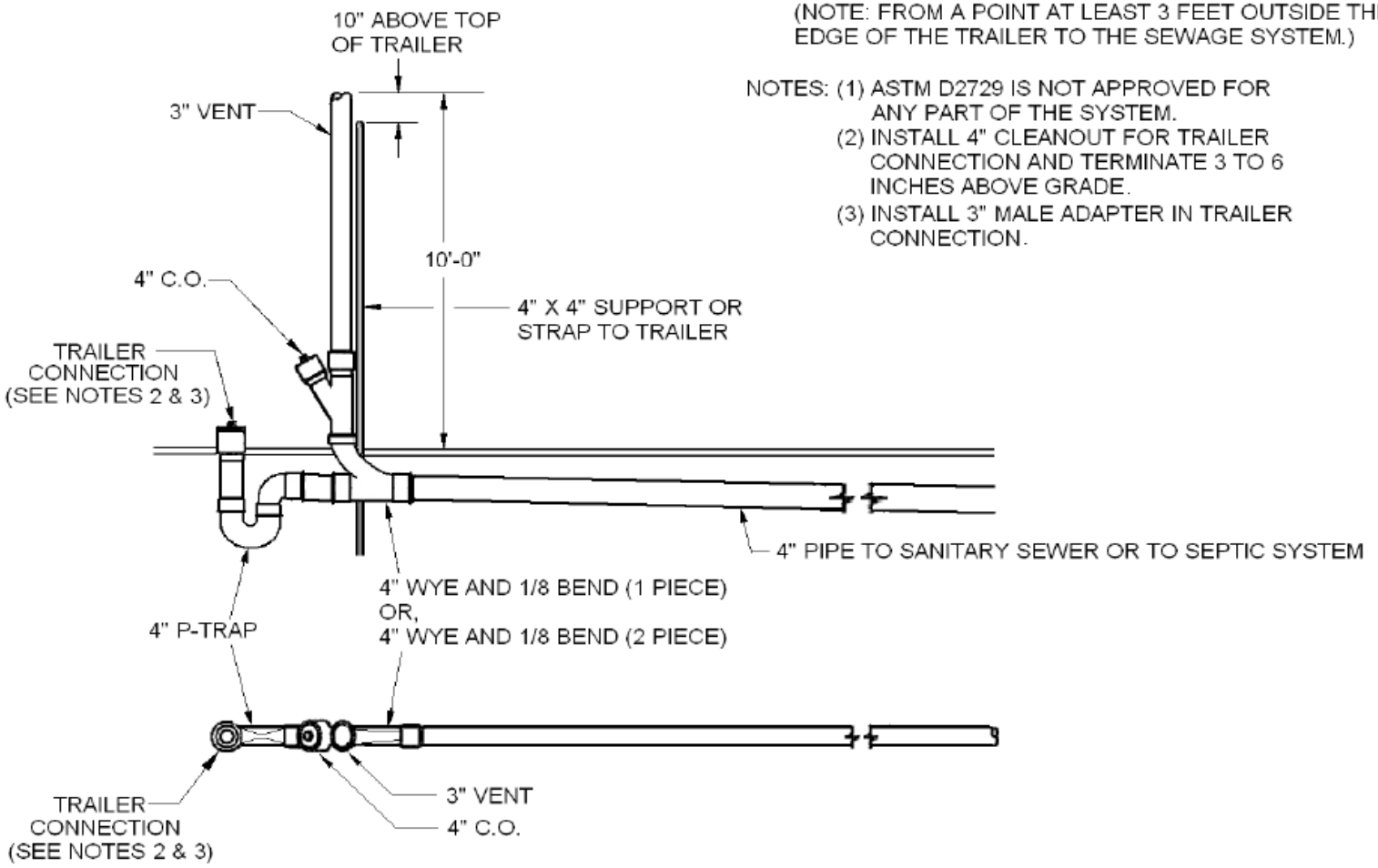


WHERE THE PIPE FOR THE FAUCET COMES OUT OF THE GROUND, IT MUST BE SECURED TO PREVENT BREAKAGE AS SHOWN ABOVE. VACUUM BREAKERS ARE REQUIRED ON ALL HOSE FAUCETS OR FAUCETS WITH HOSE CONNECTION; THIS INCLUDES CITY WATER AND WATER WELLS. HOSE FAUCETS MUST BE INSTALLED AT LEAST 6 INCHES ABOVE FINISHED GROUND.

APPROVED MATERIALS FOR TRAP & VENT:
(1) CAST IRON PIPE & FITTINGS.
(2) ABS OR PLASTIC PIPE & FITTINGS (SCH. 40)

APPROVED SEWER PIPES:
(1) CAST IRON SEWER PIPE.
(2) VITRIFIED CLAY SEWER PIPE.
(3) APPROVED PLASTIC PIPE AND FITTINGS (MIN. SDR 35) (NOTE: FROM A POINT AT LEAST 3 FEET OUTSIDE THE EDGE OF THE TRAILER TO THE SEWAGE SYSTEM.)

NOTES: (1) ASTM D2729 IS NOT APPROVED FOR ANY PART OF THE SYSTEM.
(2) INSTALL 4" CLEANOUT FOR TRAILER CONNECTION AND TERMINATE 3 TO 6 INCHES ABOVE GRADE.
(3) INSTALL 3" MALE ADAPTER IN TRAILER CONNECTION.



A WATER OR AIR TEST IS REQUIRED ON TRAILER TRAP AND SEWER LINE FROM THE MOBILE HOME TO THE CITY TIE IN OR SEWER TREATMENT PLANT.

The Lafayette Parish Health Unit will need the 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 court 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. Contact the Planning, Zoning, and Codes Department - Development Division at 291-8000.

4. A site plan drawn at the bottom of the work authorization showing the following, if applicable:
   - -distances of sewage system from: (property lines, water wells, house).
   - -location of sewage system discharge line termination.
   - -distance of water well from: (drainage ditches, sewage stubout 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 stubout…….. 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 60 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 x166.

(5-17-2006 Revised)

BOARD OF HEALTH
HOME OWNER
FINAL APPROVAL CHECK LIST

- [ ] CERTIFICATION BY INSTALLER – FILLED OUT BY INSTALLERS AND SIGNED.

- [ ] ALL SEWAGE TREATMENT PLANTS MUST BE AT LEAST 50 FEET FROM A WATER WELL.

- [ ] CERTIFIATION BY INSTALLER AND STATE I.D. TAG MUST BE TURNED IN TO BOARD OF HEALTH OFFICE PRIOR TO FINAL APPROVAL.

- [ ] CALL THE LAFAYETTE PARISH HEATH UNIT, SANITATION SERVICES AT 262-3900 x166 WHEN THE ABOVE ITEMS HAVE BEEN COMPLETED.

1. You must present your letter of approval for sewage disposal from the Lafayette Parish Health Unit located at 220 West Willow Street-Building A, Lafayette, La. To obtain a home owner permit to connect your mobile home, you must appear in person and present proper identification to the permit clerk at the Codes Division office located at 220 West Willow Street-Building B, Lafayette, La.

INSTRUCTIONS FOR OBTAINING LAFAYETTE UTILITIES SYSTEM WATER SERVICE

To initiate service, we require that an application be made at the Lafayette Consolidated Government Customer Service Division and that a plumbing permit be acquired from Planning, Zoning, and Codes Department-**Codes Division.** Customer Service is located at 705 W. University Ave. and the Codes Division is located at the Clifton Chenier Center, 220 West Willow St. Bldg. "B". Business hours are as follows:

Customer Service – 8:00 A.M. to 5:00 P.M. (291-8280 or 291-8853)
Codes Division – 7:00 A.M. to 4:00 P.M. (291-8461)

Procedure for Requesting Service and Obtaining a Plumbing Permit When a Residential Homeowner Performs the Work:

1. A deposit and installation fee is paid for at Customer Service. A residential deposit is $30.00, the installation fee is $500.00 and a charge of $7.50 is added to the first bill to connect your service. The $500.00 installation fee can be paid out over a ten (10) month period (only applies to residential customers). Rental and commercial property pay the $500.00 installation fee in advance. When making an application, the customer is required to furnish their municipal address (0000 Street Name). If you presently do not have an established municipal address, this can be obtained from Planning, Zoning and Codes Department-Planning Division (291-8000), 220 West Willow St. Bldg. "B" (Clifton Chenier Center).
2. Apply for a plumbing permit to connect to all water services in Lafayette Parish in the Codes Division. The normal cost of the permit to connect to water is $30.00. This includes inspection of the customer's water connection. The customer must own and reside in the home where the work is to be performed.
3. The owner must show sufficient knowledge in plumbing work to obtain a permit.

Procedure for Obtaining a Plumbing Permit When a Plumber Performs the Work:

1. State of Louisiana licensed plumbers. Plumbing work on rental and commercial property must be accomplished by a State of Louisiana licensed plumber.

Application and Installation Sequence:

1. Water service application is made at Customer Service and a plumbing permit is obtained from the Codes Division.
2. The customer stakes out the location where they want the meter box installed. This location must be in an area that is protected and at a final grade.

*3. The Lafayette Utilities System Water Distribution Division (291-5741) installs the meter box and the service coupling. The customer will be contacted if the meter box cannot be installed at his preferred location.

4. Contact the Codes Division for a plumbing water inspection when the plumbing work has been completed. When the inspection is approved, the Codes Division inspectors inform Water Distribution to install the water meter and turn on the water

* Not applicable on projects where the plumbing contractor had installed the meter boxes.

PLUMBING PERMITS

1. Water well or municipal water connection……$30.00

2. Sewer plant or municipal sewer connection……..$30.00

3. Gas test……..$30.00

4. Re-inspection…… $30.00

NOTE: Home owners are not allowed to purchase any inspections in mobile home parks or on rental property.

AIR CONDTIONING 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……$30.00

Re-inspection ……...$30.00

Homeowners can purchase a permit and get an inspection provided they live 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 of Louisiana.

The a/c unit must be in place, hooked up and inspected <u>before</u> you can call for your electrical inspection.

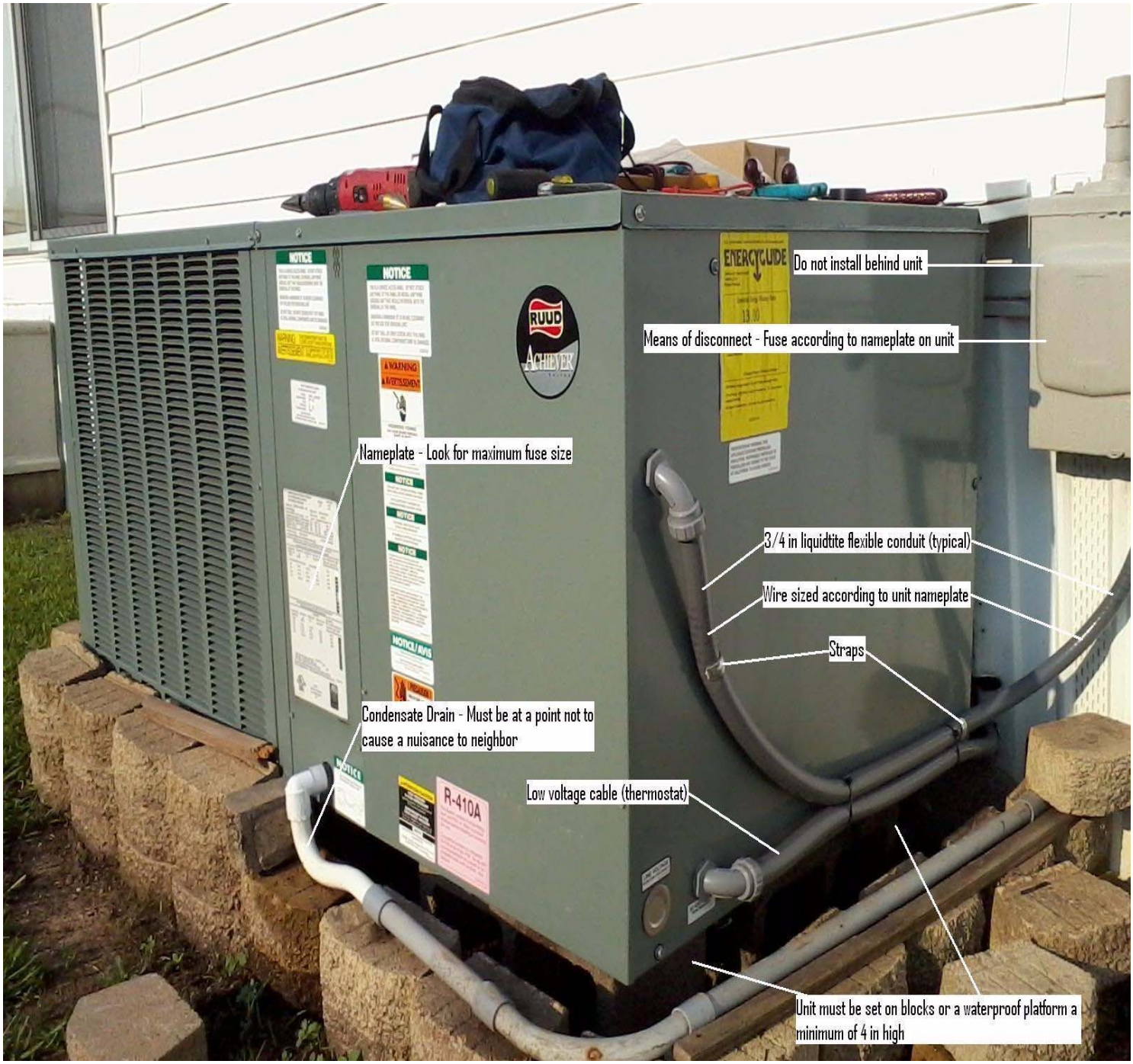
A re-inspection fee will be required if for any reason the a/c installation is rejected. If the work is rejected for a second time or it is obvious that the person doing the work is not qualified, the permit will be become void and a licensed contractor will be required to finish the a/c installation.

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

The a/c unit must 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 an inspector at the office if you have any question about the a/c installation.

Typical installation. Example only.



ELECTRICAL 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.

If you intend to locate on **private property**, even if the land is owned by you, a relative or friend, you must obtain a letter of approval from the Lafayette Parish Health Unit before the Codes Division can issue any permits. This is a State Law requirement. Contact the Board of Health at (337)-262-3900 x166.

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 the office 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 home owner. 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 regulations adopted by the Lafayette Consolidated Government.

If a park manager offers to find someone to do the electrical work, insist that this person present his or her license to the Codes Division. There are more than four hundred licensed electrical contractor's registered with the Codes Division. They can be found in the phone book or online.

If you employ a licensed contractor to do the work, be sure to have a written agreement before he starts the work. This agreement should include the cost or charge for doing the work. . **It is the contractor's responsibility to obtain the electrical permit,** do the work, call for an inspection and pay for any re-inspection fees if needed. **You should not pay the contractor for any re-inspection fees.** If he made the mistake, he should pay for corrections.

Be sure that you have your deposit with the appropriate utility company. **LUS, SLEMCO, ENTERGY.**

After the permit is procured and the mobile is hooked up and ready for inspection, you will need to call the Codes Division to request an inspection. When calling the Code Division, please have your permit number, address and lot number to give to the Codes clerk. This will avoid delays in having your mobile home inspected. The number to call is 337-291-8461. The phone number to the Code Division is also located on the bottom of your permit receipt. Please note that the code inspectors will inspect your mobile home within 8 working hours from the time it was requested.

When the inspector makes your inspection, he will either accept 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 rejection is of a minor nature such as identifying the electric wires or bonding the system, it will be necessary for you to pay a re-inspection fee to the Codes Division office before another inspection can be ordered.

If the inspector finds that the electrical work has **major safety problems**, and it is plainly obvious that the person who did the work is not qualified, you will be instructed to obtain the service of a licensed electrical contractor to correct the work.

If the sticker that is on the panel or meter base shows that your mobile home is approved, you can contact your power company at this point. Note: for Entergy and LUS, the Codes division contacts the power company 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 your pole, you are required to bury the electrical 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 ELECTRCIAL CONDUIT. NO EXCEPTIONS. Schedule 40 PVC conduit can be used under the mobile home and in the ground. Schedule 80 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. Please call the office and talk to an inspector if you are not sure of this or any other electrical requirements. Also the use of more than 4-90 degree elbows without a junction box, LB, or other approved pull point is a violation of the National Electrical Code.

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, outdoor outlets, etc. Please call and speak to one of the inspectors if you are not sure of this requirement.

On all new pole installations for mobile homes, an intersystem bonding/grounding termination bridge is required. This is a termination point for grounding of cable TV, phone, and other low voltage systems. Typically this requirement will be on all new mobile home setups on private property and on replacements of services on both private properties and in mobile home parks. Please note it is the responsibility of the park owner to hire a licensed electrical contractor to do any work on the pole in any mobile homes park. Please call an inspector if you are not sure of this requirement. (See photo)

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, Parish, State and Federal rules and regulations

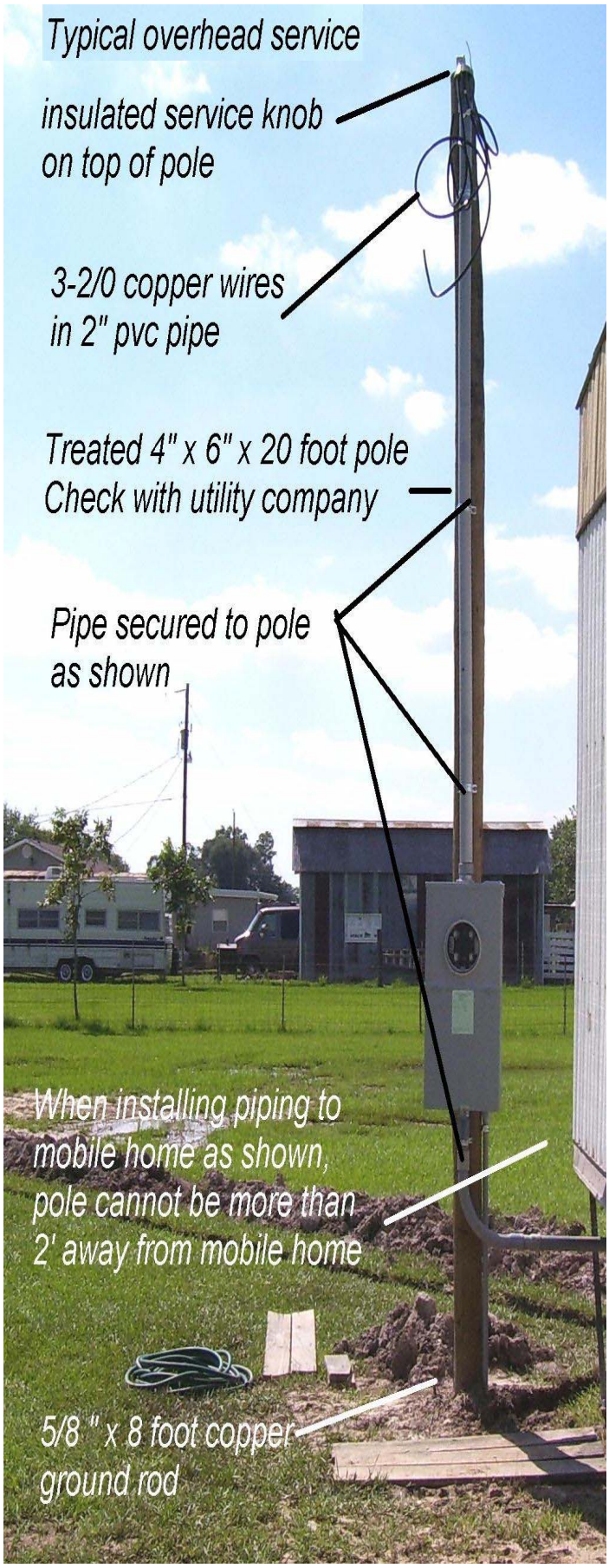
MOBILE HOME
ELECTRICAL PERMITS

Mobile home ……. $30.00

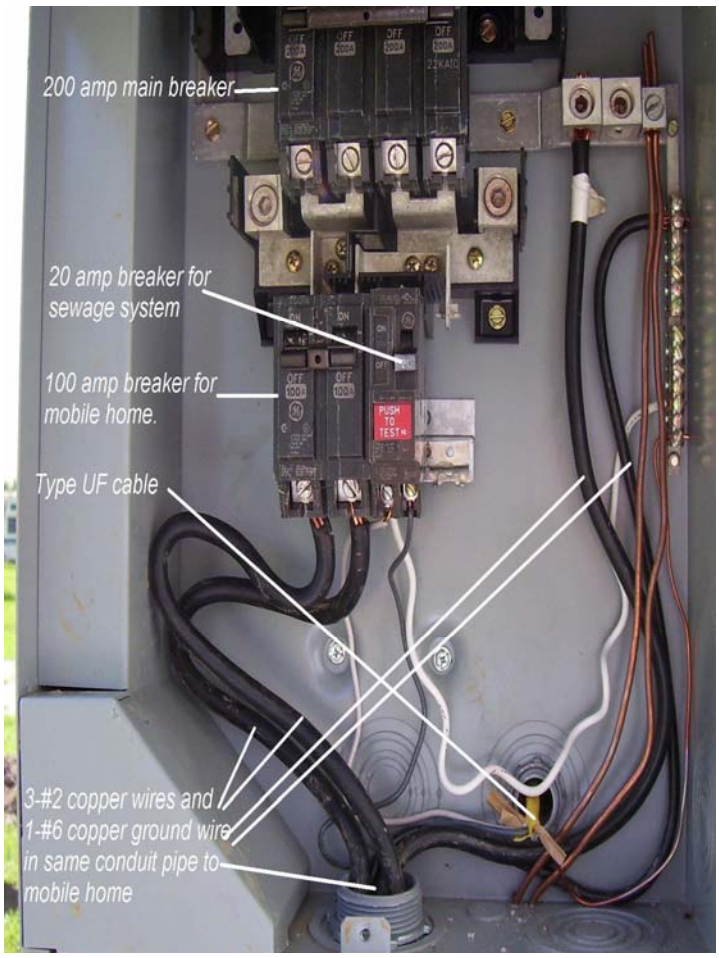
Power pole only inspections……...$30.00

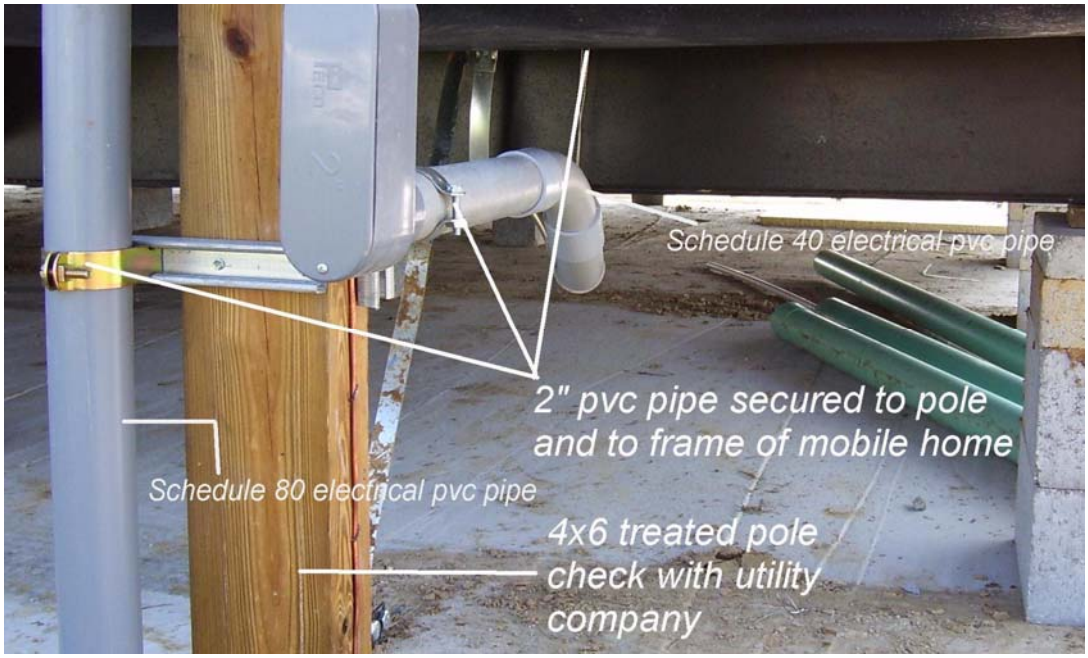
Re-inspection fee…… $30.00

<u>Inspectors are prohibited from collecting permit fees in the field.</u>

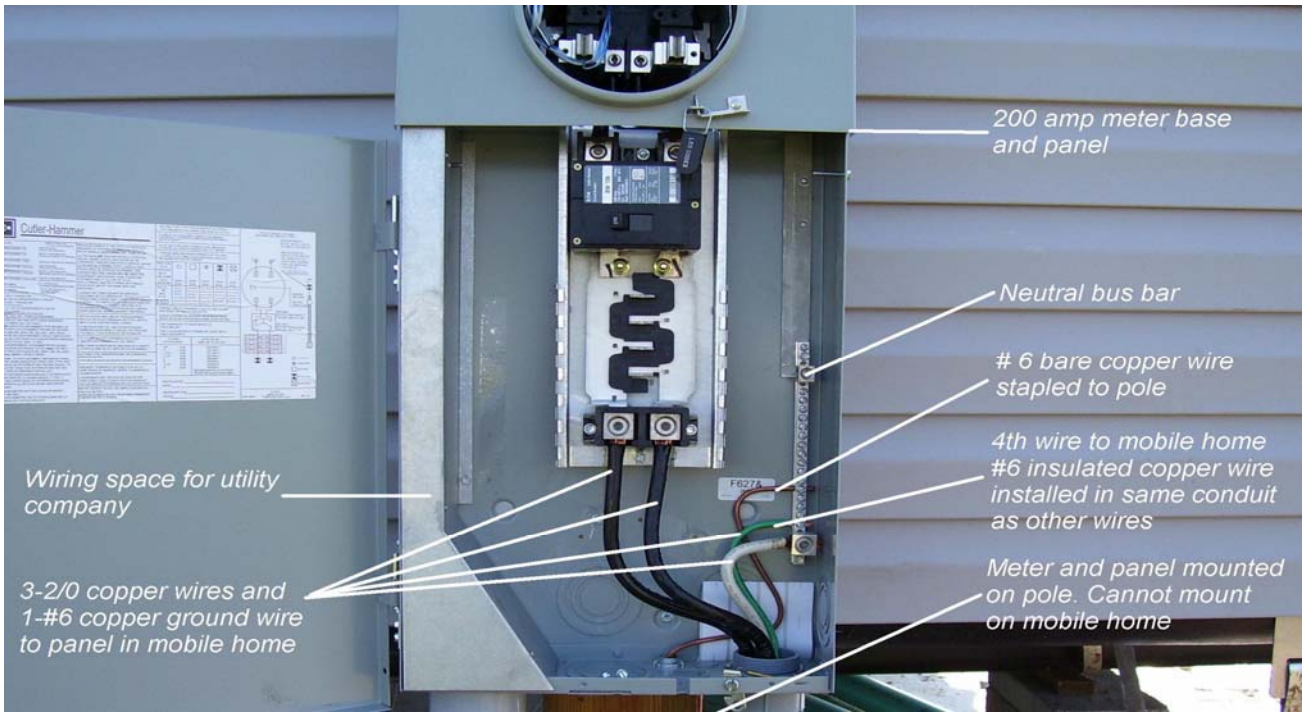

Typical overhead service
insulated service knob on top of pole
3-2/0 copper wires in 2" pvc pipe
Treated 4" x 6" x 20 foot pole Check with utility company
Pipe secured to pole as shown
When installing piping to mobile home as shown, pole cannot be more than 2' away from mobile home
5/8 " x 8 foot copper ground rod

Pvc pipe secured to the frame of the mobile home required by code


200 amp main breaker
20 amp breaker for sewage system
100 amp breaker for mobile home.
Type UF cable
3-#2 copper wires and 1-#6 copper ground wire in same conduit pipe to mobile home


Schedule 40 electrical pvc pipe
2" pvc pipe secured to pole and to frame of mobile home
Schedule 80 electrical pvc pipe
4x6 treated pole check with utility company

2" pvc pipe secured to frame of mobile home


200 amp meter base and panel
Neutral bus bar
6 bare copper wire stapled to pole
4th wire to mobile home #6 insulated copper wire installed in same conduit as other wires
Meter and panel mounted on pole. Cannot mount on mobile home
Wiring space for utility company
3-2/0 copper wires and 1-#6 copper ground wire to panel in mobile home

IN ZINC and BRONZE

GROUNDING BRIDGE NEW

RELIABLE INTERSYSTEM BONDING

Arlington's heavy duty Grounding Bridge provides reliable intersystem bonding between power and communication grounding systems.

Available in zinc (GBS) and bronze (GBBS and GBB50), our new Grounding Bridge has the capacity to handle multiple hookups of communications systems (telephone, CATV, satellite dish).

- Four termination points: one more than required by 250.94 of the 2011 NEC.
- For indoor or outdoor use: fast, simple installation
- Easy access for inspections
- Textured, paintable plastic cover

Also available with an adapter for use with PVC conduit (zinc GBSP and bronze GBBSP)