**Mobile Home Permit**

**Procedure and Requirements**

*In accordance with state law and parish ordinances, a mobile home permit is required anytime a new or used mobile home is placed on a property or relocated on an existing property.*

1. **Obtain a valid 911 address from the Lincoln Parish GIS Office. For an already existing address, verify that it is still valid and may be reused.**
2. **If the home will require a new residential driveway and culvert installation, obtain a culvert installation form from the GIS Office and take it to the Police Jury Office in the courthouse for approval.**
3. **Obtain a sewage permit or approval letter from the Lincoln Parish Health Unit. Please call (318) 251-5029 to begin this process. A valid 911 address will be required. It may be necessary to leave a voice message for the Sanitarian.**
4. **Obtain the Tax Assessor’s mobile home form from the GIS Office, complete it, and take it to the Assessor’s Office at 307 N Homer St.**
5. **Bring the sewage permit, completed Assessor’s form, and correct permit fees to the Lincoln Parish GIS Office to apply for a mobile home permit. Fees will be accepted in the form of check or money order. Please see the building permit fee sheet for more details.**

**In addition, we will need to know which electric company will be servicing your home, either Entergy, Claiborne Electric, or City of Ruston.**

1. **Call your inspector once the home is in place and all plumbing and electrical connections are made to the home. The home will be required to pass an inspection before any utilities can be turned on.**

**If using our parish inspector, Inspections of Louisiana, LLC (Chase Sanson), please call (318) 614-6965 to setup the inspection.**

**If using a different inspector, please ensure that all inspection reports are emailed to the GIS Office.**

1. **After we receive the passed inspection report, utilities may be turned on, and you will be contacted to pick up the Certificate of Occupancy. This certificate is for your records and is proof of compliance with all applicable state and parish regulations.**

**Entergy and City of Ruston electrical utility customers will automatically have their permit approval submitted for connection of power. Claiborne Electric customers must coordinate service with the Co-op directly.**

*In accordance with FEMA regulations, any mobile home placed in or near the flood zone as determined by the GIS Office will require a flood elevation certifcate obtained from a licensed surveyor or engineer.*