



ST. JOHN
PLANNING & ZONING

MOBILE / MANUFACTURED HOME PLACEMENT PERMIT APPLICATION

TO SUBMIT APPLICATION ONLINE VISIT WWW.MYGOVERNMENTONLINE.ORG

OFFICE USE ONLY

Permit No: _____	Date Requested: _____
Council District / At Large: _____	Zoning District: _____
Lot, Sq., Subdivision: _____	

APPLICATION FOR: REPLACEMENT NEW

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

PROPERTY OWNER INFORMATION (ALL owners must be listed and must sign)

Same as above? (circle one) **YES / NO** If **NO**, has the authority of the applicant to act on behalf of the property owner been verified with a signed, dated, and notarized endorsement? Complete page 4.

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

PROPERTY INFORMATION

Property Address: _____

Subdivision: _____ Lot #: _____ Parcel #: _____

Property Size (square feet): _____

Mobile Home Dimensions: _____ Flood Zone: _____

MOBILE HOME INFORMATION

Make: _____ Model: _____ Year: _____

Applicant's Signature

Date



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SUBMITTAL REQUIREMENTS

- Completed and signed application.
- Recorded copy of Act of Sale, Judgment of Possession, or Deed to the property, and lease (if applicable).
- Completed Mobile Home Information For Assessor’s Office Form.
- Site plan (page 3).
- A picture of the mobile home from the front, back, and sides. Must be able to clearly see roof pitch.
- Verification of Wind Zone Rating (*must be Wind Zone II or III*). Legible picture of date plate or paperwork from dealer indicating Wind Zone Rating.
- A sales contract or notarized affidavit stating the following: exterior material composition of the mobile home/manufactures home, the hitch tongue will be removed, the mobile home/manufactured home will be skirted, the wheels will be removed, and the mobile home/manufactured home will be placed on piers or concrete skids.
- Permit sticker from the Louisiana Manufacturing Housing Commission is required to be placed on your manufactured home prior to electrical services being released, call (225) 362-5500.
- Payment of fees; payable by credit card, check or money order to: “St. John Parish Council”.

AS NEEDED SUBMITTAL REQUIREMENTS

- Letter of No Objection from the Pontchartrain Levee District and/or Lafourche Basin Levee District, U.S. Army Corps of Engineers (MVNLeveePermits@usace.army.mil), and Office of Coastal Protection and Restoration (CPRAre quests@la.gov) if work is within 1500’ of the mainline Mississippi River levee, or if otherwise applicable.
Levee Districts: West bank – 225-265-7545/ East bank – 225-869-9721.
- Review and approval by the Floodplain Manager ONLY if in an AE or VE flood zone.
- Elevation Certificate if in a flood zone.

FEES

1.	Mobile Home Permit Fee	\$150.00
2.	Planning & Zoning Inspection Fee	\$ 50.00
3.	Technology Fee	\$ 10.00
4.	3/4” Meter NEW water connection fee (if required)	\$750.00

NOTE: St. John the Baptist Parish has not examined nor reviewed the title of any portion of land in this application, or any restrictive covenants or restrictions placed on said property. Any action of the Parish in this matter does not: (1) imply that the applicant’s title or ownership is valid, (2) that there are or are not any restrictive covenants or other restrictions on said property, or (3) that any restrictive covenants or restrictions that may be on said property are enforceable or are not enforceable.

NOTE: Within sixty (60) days of submission of minimum application requirements, this application will become null and void. By signature of this application, the applicant agrees and understand that all permit fees are non-refundable.

Applicant’s Signature _____

Date _____



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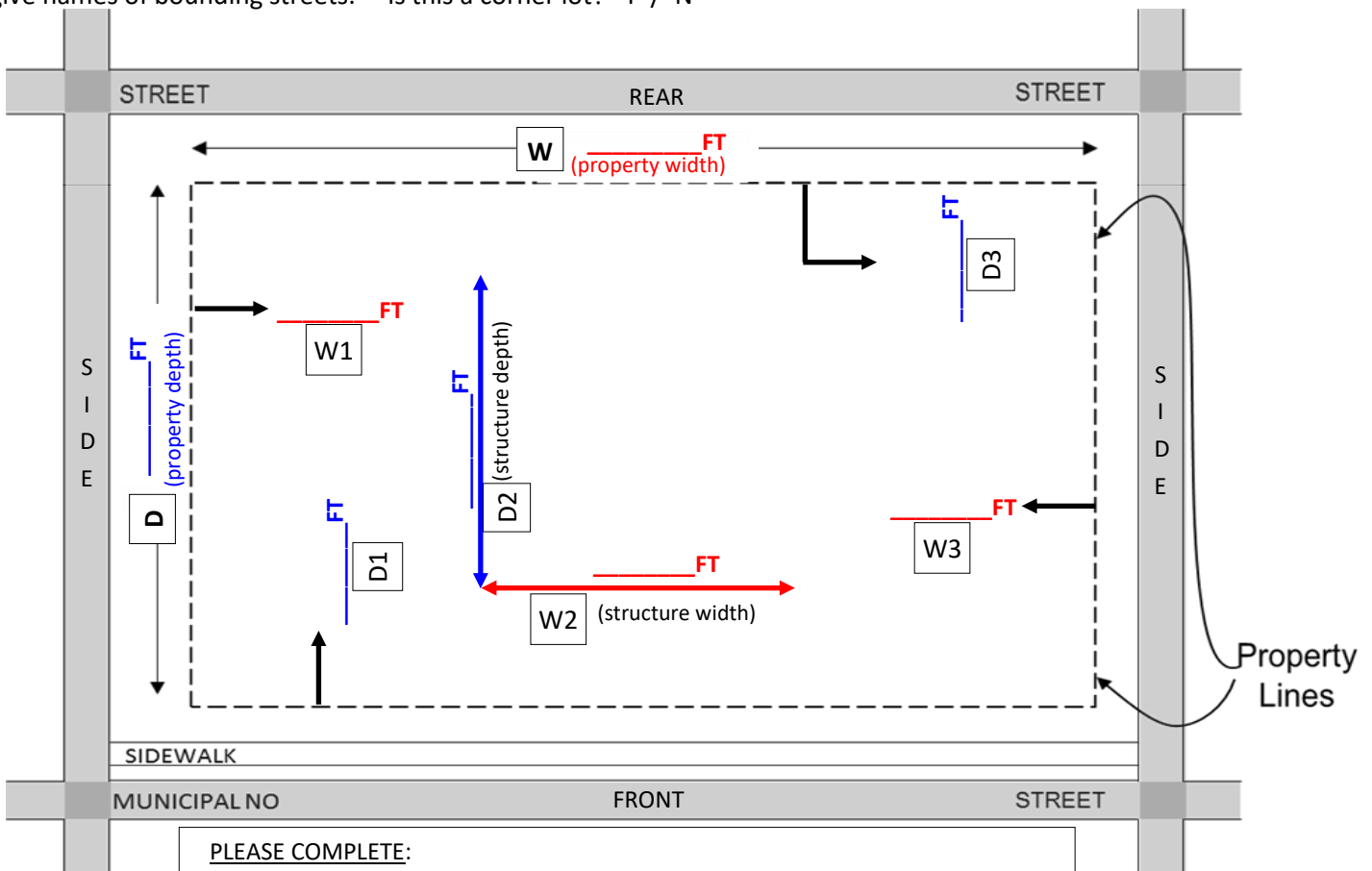
Permit No: _____

PLOT PLAN FORM

Applicant Name: _____ Property Address: _____

To complete this form please:

Indicate property dimensions, mobile home placement on the property, proposed setbacks, servitudes, location and dimensions of existing structures, and any other necessary information. Show size of mobile home, show all existing buildings on lot, show all measurements from property line to building(s), show all measurements in-between buildings, and give names of bounding streets. Is this a corner lot? Y / N



PLEASE COMPLETE:

Depth: $D = D1(\text{_____}) + D2(\text{_____}) + D3(\text{_____})$

Width: $W = W1(\text{_____}) + W2(\text{_____}) + W3(\text{_____})$

Applicant's Signature _____

Date _____



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Permit No: _____

OWNER'S ENDORSEMENT

(please print clearly)

I _____ being duly sworn, depose that I reside at
Owner(s) / Corporation

_____ in the Parish
Street City

of _____ and State of _____ and that I am
Parish State

the owner of the property described as _____ and that I have authorized
Address

_____ to make the foregoing petition for a Mobile Home Placement.
Applicant

Signature of owner(s) of property or authorized agent

SWORN TO ME THIS _____ DAY OF _____,

NOTARY PUBLIC

Print name of Notary: _____

Bar roll #: _____



MOBILE HOME INFORMATION FOR ASSESSOR'S OFFICE

By order of the Regular Session of the Louisiana Legislature, R.S. 47:1957(B) was amended by Act 829, St. John the Baptist Parish Assessor's Office is now required to have the following information on all mobile homes located in the parish.

Name of mobile home owner: _____

Address of mobile home owner: _____

Name of the land owner: _____

Address of the land owner: _____

Street address of mobile home placement: _____

Brand make & model of mobile home: _____

Serial or VIN #: _____



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Date Requested: _____

MOBILE HOME INSPECTION GUIDELINES

SERVICE	AGENCY	PHONE
Preliminary Zoning/ 1st Inspection : setbacks met	Planning & Zoning	985-651-5565
Final Mobile Home Certificate of Compliance	South Central	985-655-1070
First sewer inspection: inspection of uncovered lines after connection to the public sewer system	South Central	985-655-1070
Second sewer inspection	South Central	985-655-1070
Final Zoning/ 2nd Inspection : skirting, tongue/wheels removed	Planning & Zoning	985-651-5565



MOBILE / MANUFACTURED HOME PLACEMENT PERMIT APPLICATION

Louisiana Manufactured Housing Commission Manufactures Housing Permit Sticker Application

Mail application with payment to: Louisiana Manufactured Housing Commission
8181 Independence Blvd.
Baton Rouge, LA 70806
(225) 362-5500

For questions, call:

Instructions: Application must be completed in full. Fees must be submitted with this application. Make payment by check or money order to the Louisiana Manufactures Housing Commission. Mail the application with payment to the above address.

INSTALLER/OWNER INFORMATION

Installer/Owner Name: _____ License #: _____
Physical Address: _____ City/State/Zip: _____
Mailing Address (if different): _____ City/State/Zip: _____
Phone #: _____ Fax: _____

PERMIT STICKER REQUEST INFORMATION

Fee: \$20. x _____ Permit Stickers = \$ _____

MANUFACTURED HOME INFORMATION

Homeowner request only:

Manufacturer: _____
Serial #: _____ HUD #: _____

SPECIAL INSTRUCTIONS

Date of last request for permit sticker(s): _____
Number of permit sticker(s) requested: _____
List of outstanding permit sticker(s) not issued: _____

Louisiana Manufactured Housing Commission Use Only:

Date Rec'd: _____ Amount: _____ Check #: _____ Reviewed by: _____ on _____
All permit sticker(s) accounted: YES / NO Total outstanding permit sticker(s): _____
Approved for permit sticker(s): YES / NO Permit Sticker(s) issued: # _____ to # _____



MOBILE / MANUFACTURED HOME PLACEMENT PERMIT APPLICATION

LOUISIANA REVISED STATUTES
TITLE 51. TRADE AND COMMERCE
CHAPTER 2. PARTICULAR GOODS

PART XIV-B. MINIMUM STANDARDS FOR INSTALLATION OF MANUFACTURED HOMES

Current through all 2010 Regular Session Acts

§ 912.21. Definitions

For the purposes of this Part, the following words shall have the following meanings:

- (1) "Frame tie" or "tie down" means any device approved and used for the purpose of securing manufactured homes to ground anchors in order to resist wind forces.
- (2) "Ground anchor" means any device approved and used for the purpose of securing manufactured homes to the ground in order to resist wind forces.
 - (2.1) "Installation permit" means a permit issued by the commission to a licensed installer or the homeowner who must certify that the home is in compliance with this Part.
 - (2.2) "Installation permit sticker" means a sticker issued by the commission, along with an installation permit, which is to be affixed to the home to signify that the home is in compliance with this Part.
- (3) "Installer" means a person licensed by the commission to install a manufactured home.
- (4) "Manufactured home" or "manufactured housing" means a factory- built, residential dwelling unit constructed to standards and codes, as promulgated by the United States Department of Housing and Urban Development (HUD), under the National Manufactured Home Construction and Safety Standards Act of 1974, 42 U.S.C. § 5401 et seq., as amended. Notwithstanding any law to the contrary, the terms "manufactured home" and "manufactured housing" may be used interchangeably and apply only to structures bearing the permanently affixed seal of the United States Department of Housing and Urban Development.
- (5) "Mobile home" means a factory-built, residential dwelling unit built to voluntary standards prior to passage of the National Manufactured Housing Construction and Safety Standards Act of 1974.
- (6) "Over-roof tie" means a certain device approved by the manufactured homes manufacturer and used for the purpose of securing the manufactured homes systems to ground anchors in order to resist wind forces. Ties may be installed only under roof material.
- (7) "Setup" or "installation" means the operations performed at the occupancy site which render manufactured homes fit for habitation. Such operations include but are not limited to transporting, positioning, blocking, leveling, supporting, tying down, making minor adjustments and trim out, and assembling multiple or expandable units in the final construction process.
- (8) "Stabilizer device" means an approved device or method that is used to resist lateral movement of manufactured homes and anchors.
- (9) "Transporter" means an individual who transports a manufactured home to the site of installation but does not perform the blocking or anchoring of the home.
- (10) "Ground level" means an anchor has been fully installed so the head is at the surface of the soil.

§ 912.22. Installation standards for manufactured homes

All manufactured homes shall be installed to meet the following standards, unless otherwise specified in this part:

- (1) Installation standards for the setup of new or used manufactured homes shall be in compliance with the manufacturer's installation instructions, if available.
- (2) Installation standards for the setup of used manufactured homes shall be in compliance with the manufacturer's installation instructions, if available. In the absence of the manufacturer's installation instructions, used manufactured homes shall comply with the provisions of this Part.
- (3) All anchors, piers, and tie-down components used in the installation of manufactured homes shall be tested and meet the minimum industry standards. Installation of such anchors and components shall be in accordance with the manufacturer's instructions.



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- (4) As to site preparation, the under-home grade, or ground, shall be cleaned of all vegetation and organic material, such as stumps, roots, etc., except grass not exceeding three inches in height. The area beneath and around the home shall be crowned, sloped or properly drained so that water will not flow or accumulate under the home. All grass and organic material shall be removed and the pier foundation placed on stable soil or compacted fill. When the soil compaction or soil-bearing capacity is not known, the local building authority in the locale may be consulted or a reading by the use of a pocket penetrometer may be obtained. The bottom of the footer or footers shall be placed on stable soil. The pier foundation shall be a minimum of three and one-half inches by sixteen inches by sixteen inches solid concrete pad or equivalent, precast or poured in place, or approved material by the regulatory agency. The regulatory agency, or its duly authorized representatives, shall cause products to be analyzed or tested to require that the pier foundation products have a deflection of not more than three-eighths inch under design load. Such testing may be conducted by an independent third party qualified and approved by the agency. Previous testing data submitted in other jurisdictions may be considered by the agency. Where the manufacturer's specifications have additional requirements other than the above, the more stringent shall apply. The landowner shall be responsible for proper site preparation in accordance with this Paragraph.
- (5) All manufactured homes shall be anchored with an approved anchor system. All auger systems shall be installed to a minimum depth of thirty inches, or two and one-half feet, in undisturbed or compacted soil. Piers are to be installed off center of the anchors so as not to interfere with the proper alignment of the strapping. Anchors may be installed in predrilled holes provided the anchor penetrates a minimum of two feet into undisturbed soil beyond the predrilled hole. When the anchor manufacturer's installation instructions permit, the hole is then backfilled with soil compacted in layers not exceeding six inches. For manufactured homes produced after July 13, 1994, the installer shall refer to the manufacturer's setup manual for the ultimate load requirements for anchors at the different tie points on the manufactured home. For used manufactured homes when the manufacturer's setup manual is not available, all anchor points at side walls, shear walls, end walls, centerline, and other points as identified by the manufacturer, shall be certified for an ultimate load of four thousand seven hundred twenty-five pounds. Anchors are required one at each end of shear walls; one on each end of each I-beam; one frame tie at each vertical tie point; one in each end of each marriage wall, centerline; and on each ridge beam support post.
- (6) Frame tie ground anchors shall have approved stabilizing devices installed on the inside, in the direction of pull, with the top of the stabilizing plate driven flush with the soil unless otherwise specified by the manufacturer's guidelines.
- (7) Piers or load-bearing supports or devices shall be installed and constructed to evenly distribute the loads. Steel piers with mechanical adjustments shall be securely attached to the frame of all manufactured homes and mobile homes. Manufactured load-bearing supports or devices shall be listed and approved for the use intended, or piers shall be constructed as outlined in this Part. Concrete products shall comply with the minimum dimensional and structural requirements for load-bearing. Solid and cell concrete blocks shall be to the standard specification for load-bearing concrete masonry units, ASTM C-90, 1993 Edition. Poured concrete shall be a minimum of FCL = 2500 PSI. All plastic products shall be conditioned at ASTM D 618-61, reapproved 1990, standard practice for conditioning plastics and electrical insulating materials for testing. Plastics shall be tested to the ASTM D 790-92 standard test methods for flexural properties or unreinforced and reinforced plastics and electrical insulating materials, ASTM D 732-85 standard test method for shear strength or plastics by punch tool, and ASTM G 53-88 standard practice for operating light and water exposure apparatus for exposure of nonmetallic materials.
- (8) In flood-prone areas, the foundation shall comply with the requirements set forth in the manual, Manufactured Home Installation In Flood Hazard Areas, published by the Federal Emergency Management Agency (FEMA).
- (9) The marriage line on all multisectional homes shall be sealed with industry-approved materials at the ceiling line, the floor line, and the end walls to restrict any air infiltration into the home.

§ 912.23. Foundations and piers

The following guidelines shall be used when the installation of foundations and piers is not specified in the manufacturer's instructions or when the manufacturer's installation instructions are not available:

- (1) Piers: (a) Piers shall be centered under the I-beam and installed as provided by rules promulgated by the commission. The first pier shall be within two feet of either end of the home. The pier foundation shall be a minimum of three and one-half inches by sixteen inches by sixteen inches solid concrete pad precast or poured in place, or other pad meeting the 2,500 PSI rating, or other approved material. (b) Piers may be constructed of regular eight inches by eight inches by sixteen inches concrete blocks, open cells, solid (minimum eight inches by ten inches top), centered on the footing or foundation. A one inch or two inch by eight inch by sixteen inch treated or hardwood plate, or other approved material shall completely cover the top of the pier with shims, one-fourth inch minimum and one and one-half inch maximum, centered and driven tight from both sides of the I-beam between the wood plate or cap and the main frame. Single-tiered block piers shall be installed perpendicular to the main I-beam.



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- (c) Center line piers shall be located at each end of center line and shall be located on each end of the opening within six inches of jamb studs or ridge beam posts where openings four feet wide or greater occur. Any openings four feet or larger in the exterior sidewall or marriage wall shall require blocking at each end of the opening with four inch by sixteen inch by sixteen inch pads. Piers shall also be installed on each side of any perimeter door or fireplace. Bay windows or any opening forty-eight inches or more shall require blocking at each end. Fourteen feet or wider units with an I-beam spread of less than eighty-two inches and twelve feet wide units with an I-beam spread of less than seventy-five and one-half inches shall have perimeter blocking installed at a minimum of eight foot on center. Piers shall not be required under the clear, open, spans between ridge beam posts.
- (d) All piers over thirty-six inches and corners over twenty-four inches in height shall be double tiered with blocks interlocked and capped with two four inch by eight inch by sixteen inch solid concrete blocks side by side and perpendicular to the I-beam, or other approved material and cushioned with wood shims or treated plate. Pier height is measured from the top of the footer or foundation to the top of the cement block stack, including four inch cap blocks.
- (e) All piers over fifty-two inches shall be designed by an architect or engineer.
- (f) Metal or precast support piers shall be installed on a base or footer of a minimum size of four inch by sixteen inch by sixteen inch solid concrete or other approved material.
- (g) Metal or precast support piers shall be restricted to a maximum two inch locking mechanical height adjustment and shall be restricted to a maximum height of not more than twenty-four inches measured from the ground base or footer. This twenty-four inch maximum shall not include the two inch mechanical extension or adjustment. However, center line or perimeter supports are permitted to exceed the twenty-four inch maximum.
- (h) The minimum distance between the finished grade under the manufactured home and the bottom of the I-beam shall be twelve inches.
- (2) Foundations: (a) Concrete, precast, sand and gravel pads or foundations shall be a minimum of two thousand five hundred pounds per square inch (PSI). (b) Plastic pads or foundations shall be tested in the lower fifty percent of each soil class. (1,000-1,500 PSF soil type).

§ 912.24. Installation standards for anchors and tie-downs

The following specifications are standards set for used manufactured homes when manufacturer's installation instructions and specifications are not available:

- (1) Anchors: (a) All auger anchors shall be a minimum of thirty inches in height. (b) All anchors shall be tested to an ultimate load of four thousand seven hundred twentyfive pounds.
- (2) Frame ties: (a) Used units where the manufacturer's specifications are not available shall be anchored every ten feet in Zone I, eight feet in Zone II, and six feet in Zone III, with anchors placed within two feet of each end. (b) Frame ties shall make at least one complete wrap around the chassis or frame and shall be looped from the top of the I-beam to the anchor. However, some frame tie straps may have to extend from the bottom of the I-beam or the I-beam on the opposite side to assure the proper angle due to the height of the home. (c) Each frame tie shall be installed to the component manufacturer's instructions. (d) All frame ties shall be secured to one of the main steel I-beams that run the length of the home.
- (3) Marriage wall or centerline ridge beam column ties, shear wall ties, and frames ties: (a) Multiple section homes are to be secured at the centerline with straps or cables to the specifications in the manufacturer's manual or at the locations designated on the home. (b) Used multiple section homes shall have anchors installed at all factory-installed anchor strap connections including ridge beam column straps, shear wall straps or attachments, or other locations designated by the manufacturer.
- (4) Multiple section homes shall be mechanically fastened every twenty-four inches at the bottom, end walls, and roof. A minimum thirty-gauge, eight-inch-wide, galvanized strip shall be centered over the peak and fastened with galvanized roofing nails at two inches on center at both sides of center line.

§ 912.25. Installation standards for used manufactured homes in hurricane zones

When the manufacturer's printed setup requirements are not available for the applicable wind zone, the following guidelines are to be used:

- (1) All anchors shall be listed for four thousand seven hundred twenty-five pounds ultimate load.
- (2) Diagonal ties only are required at each end of each unit. The minimum number of ties at a minimum angle of forty-five degrees from vertical is three each for Zone II and four each for Zone III.
- (3)) All designated tie points on the perimeter side walls shall be equipped with vertical and diagonal ties with stabilizer devices. When tie points are not designated on the side walls, vertical and diagonal ties with stabilizer devices shall be spaced a maximum of ten feet for Zone I, eight feet for Zone II, and six 6 feet six inches for Zone III.



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- (4) Anchors and support piers shall be installed at the center line of each opening over five feet. Support piers shall be installed on each end of the marriage wall and at other locations that may be identified on the marriage wall.
- (5) Shear wall interior partition wall which attaches to the side wall and is thirty-six inches or longer shall have vertical ties and support piers installed at each end.
- (6) All foundations and piers shall comply with the requirements of this Part.
- (7) Multiple section homes shall be mechanically fastened every twenty-four inches at the bottom, end walls, and roof.
- (8) A minimum thirty gauge, eight inch wide, galvanized strip shall be centered over the peak and fastened with galvanized roofing nails at two inches on center at both sides of center line.

§ 912.26. Local installation standards preempted

The manufactured home installation standards provided for in this Part shall preempt all local installation standards.

§ 912.27. Licensure of installers; adoption of rules; compliance with installation instructions; disposition of fees

A. (1) The commission shall, by rule adopted in accordance with the Administrative Procedure Act, provide for the licensure of installers of manufactured homes and the implementation and collection of an annual license fee and an installation permit sticker fee. The installer's license fee shall be one hundred twenty-five dollars per license, and the installation permit sticker fee shall be twenty dollars.

(2) After January 1, 2004, prior to receiving an original license, installers shall attend a certification course offered by the commission or a commission-approved provider and pass an accompanying test. The fee for any course offered by the commission shall be set by rule and shall not exceed one hundred dollars.

(3) Installers shall be required to attend one continuing education course per year. The individual required to attend the continuing education course is the individual license holder. For corporations, an officer of the corporation shall attend the course. For partnerships, a partner shall attend the course. The commission shall set the educational requirements and approve educational course providers and the course material for all continuing education classes.

B. It shall be unlawful for any person, other than the homeowner or a licensed installer, to perform an installation of a manufactured home, whether or not such person receives compensation for such action. For the purposes of this Subsection, community owners or park operators of manufactured homes shall not be considered homeowners if the home in question is or will be leased at any time.

C. Any installer or homeowner installing a manufactured home in this state shall first obtain an installation permit sticker from the commission which shall be affixed to the side of the home at the point where electrical power is connected to the home. All installation permit stickers shall be affixed within ten days of delivery of the manufactured home, unless extenuating circumstances are shown.

D. Any installation of a manufactured home in this state shall be performed in strict compliance with this Part.

E. All fees collected pursuant to Subsection A of this Section or fines collected pursuant to this Part shall be used exclusively for the maintenance and operation of the commission.

§ 912.28. Violations; penalties

A. Any installer or other person who performs any service under this Part without the appropriate license or who installs a manufactured home in a manner contrary to the requirements of this Part shall be in violation of the provisions of this Part. All such violators shall be subject to the penalty of revocation or suspension of their license or a fine of up to one thousand dollars, or both, for each violation. Violators shall also be subject to any measures prescribed by any other applicable rule, regulation, or law.

B. Multiple violations of this Part occurring in a single installation shall constitute one violation. Each installation performed in violation of this Part shall constitute a separate violation. § 912.29. Administration and enforcement; powers of commission The commission may adopt, pursuant to the Administrative Procedure Act, such rules and regulations as are necessary for the administration and enforcement of this Part.

§ 912.30. Mobile homes not covered

The provisions of this Part do not apply to the installation and setup of mobile homes in Louisiana.

§ 912.31. Installation inspections

Any commission licensee or a homeowner of a manufactured home may request an installation inspection of the home by the commission, for which the commission may charge a fee not to exceed fifty dollars.

END OF INSTALLATION LAW



SEWER SPECIFICATIONS FOR NEW INSTALLATIONS

The following specifications shall govern the materials and methods to be employed in the installation of residential or commercial sewers and their tie-in to the sewer system.

1. Intent:

It is the intent of these specifications to insure tight workable sewers that will minimize infiltration and involve a minimum of maintenance on the part of both the property owner and the Utilities Department.

2. Excavations:

All excavations shall be carried to a depth and grade for bedding the bottom of the pipe barrel on undisturbed soil. If the trench is inadvertently cut too deep or to improper grade at any point the bottom shall be brought to proper grade for bedding the pipe with clam shells or a mixture of equal parts of river sand and clam shells. No excavated material or any material other than specified above shall be placed in the trench below the pipe. The width of the excavation should in no case exceed 18" at an elevation 6" above the top of the pipe.

3. Pipe and fittings:

Must be in accordance with the Louisiana State Plumbing Code, 2013 edition. No building sewer shall be less than 4 inches in size.

4. Installation of Pipe:

4.1 Bedding:

The pipe shall be bedded either on the undisturbed soil of the trench bottom or a bedding composed of river sand or a mixture of equal parts of river sand and clam shells. The trench bottom or bedding shall be relieved in way of each ball or coupling so that all weight is uniformly supported by the full length of the pipe barrel. As the laying of the pipe progresses select material from the excavation shall be worked around the pipe up to the centerline taking care to maintain the pipe alignment and grade.

Laying and Jointing:

4.2-1 All pipe shall be laid true to line and grade in accordance with the Louisiana State Plumbing Code, 2013 edition.

4.2-2 All water shall be excluded from the trench during laying and jointing.

4.2-3 All changes in direction shall be made with "wye" and bend fittings providing a cleanout at each change of direction.

4.2-4 The use of cement mortar joints or joints using any rigid material is expressly prohibited. All joints shall be carefully made in strict accordance with the pipe manufacturer's instructions taking special care to exclude all foreign material from the sealing surfaces and to fully seat each joint. If it is necessary to cut a length of pipe, the cut end shall be joined by a special adapter furnished by the pipe manufacturer for this express purpose. In connecting to pipe or joint of a different manufacturer, the connection shall be made by using an adapter supplied by that pipe manufacturer or as supplied by Fernco Joint Sealer Company or an approved equal and in all cases expressly designed by the manufacturer for the two pipes and joints involved.

4.2-5 The actual connection to the sewer will be made through an increaser where required and a 6-inch "wye". From the outlet of the "wye" a 6-inch cleanout will be extended to within 6" of the ground surface. The cleanout and extension will not be installed until after the line has passed the **FIRST INSPECTION** from South Central Planning.

4.2-6 A 4 x 4 x 6 check valve must be installed within 3' from the house.

4.2-7 A plastic or metal box must be placed over the 6-inch cleanout. The box must be plainly marked "sewer".

5. Traps and Vents:

To eliminate a potential hazard, the property owner shall insure and certify as a condition to receiving permission to tie into the sewer that all fixtures and particularly those with concealed piping such as tubs, showers, and washing machines are properly trapped and vented prior to connection to the sewer system.

6. Roof and Area Drains:

The property owner shall insure and certify as a condition to receiving permission to tie into the sewer system that no roof drains, swimming pools or other non-sanitary features are or will be connected in the sewer system.

7. Septic Tanks:

To eliminate a potential hazard, the property owner will insure and certify as a condition to receiving permission to connect to the sewer system that all septic tanks within ninety days will be pumped out and filled with river sand.

8. Inspection and Test:

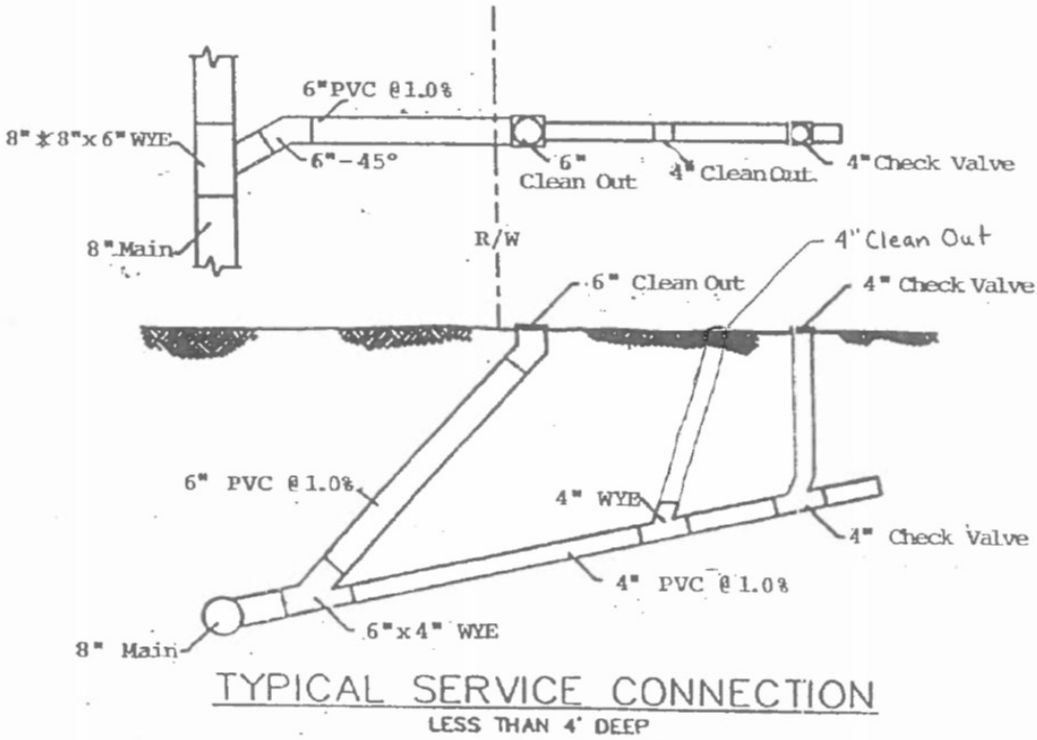
Prior to backfill, the property owner shall call South Central Planning to schedule the **FIRST INSPECTION**. The inspector shall walk the pipe to insure that each length is firmly bedded and undisturbed by his weight on any portion of the pipe. The inspector may, admit a 3" diameter wooden ball through the cleanout at the house to check for adequate slope and freedom from obstructions. Evidence of any significant infiltration, failure to freely pass the ball, cracked pipe or fitting, improper bedding, improper joints and/or any deviation from these specifications will be grounds for rejection and refusal of connection to the sewer system until all deficiencies are corrected.

9. Backfill:

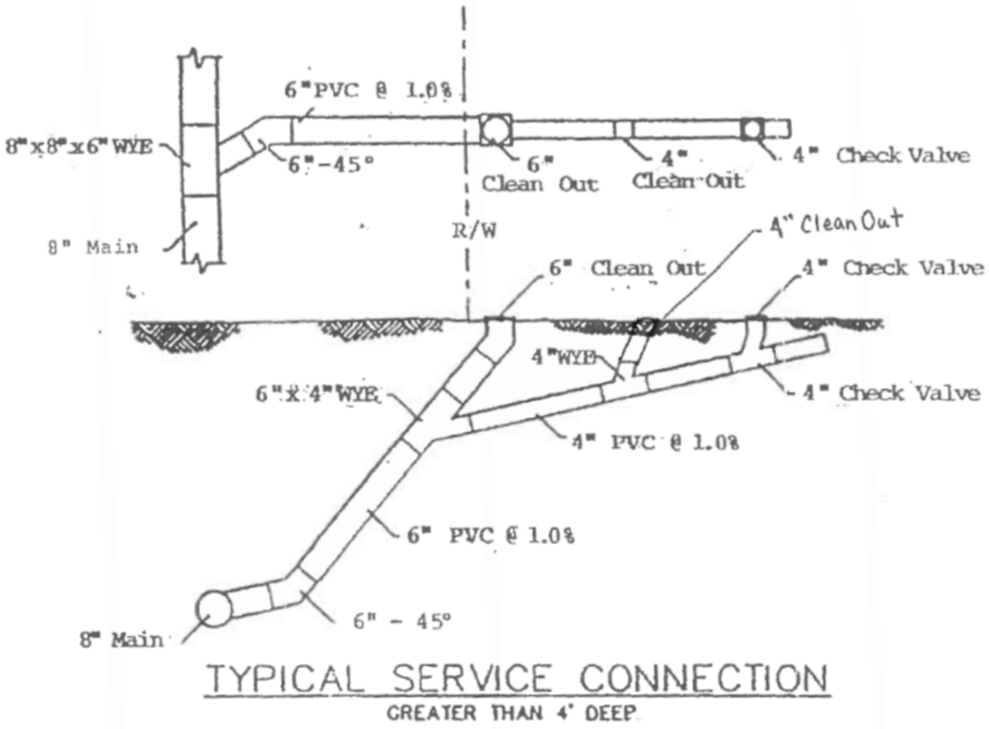
After the FIRST INSPECTION has been approved, the property owner shall backfill with selected material from the excavation and install the boxes at final grade. Once this is complete, the property owner shall call South Central Planning for the **SECOND INSPECTION**.

PLEASE NOTE THE FOLLOWING:

- Before backfilling, contact South Central Planning to schedule the **FIRST INSPECTION**.
- 6-inch clean out—45 degrees (*must be able to open box and access cleanout*).
- No 90 degree from house connection to check valve-must be two 45 degrees.
- 6-inch clean out—plastic or metal box (*box is required*).
- 4-inch check valve—plastic or metal box (*box is optional*).
- Additional 4-inch clean outs—plastic or metal box (*box is optional*).
- Boxes must be plainly marked "sewer" or nothing marked on it.
- Boxes marked "water" will be rejected.
- Metal ring is required if in the driveway.
- Parish maintains 6-inch cleanout. Customer maintains 4-inch check valve and 4-inch cleanout.



- 6" Cleanout = box REQUIRED!
Boxes are optional on 4" cleanout & check valve.
- Parish maintains 6" cleanout.
Customer maintains 4" check valve and 4" cleanout.



- 6" Cleanout = box REQUIRED!
Boxes are optional on 4" cleanout & check valve.
- Parish maintains 6" cleanout.
Customer maintains 4" check valve and 4" cleanout.



South Central Regional Construction Code Council

5058 W. Main Street, Houma, Louisiana 70360

P.O. Box 1870, Gray, Louisiana 70359

Toll Free at 1-866-95-PERMIT or (985) 655-1070

MyPermitNow.Org

Mobile Home Requirements

Mobile Home Anchoring

- The mobile home needs to be anchored and the Installer needs to place the Installation Sticker on the mobile home.
- If the home owner moved the mobile home and installed the anchoring himself, he needs to contact the Louisiana State Fire Marshall at 225-362-5500 to see about getting an Installation Sticker. More information about the anchoring requirements can be found at http://sfm.dps.louisiana.gov/mh_contact.htm.

Electrical

- The electrical service for the mobile home must be in place, with the feeders going to the mobile home.
- You **MUST BRING FOUR CONDUCTORS** into the mobile home. (Two ungrounded conductors or hot wires, one grounded conductor or neutral wire and one ground wire.)
- See the Entergy Handouts for overhead and underground services. These requirements are the same for all power companies (See attached handouts.) These handouts also cover the pole requirements.

Plumbing

- The plumbing under the mobile home must be connected to the mobile home and be connected to either the sewer or a private sewage system.
- The drain pipe must be installed at a uniform slope between 1/8 and 1/2 inch per foot.
- Only approved drainage fittings may be used in the drainage system.
- Cleanouts are required at the furthest point in the drainage system, changes of direction greater than 45 degrees and at the building drain to building sewer transition (where the drain enters the ground and leaves the footprint of the mobile home.)
- All drain pipes must be supported every 4 foot on center.
- All water pipes need to be supported as follows:
 - PVC pipe every 4 foot on center
 - CPVC pipe every 3 foot on center
 - PEX pipe every 32 inches on center
- DO NOT glue black ABS pipe and white PVC pipe together. The glue for these two materials is not compatible. If you need to connect these two types of pipe, you must use a Fernco type fitting.



- The condensation drain for the air conditioner must enter the drain line through a fitting, not a hole drilled into the top of the drain line.
- In St. Charles and St. John Parishes a back water valve needs to be installed where the building drain exits from under the mobile home.



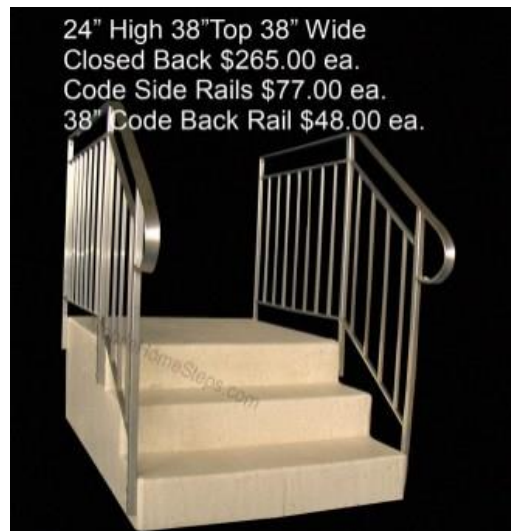
Mobile Home Stairs

- Steps with a landing and handrail must be installed on at least one door at the time of the inspection.
- Stairs must have a landing that is as wide as the door and 36 inches deep.
- If the landing is over 30 inches high, from the adjacent ground, you need a guard on the landing and on both sides of the stairs. The guard should be 36 inches high on the landing and between 38-34 inches high on the stairs.
- If the stairs have more than 4 risers you will need a graspable handrail on at least one side of the stairs. The handrails will have to meet the requirements of Type 1 or Type 2 handrails (see attached handout.) A 2x4 does not meet the requirements of a handrail. The handrail should be between 34 and 36 inches high.
- Premade fiberglass or concrete mobile home stairs are only allowed if the landing is greater than 36 inches by 36 inches and the handrail and guard meet all of the code requirements.
- See attached SCPDC Mobile Home Stair/Guard/Handrail Handout for further details and diagrams of the requirements above (See attached handout.)

Not Acceptable – These stairs do not have a proper landing

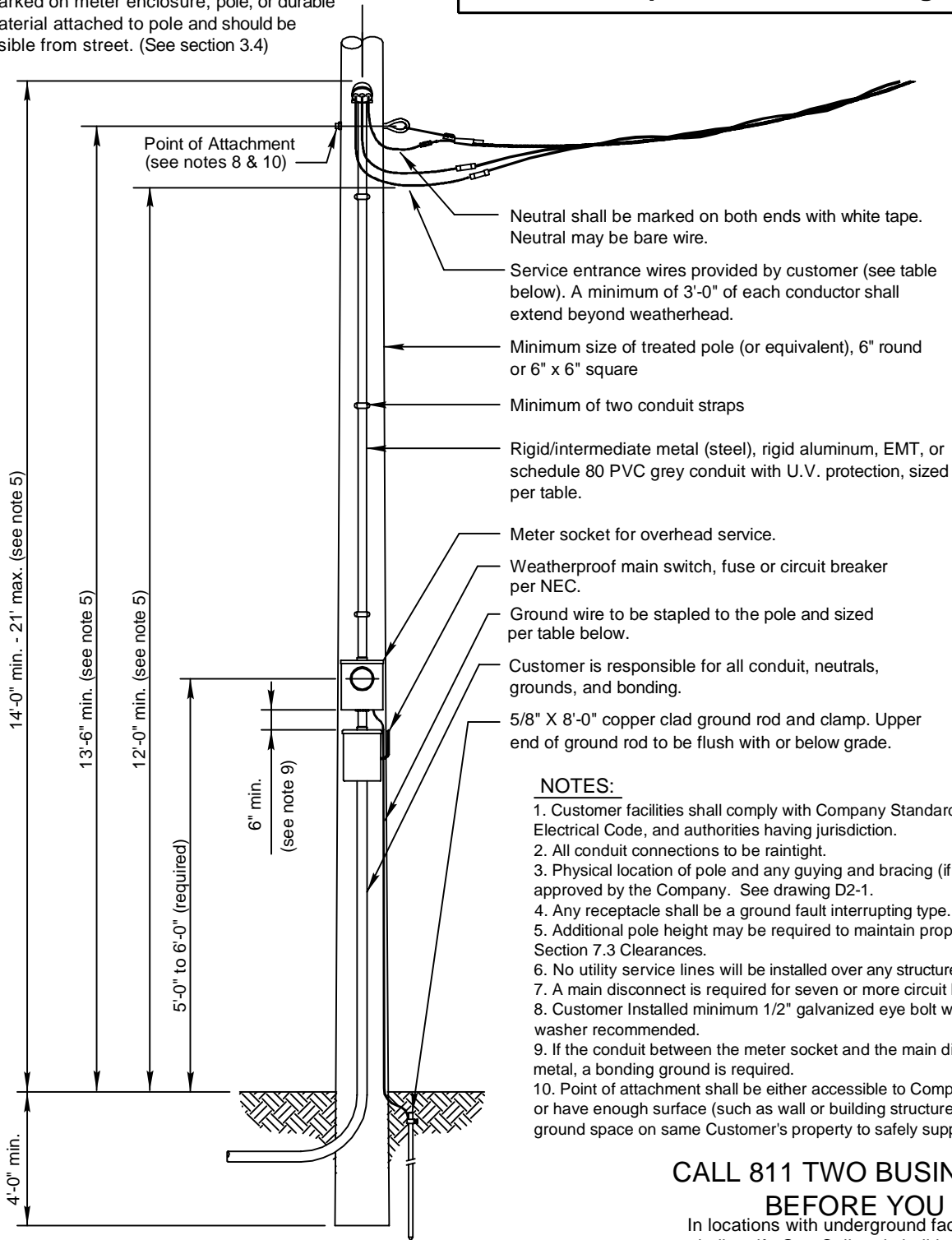


Acceptable Stairs – These stairs have a proper landing, guard rails and handrails



911 address shall be a minimum 3" lettering marked on meter enclosure, pole, or durable material attached to pole and should be visible from street. (See section 3.4)

Shall meet requirements of drawings D4-4 and D9-2.



NOTES:

1. Customer facilities shall comply with Company Standards, the National Electrical Code, and authorities having jurisdiction.
2. All conduit connections to be raintight.
3. Physical location of pole and any guying and bracing (if needed) will be approved by the Company. See drawing D2-1.
4. Any receptacle shall be a ground fault interrupting type.
5. Additional pole height may be required to maintain proper clearance per Section 7.3 Clearances.
6. No utility service lines will be installed over any structures.
7. A main disconnect is required for seven or more circuit breakers (NEC).
8. Customer Installed minimum 1/2" galvanized eye bolt with 2" x 2" square washer recommended.
9. If the conduit between the meter socket and the main disconnect is not metal, a bonding ground is required.
10. Point of attachment shall be either accessible to Company's bucket truck or have enough surface (such as wall or building structure) and sufficient ground space on same Customer's property to safely support a ladder.

CALL 811 TWO BUSINESS DAYS BEFORE YOU DIG

In locations with underground facilities, the Customer shall notify One Call and shall have One Call locate all underground facilities before digging. It shall be the responsibility of the Customer to stay clear of all underground facilities.

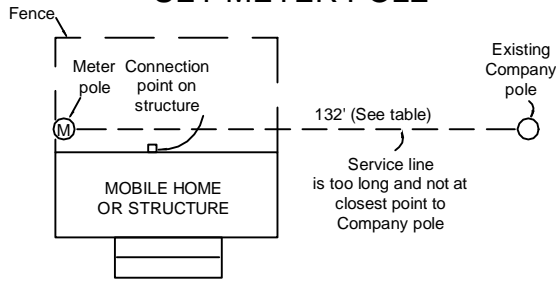
Minimum Customer Wiring Size - Residence Single Phase **				
METER SIZE	CONDUIT SIZE	Current carrying & neutral wire size (per NEC) *		COPPER GROUND WIRE SIZE**
		ALUMINUM	COPPER	
100 Amp	1.5"	#2	#4	#6 *
200 Amp	2"	4/0	2/0	#4
320 Amp	3"	500	350	#2

* Wire sizes based upon customer breaker size
 ** For 3Ø, consult the company Commercial & Industrial. Wire sizes are typically larger.

ENTERGY SERVICES, INC.			
SERVICE TO PERMANENT POLE LOCATION FROM AN OVERHEAD SOURCE (EX. MOBILE HOMES)			
APPROVED BY:	JRH	DATE:	01/09/2013
CHECKED BY:	JED	SCALE:	None
DRAWN BY:	krich95		
		No. D4-3	
NO.	DATE:	PLOT	SH. 1 OF 1

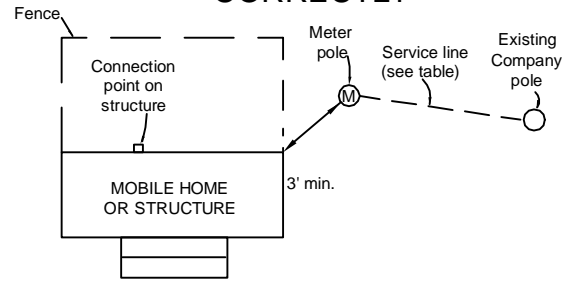
1	10/13	REVISION OF DRAWING SS4.6-1	JED	
NO.	DATE:	REVISION	BY:	APPR:

WRONG POSITION TO SET METER POLE



Meter point shall not be behind the mobile home on inside of fence.

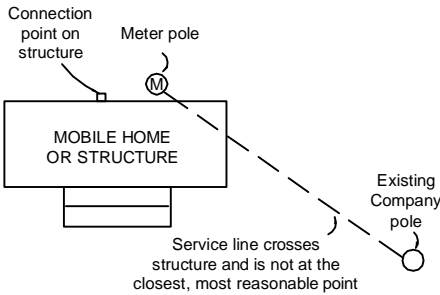
METER POLE SET CORRECTLY



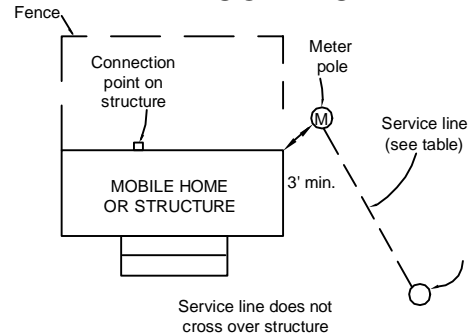
Meter point shall be outside of fence and clear of shrubs.

SERVICE CABLE IS NOT ALLOWED ABOVE OR BELOW A BUILDING.

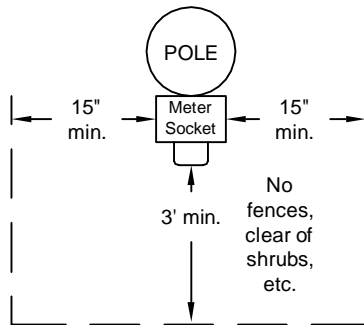
WRONG POSITION TO SET METER POLE



METER POLE SET CORRECTLY



METER CLEARANCES



CAUTION:
 No gas meters within a 3' radius of meter enclosure.
 Meter pole shall be a minimum of 3 ft. from structure.

Maximum Recommended Distance (NOTE 3)

Amps	Length
100	100'
200	75'
320	40'

CALL 811 TWO BUSINESS DAYS BEFORE YOU DIG

In locations with underground facilities, the Customer shall notify One Call and shall have One Call locate all underground facilities before digging. It shall be the responsibility of the Customer to stay clear of all underground facilities.

Notes:

- Customer facilities shall comply with Company Standards, the NEC, and authorities having jurisdiction.
- The customer is responsible for clearing and maintaining all right of way.
- The Company service cable shall not go over the top of the mobile home or if there is not a clear path to the meter pole or the maximum distance is exceeded, an additional pole may be required. Contact Company in advance to learn additional Customer cost. Additional Customer cost is typically \$1500 or more.

ENTERGY SERVICES, INC.

PERMANENT POLE - OVERHEAD SERVICE DETAILS FOR SINGLE MOBILE HOME INSTALLATION OR STRUCTURE

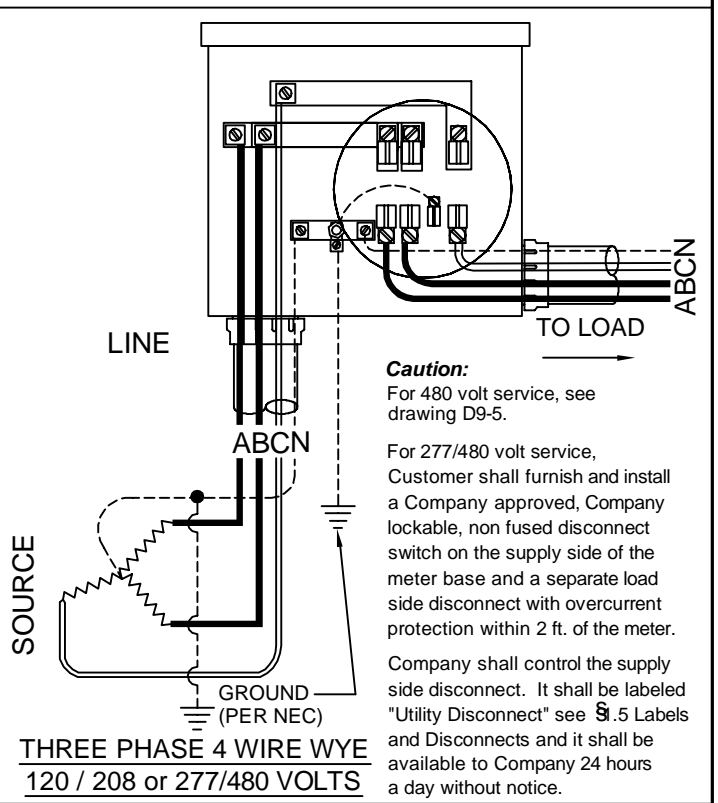
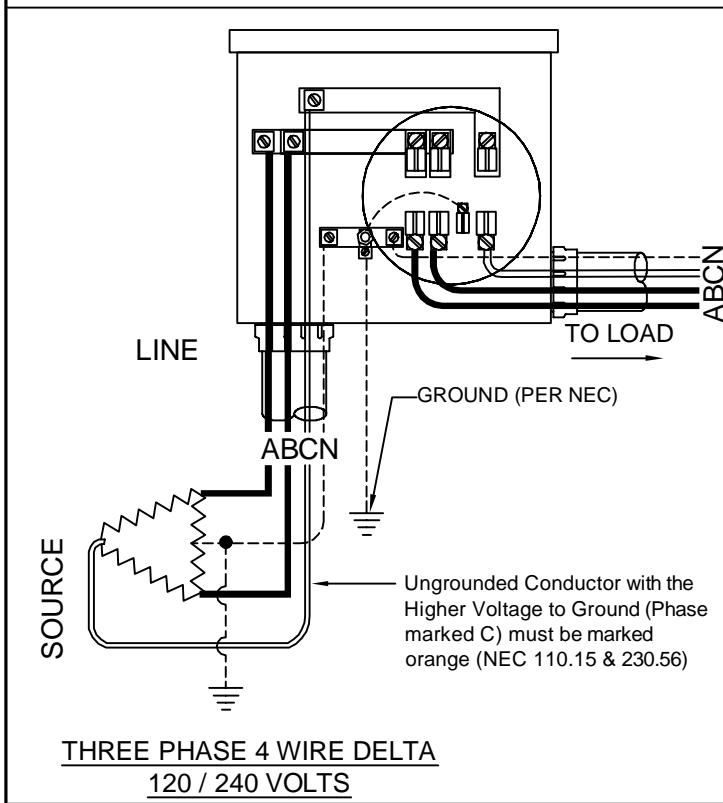
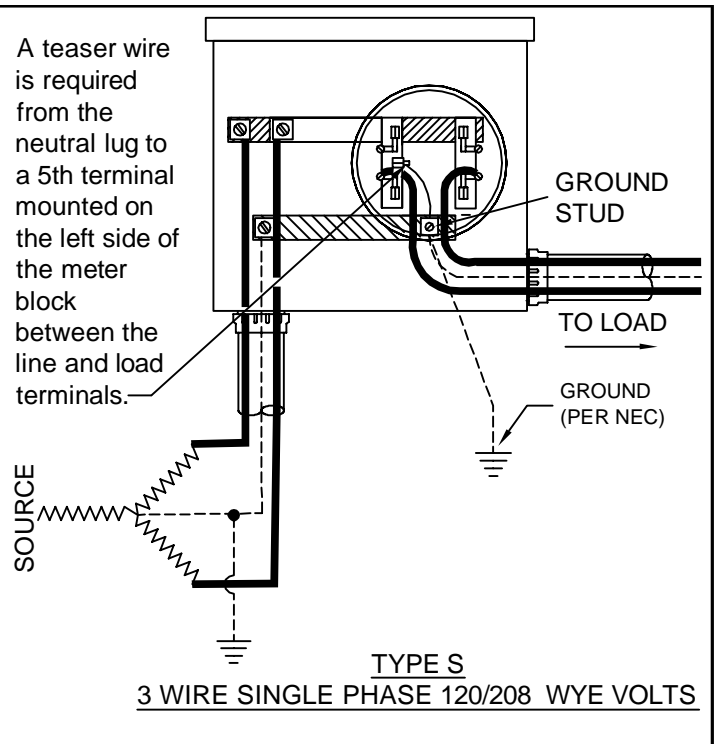
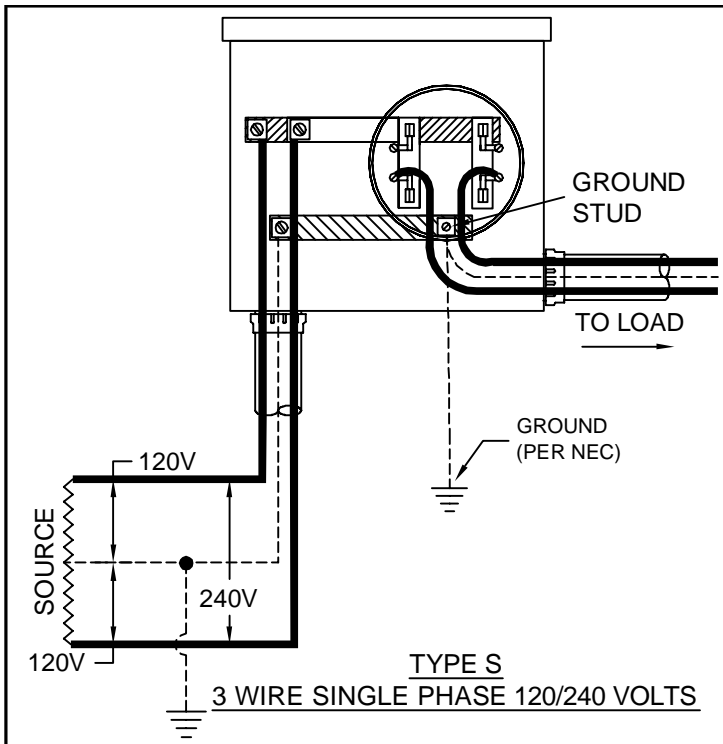
APPROVED BY: JRH DATE: 10/30/2012
 CHECKED BY: JED SCALE: None
 DRAWN BY: krich95



No. D4-4

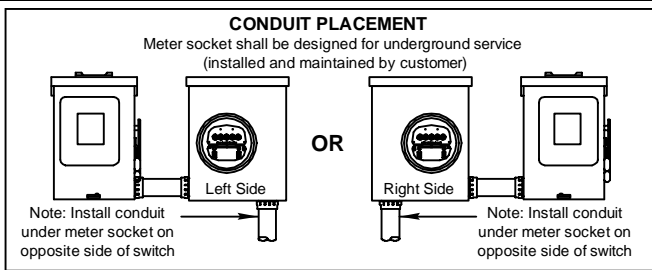
PLOT 1=1 SH. 1 OF 1

3				
2				
1	10/12	REVISION OF DRAWING SS4.6-2	JED	
NO.	DATE:	REVISION	BY:	APPR:



Notes:

1. All diagrams on this drawing show connections when the switch is installed on the right side (see Right Side below) of the meter socket. If the switch is installed on the left side of the meter socket you will need to mirror this diagram (see Left Side below).
2. All sockets, except residential single phase less than 320 Amps, shall have a manual mechanical gang operated bypass switch.
3. Load and supply wires shall not cross in the meter socket.



ENTERGY SERVICES, INC.

WIRING DIAGRAM CONNECTIONS FOR UNDERGROUND SELF CONTAINED METERS

APPROVED BY:	JRH	DATE:	01/10/2013
CHECKED BY:	JED	SCALE:	NONE
DRAWN BY:	krich95		

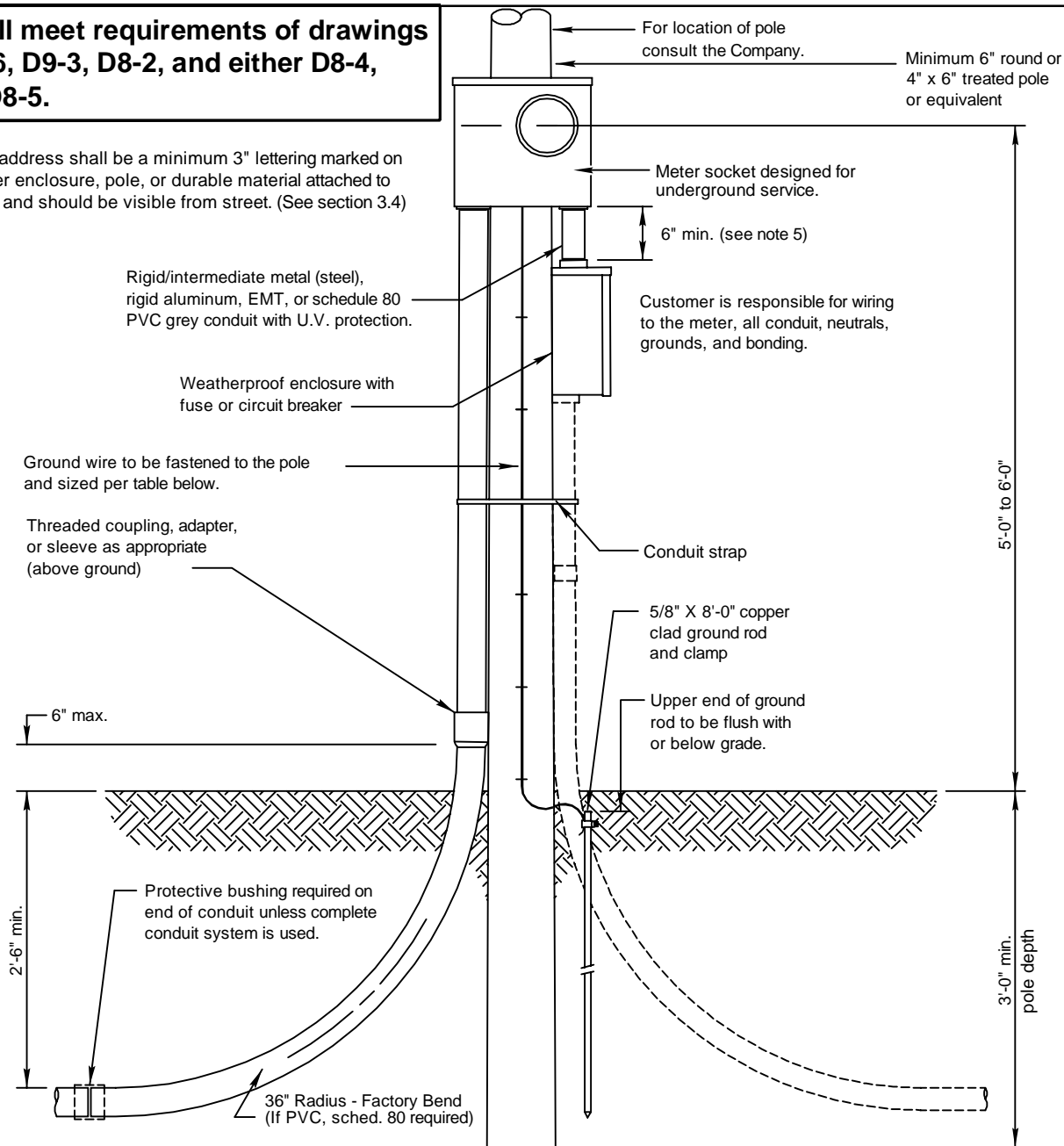
1	01/13	REVISION OF DRAWING SS11.8-2	EJH	
NO.	DATE:	REVISION	BY:	APPR:

No. D9-3

PLOT 1=1 SH. 2 OF 2

Shall meet requirements of drawings D4-6, D9-3, D8-2, and either D8-4, or D8-5.

911 address shall be a minimum 3" lettering marked on meter enclosure, pole, or durable material attached to pole and should be visible from street. (See section 3.4)



NOTES:

1. Customer facilities shall comply with Company Standards, the National Electrical Code, and authorities having jurisdiction.
2. All conduit connections to be raintight.
3. When installing conduit system, customer shall extend conduit to pole or underground system. Consult the company for details. (See drawings D8-4 and D8-5).
4. Location of underground cables shall be identified prior to digging.
5. If the conduit between the meter socket and the main disconnect is not metal, a bonding ground is required.

Minimum Customer Wiring Size - Family Residence Single Phase **

METER SIZE	CONDUIT SIZE	Current carrying & neutral wire size (per NEC)		GROUND WIRE SIZE
		ALUMINUM	COPPER	
100 Amp	2"	#2	#4	#6 *
200 Amp	2.5" ***	4/0	2/0	#4
320 Amp	3"	500	350	#2

* Wire sizes based upon customer breaker size.

** For 3Ø, consult the Company Commercial & Industrial. Wire sizes are typically larger.

***Arkansas only 2" permitted.

CALL 811 TWO BUSINESS DAYS BEFORE YOU DIG

In locations with underground facilities, the Customer shall notify One Call and shall have One Call locate all underground facilities before digging. It shall be the responsibility of the Customer to stay clear of all underground facilities.

ENTERGY SERVICES, INC.

PERMANENT POLE - UNDERGROUND SERVICE TO LOCATION (EXAMPLE: MOBILE HOME)

APPROVED BY: JRH DATE: 02/20/2013
 CHECKED BY: JED SCALE: 3/4"=1'-0"
 DRAWN BY: krich95

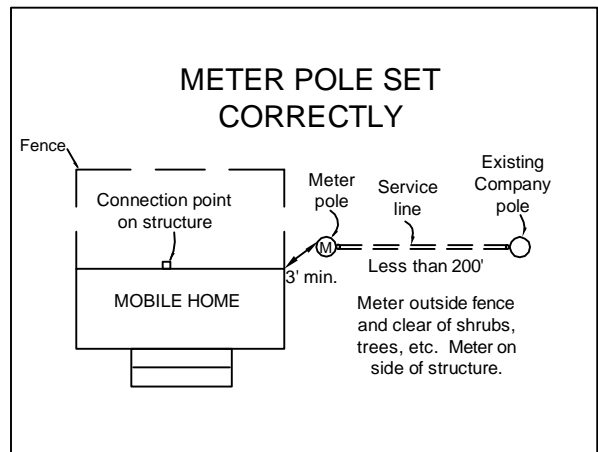
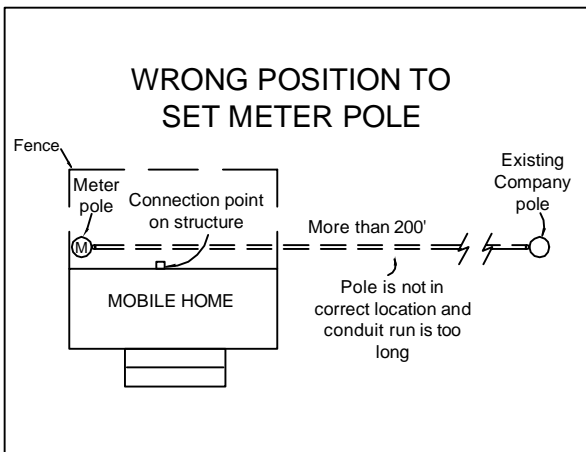
No. D4-5



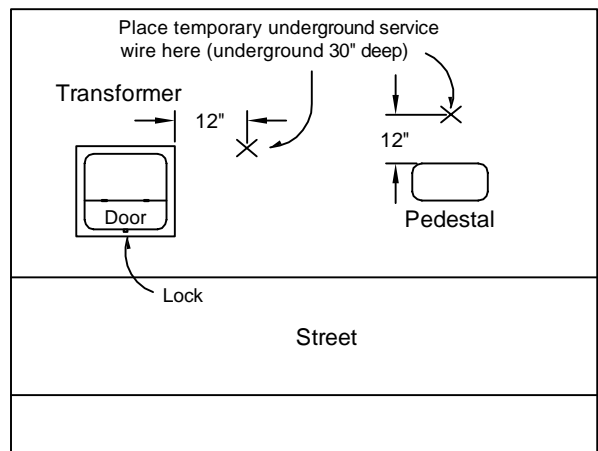
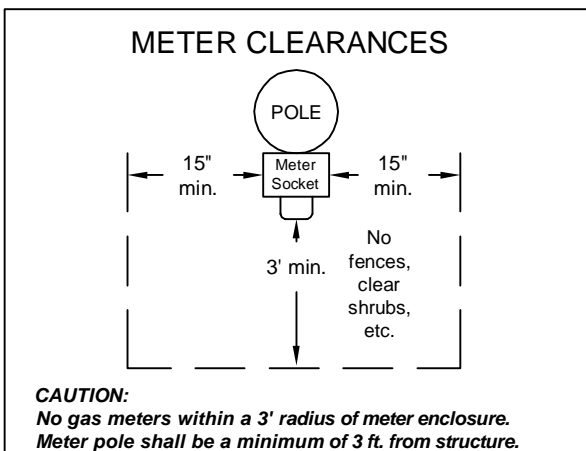
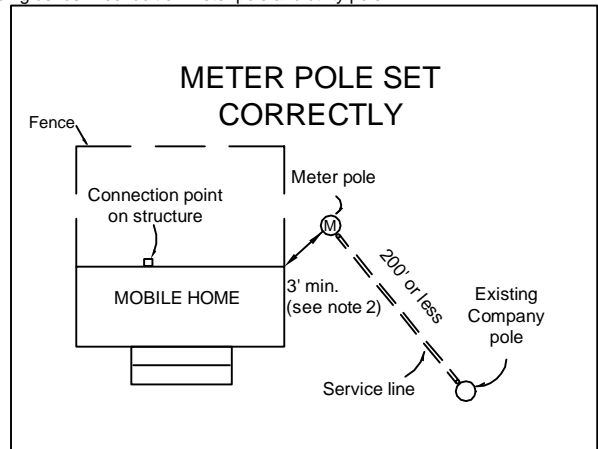
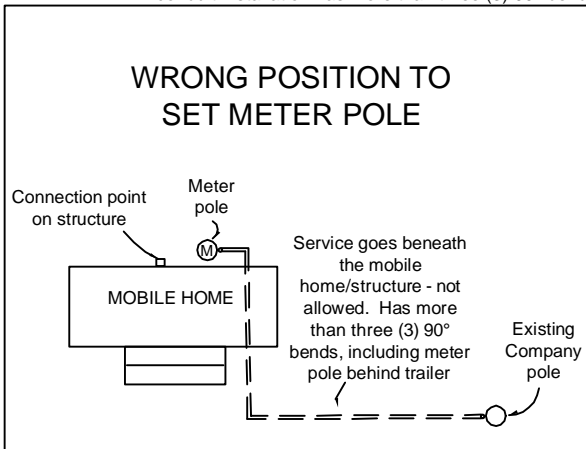
PLOT 1=1 SH. 1 OF 1

1	02/13	REVISION OF DRAWING SS4.6-3	JED	
NO.	DATE:	REVISION	BY:	APPR:

Shall meet requirements of drawings D4-5 and D9-3.



A Company approved Customer furnished and installed pedestal box may be required if length is more than 200' or if conduit installation has more than three (3) 90° bends, including bends in conduit on meter pole and utility pole.



Call 811 Two Business Days Before You Dig

In locations with underground facilities, the Customer shall notify One Call and shall have One Call locate all underground facilities before digging. It shall be the responsibility of the Customer to stay clear of all underground facilities.

Notes:

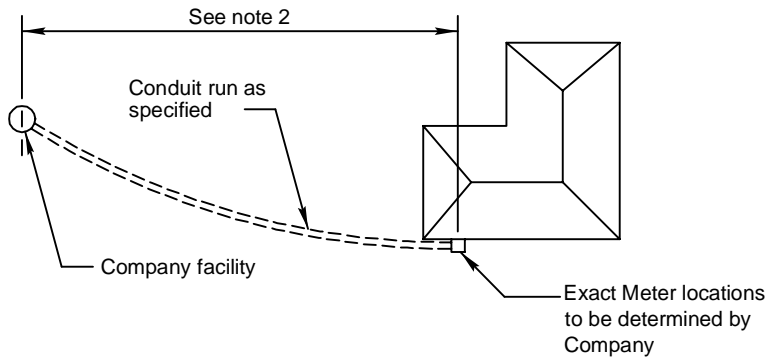
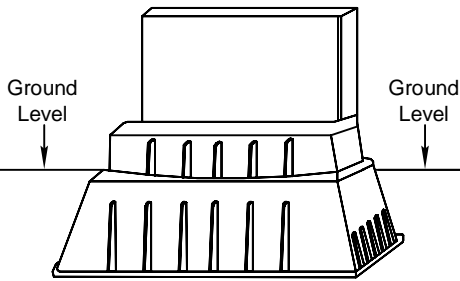
1. Customer facilities shall comply with Company Standards, the National Electrical Code, and authorities having jurisdiction.
2. When installing conduit system, customer shall extend conduit to pole or underground system. Consult the company for details.
3. Company owned or maintained underground service shall **not** be installed beneath a mobile home or any other structure.
4. The customer is responsible for clearing and maintaining all right of way.

ENTERGY SERVICES, INC.	
PERMANENT POLE - UNDERGROUND SERVICE DETAILS FOR SINGLE MOBILE HOME OR STRUCTURE	
APPROVED BY: JRH	DATE: 10/23/2012
CHECKED BY: JED	SCALE: None
DRAWN BY: krich95	
No. D4-6	
PLOT 1=1 SH. 1 OF 1	

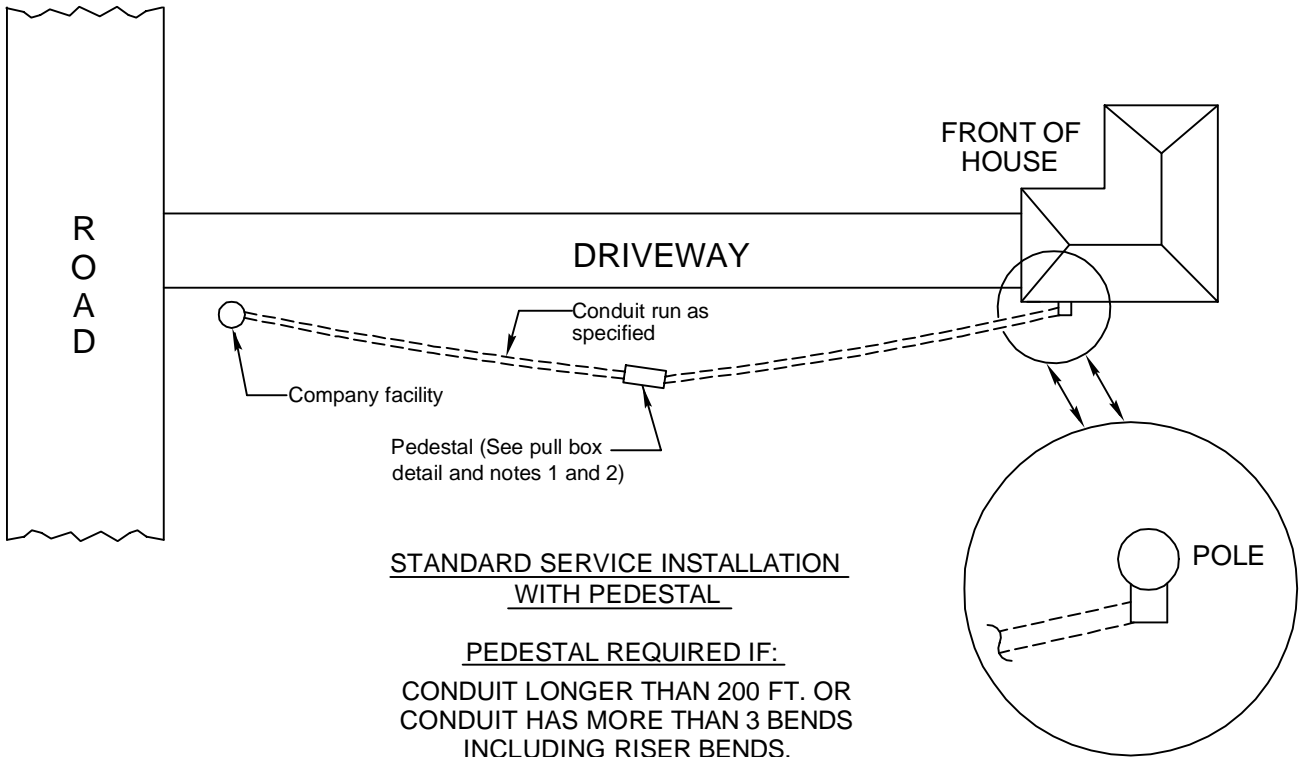
1	10/12	REVISION OF DRAWING SS4.6-4	JED	
NO.	DATE:	REVISION	BY:	APPR:



TYPICAL PULL BOX PEDESTAL



STANDARD SERVICE INSTALLATION



STANDARD SERVICE INSTALLATION WITH PEDESTAL

**PEDESTAL REQUIRED IF:
CONDUIT LONGER THAN 200 FT. OR
CONDUIT HAS MORE THAN 3 BENDS
INCLUDING RISER BENDS.**

CALL 811 TWO BUSINESS DAYS BEFORE YOU DIG

In locations with underground facilities, the Customer shall notify One Call and shall have One Call locate all underground facilities before digging. It shall be the responsibility of the Customer to stay clear of all underground facilities.

Notes:

1. Customer shall consult with Company for location and type of pedestal.
2. The Customer shall bear the cost of conduit and its installation.

ENTERGY SERVICES, INC.

TYPICAL CONDUIT SYSTEM REQUIREMENTS FOR SECONDARY PHASE CUSTOMER UNDERGROUND SERVICE

APPROVED BY: JRH	DATE: 10/31/2012
CHECKED BY: JED	SCALE: NONE
DRAWN BY: krich95	

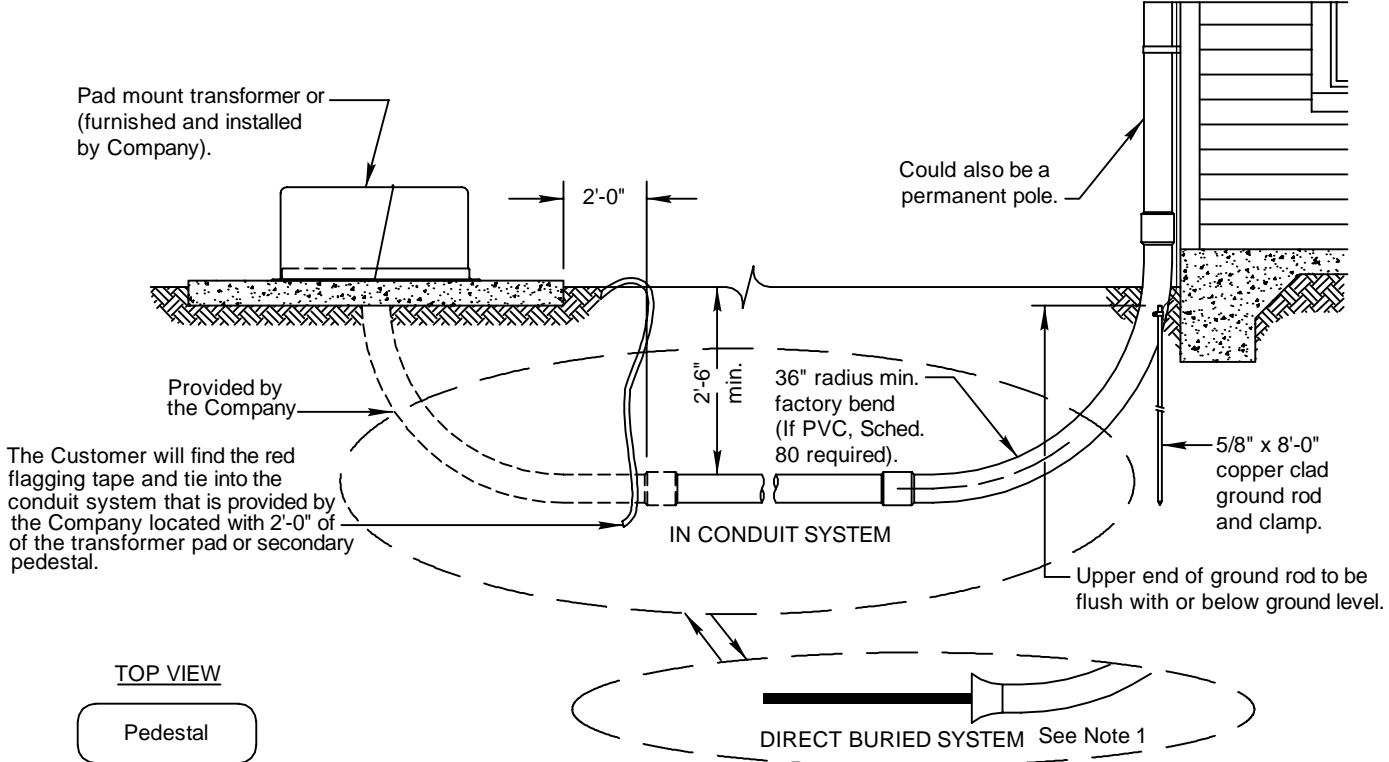
No. D8-2

1	10/12	REVISION OF DRAWING SS8.6-1	JED	
NO.	DATE:	REVISION	BY:	APPR:



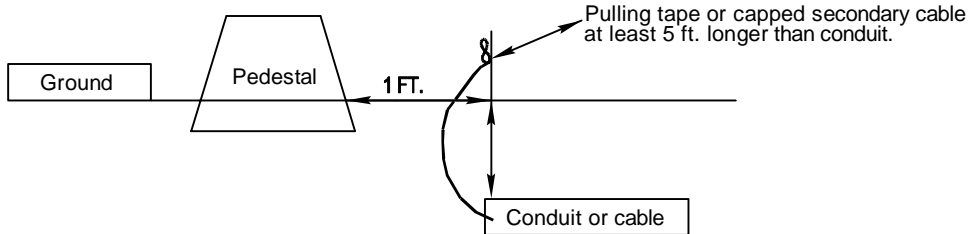
PLOT 1=1 SH. 1 OF 1

Shall meet requirements of drawing D10-1.



Street Side

Bring cable or conduit to one foot from the center of the pedestal buried at 30" below the ground.



For direct buried, cable must be long enough to reach the connectors in the pedestal (at least 5 extra feet).
 For Customer installed and supplied conduit, pulling tape must be long enough to reach pedestal (at least 5 extra feet) and the elbow to enter the pedestal is supplied by the Customer and installed by the Company.

CALL 811 TWO BUSINESS DAYS BEFORE YOU DIG

In locations with underground facilities, the Customer shall notify One Call and shall have One Call locate all underground facilities before digging. It shall be the responsibility of the Customer to stay clear of all underground facilities.

ENTERGY SERVICES, INC.	
PADMOUNT TRANSFORMER OR SECONDARY PEDESTAL SERVING A CUSTOMER	
APPROVED BY: JRH	DATE: 11/06/2012
CHECKED BY: JED	SCALE: 3/8"=1'-0"
DRAWN BY: krich95	

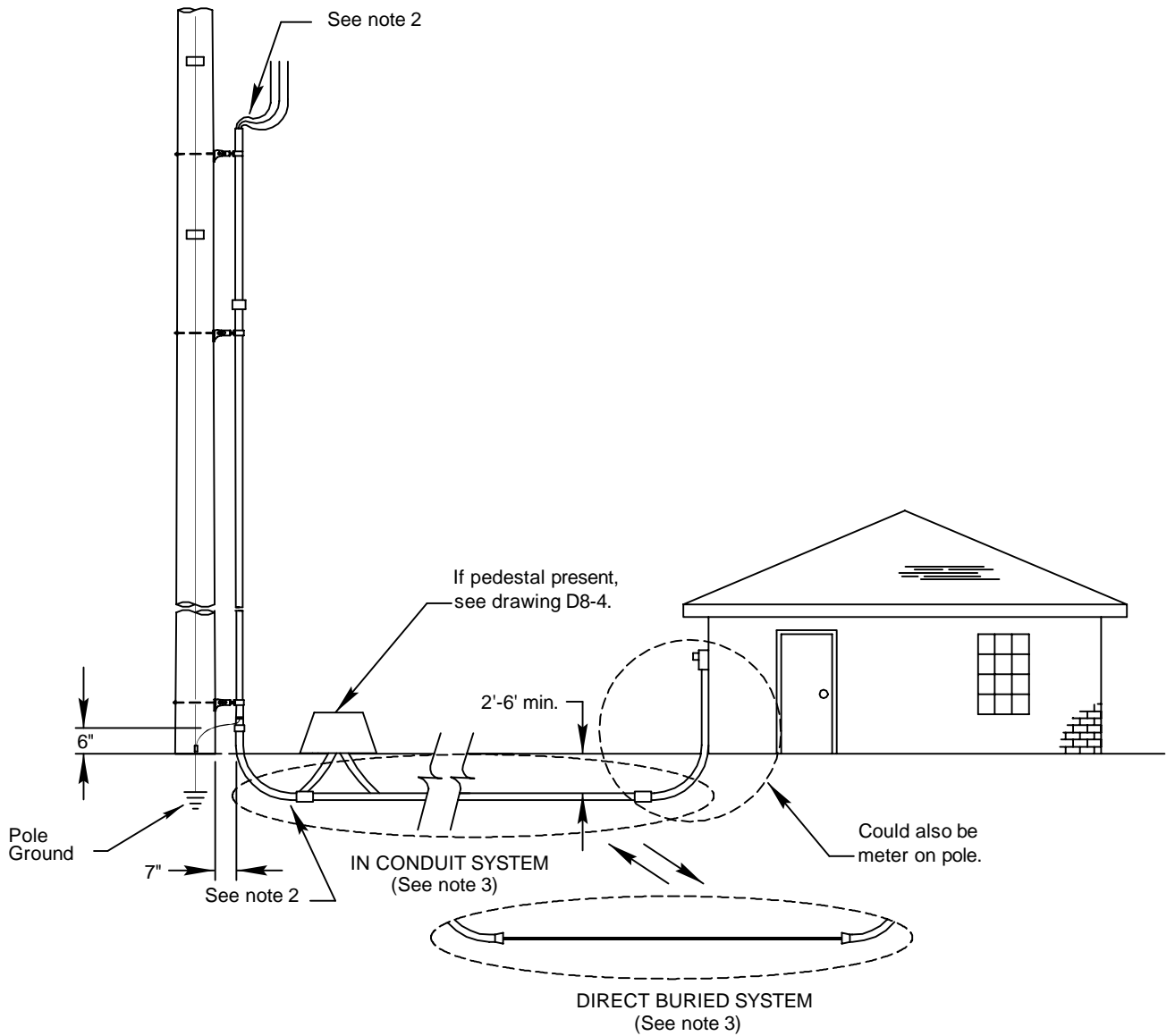
Notes:
 1. Contact Company for local area requirements.

1	10/12	REVISION OF DRAWING SS8.6-2	JED	
NO.	DATE:	REVISION	BY:	APPR:



No. D8-4

PLOT 1=1 SH. 1 OF 1



Notes:

1. If one conduit installation is already on the pole, Contact the Company to (at its option) install a pedestal at the base of the pole.
2. Customer shall install the conduit to 7" from the pole. The Company will install the Customer supplied riser material up the pole. The Customer shall supply enough conduit to extend up the pole to a point 50" above the Telephone Co.'s and/or cable. When these minimum conditions cannot be satisfied, the Customer shall consult the Company. The Customer shall secure the riser material at the meter entrance for installation by the Company. **(EXCEPTION: In Arkansas and Mississippi the conduit for the riser is supplied by the Company)**
3. Contact Company for local area requirements.

CALL 811 TWO BUSINESS DAYS BEFORE YOU DIG

In locations with underground facilities, the Customer shall notify One Call and shall have One Call locate all underground facilities before digging. It shall be the responsibility of the Customer to stay clear of all underground facilities.

ENTERGY SERVICES, INC.

TYPICAL UNDERGROUND SERVICE FROM OVERHEAD SOURCE

APPROVED BY: JRH	DATE: 11/06/2012
CHECKED BY: JED	SCALE: NONE
DRAWN BY: krich95	

No. D8-5

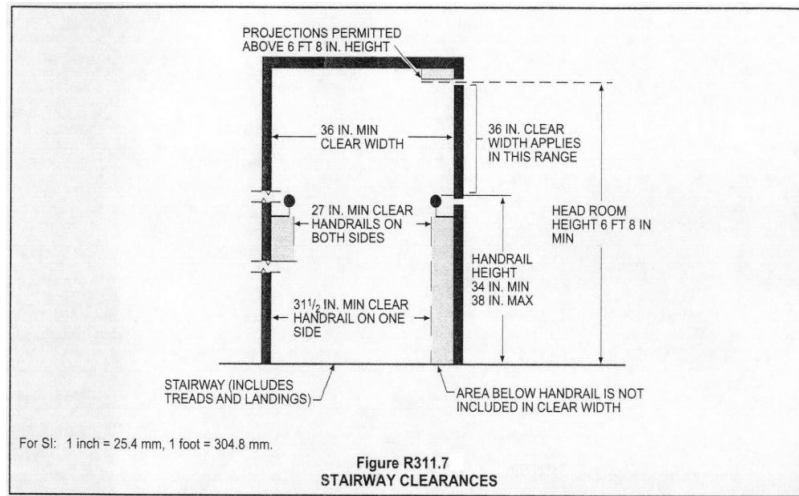
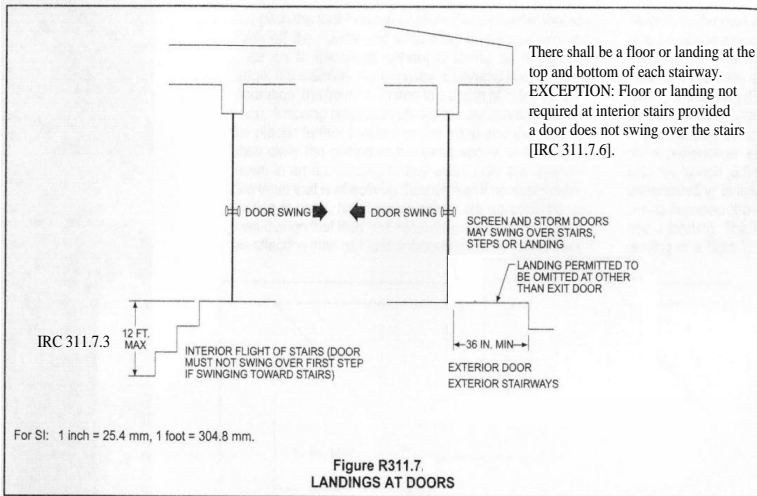
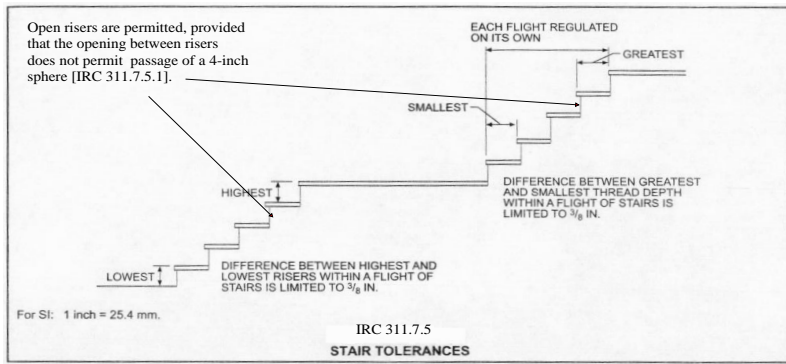
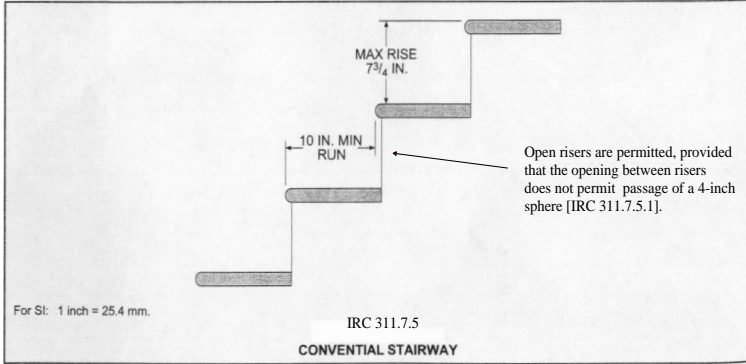
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NO.	DATE:	REVISION	BY:	APPR:



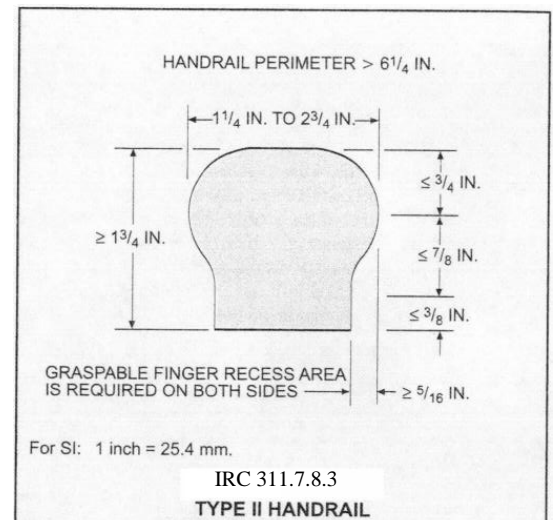
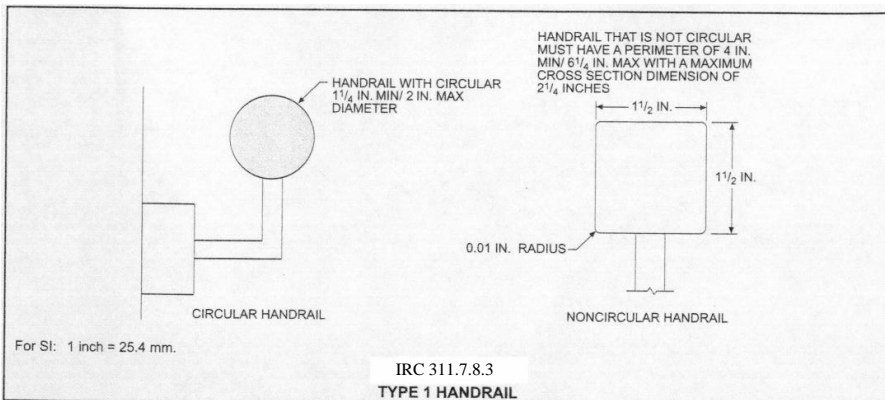
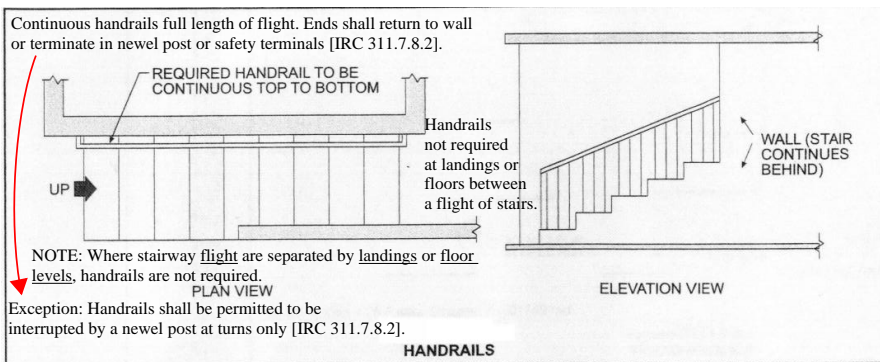
PLOT 1=1 SH. 1 OF 1

Mobile Home Stair/Guard/Handrail Handout

Stairs and Landing



Handrails



Guard Rails

