



**City of Zachary Inspections Department
Mobile Home Placements 654-6873**

- 1) If the trailer is to be located outside the Zachary city limits, you must contact East Baton Rouge Parish Inspections at 389-3205 as you are out of our jurisdiction.
- 2) If the trailer is to be placed in an established trailer park inside the Zachary city limits, please proceed to #5 since trailer parks have already supplied the information needed.
- 3) A legal plot plan must be submitted.
- 4) A proposed Elevation Certificate is required. The elevation certificate can be obtained from a licensed engineer/surveyor.
- 5) If you will not be on the City of Zachary sewer system, you must contact the East Baton Rouge Parish Health Department at 242-4870 for a sewer permit and inspection from that department as the City of Zachary is not responsible for individual sewer systems. We will need a copy of the temporary permit. The address of the Health Department and other required information pertaining to this sewer permit is attached.

*****City Parish sewer impact fee may be required when trailer placement permit is issued if trailer is to be connected to the City of Zachary sewer system. Fee Chart Attached.**

Once the plot plan, elevation certificate and sewer permit from EBR (if not on city sewer) are obtained, a permit can be issued. A trailer placement permit is \$25.00

- 6) **You must contact the State Fire Marshall's Office at 225-925-4911 and ask for the Manufactured Home Division concerning a sticker that must be on the trailer before the City of Zachary will inspect the mobile home and release electricity. If the trailer is new, check with the dealership to make sure this will be taken care of. If the trailer is used and you are having someone move the trailer for you, you must make sure they are licensed and have applied for your sticker. The website is LASFM.org and click on the left side of the screen on Manufactured Housing. You will find the answers to most of your questions as well as a Home Owners Sticker Application. REMEMBER, THE CITY OF ZACHARY WILL NOT GIVE YOU ELECTRICITY UNTIL YOU HAVE THE STICKER FROM THE STATE FIRE MARSHALL ON YOUR TRAILER.**
- 7) Electrical, Plumbing, and Mechanical (Heating & Air) permits must be purchased by a City of Zachary licensed contractors. These permits are \$25.00 each. If you would like to use a contractor who is not on the list of licensed contractors provided, have your contractor

contact us about obtaining a Zachary license, which is readily available to qualified contractors. The license **Must** be purchased before any work can be done.

- 8) If your property is located in an S zoning district you must have a dust free 20 feet wide by 25 feet deep driveway apron (Dust free being asphalt or concert) before calling in for inspection.

- 9) **You must provide us with a City of Zachary final elevation certificate and a if you are in a special flood hazard area a FEMA final elevation certificate, after the trailer is moved to the site.**

- 10) Once all permits are issued, the State Health Department has given the approval to the City of Zachary (if not on city sewer), the Final Elevation Certificates are received and approved, the mobile home has the State Fire Marshall sticker, the electrical, Plumbing and Heating/Air are complete, the steps have handrails on both sides and all doors have steps and at least one handrail on any rear doors and meet the City of Zachary code requirements (attached), the trailer is tied down and the trailer numbers are posted on the trailer, contact our office and schedule an inspection. Once your inspection has been approved, we will fax the approval to your electrical company. You must be sure to make all arrangements with your electric company and any necessary deposits they may require. Also, be sure to make any arrangements with the appropriate water and gas provider. The City of Zachary Water and Gas Department phone number is 225-654-6871. Parish Water is 225-952-7688 and Gas Utility District #1 is 225-654-4020.