



TOWN OF GRAMERCY  
120 N. MONTZ ~ PO DRAWER 340  
GRAMERCY LA 70052

PH: 225-869-4403 ~ FAX: 225-869-4195

**MOBILE HOME PERMIT APPLICATION**

PERMIT # \_\_\_\_\_

NAME OF PROPERTY OWNER: \_\_\_\_\_

MAILING ADDRESS OF PROPERTY OWNER: \_\_\_\_\_  
(INCLUDE CITY AND ZIP)

NAME OF MOBILE HOME OWNER: \_\_\_\_\_

MAILING ADDRESS OF MOBILE HOME OWNER: \_\_\_\_\_  
(INCLUDE CITY AND ZIP)

STREET ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ LOT SIZE \_\_\_\_\_

LOT NUMBER/SQUARE/EXTENSION \_\_\_\_\_

**HOME INFORMATION:**

NO. OF STORIES \_\_\_\_\_ NO. OF ROOMS \_\_\_\_\_ NO. OF BATHS \_\_\_\_\_

TYPE OF EXTERIOR WALL \_\_\_\_\_ TYPE OF ROOF \_\_\_\_\_

MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ WIND ZONE CLASS: \_\_\_\_\_

YEAR \_\_\_\_\_ SIZE \_\_\_\_\_ COLOR \_\_\_\_\_ VIN/ID # \_\_\_\_\_

Current Address of Mobile Home: \_\_\_\_\_

**MOVING CONTRACTOR:**

NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(INCLUDE CITY AND ZIP)

STATE LICENSE NUMBER \_\_\_\_\_

PLOT PLAN SUBMITTED YES \_\_\_\_\_ NO \_\_\_\_\_

**PERMIT FEE: \$150.00**  
**FINAL INSPECTION DUE, CALL SOUTH CENTRAL PLANNING 985-655-1070**

This permit, if issued, is subject to the express condition that all of the building and zoning ordinances of the Town of Gramercy relating to mobile homes shall be complied with. In the event a sidewalk or street is damaged by this work, permit holder will replace or pay for cost of repairs. No construction shall commence until site has been inspected and approved by the inspector of the Town.

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR/ARCHITECT/ENG

This permit is hereby granted to construct the improvements of the character and cost described in the above application. This permit is issued to the express condition that all fire, building, and zoning ordinances of the Town of Gramercy shall be complied with. This permit shall terminate automatically unless work is begun within sixty (60) days from the date hereof.

**APPROVED**

**NOT APPROVED**

MAYOR \_\_\_\_\_

MAYOR \_\_\_\_\_

INSPECTOR \_\_\_\_\_

INSPECTOR \_\_\_\_\_

**CERTIFICATION:**

I, \_\_\_\_\_, certify that I understand and agree to the following:

- If the Location owner and the applicant are not the same person, the application must provide a notarized written approval from the Location owner or copy of signed Lot Lease
- Home must be no more than three (3) years old from the manufactured date (unless waiver request is made for consideration of a refurbished home)
- A photograph of the Home must accompany this application
- Proof of Lot of Record must be accompany this application, unless location is in an approved Trailer Park
- Home, location, and the installation of the Home shall be in compliance with all applicable Town ordinances
- All windows and doors must be secure and in proper working condition
- Home exterior shall be free from major dents, rust or leaks, with no missing panels or siding, and the Home must be skirted as specified by Town ordinance
- Home shall be installed by a Licensed contractor, registered with the Town of Gramercy
- All above requirements shall be met prior to any utility service being installed
- Permit Pre-Approval is valid for 90 days. Home must be transported, installed and Final Inspection completed within that 90-day period.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Pre-Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Final Permit Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION PROCESS:**

- 1) Fill Out, Sign and Submit Application
- 2) Town will research and, if applicable, provide Pre-Approval of the Application
- 3) Once Pre-Approved, Permit Fee shall be payable. Once Permit Fee is paid, Home may be transported and installed by the Mover/Installer.
- 4) Once Home has been installed and all of the Town ordinance requirements have been met, Final Inspection will be performed
- 5) Upon Final Permit Approval, utility service shall be authorized and occupancy is allowed