

Michael "Mike" Lambert
Mayor
Wanda Bourgeois
Mayor Pro-Tem
Paige K. Robert
Town Clerk
Kay Prado
Assistant Town Clerk



Councilmen
Donald Schexnaydre
Randy Anny
Patti Poche
Randi Sutton

USED MOBILE HOME MOVING PERMIT APPLICATION

Anyone requesting to move a used mobile home into the Town of Sorrento must complete this form and provide pictures of mobile home and HUD plaque. You will be held responsible if any wrong information is given and the mobile home is found non-conforming. If the mobile home is found non-conforming per the Town of Sorrento Ordinances, it **must** immediately be removed at your expense.

1. APPLICANT NAME: _____
2. APPLICANT ADDRESS: _____

3. APPLICANT PHONE: _____
4. YEAR OF MOBILE HOME: _____ SIZE OF MOBILE HOME: _____
5. LOT SIZE WHERE MOBILE HOME WILL BE MOVED TO: _____
6. HUD PLAQUE NUMBER (if applicable): _____
7. CONDITION OF TRAILER: (check one)
____ EXCELLENT ____ VERY GOOD ____ GOOD ____ POOR, NEEDS REPAIRS
8. PURCHASED FROM: (check one) ____ BUSINESS ____ INDIVIDUAL
NAME OF SELLER: _____
9. ADDRESS OF SELLER: _____

10. NAME OF MOVING COMPANY: _____
11. ADDRESS OF MOVING COMPANY: _____

12. MOVING COMPANY PHONE: _____

SIGNATURE: _____ DATE: _____

LICENSE FEE: **\$25.00**

****PERMIT IS GOOD FOR ONE DAY ONLY****

Mobile Home movers **MUST** have an Occupational License with the Town of Sorrento. License from State of Louisiana and Liability Bond or Certificate of Insurance in the minimum of \$10,000.00 must be provided for Occupational License to be obtained.

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2. APPLICANT ADDRESS: _____

3. APPLICANT PHONE: _____
4. YEAR OF MOBILE HOME: _____ SIZE OF MOBILE HOME: _____
5. NAME OF MOVING COMPANY: _____
6. ADDRESS OF MOVING COMPANY: _____

7. MOVING COMPANY PHONE: _____
8. DATE MOBILE HOME TO BE MOVED: ** _____ TIME: _____
9. ROUTE TO BE TAKEN WHEN ENTERING TOWN LIMITS TO FINAL DESTINATION: _____

SIGNATURE: _____ DATE: _____

PERMIT #: _____

LICENSE FEE: **\$25.00**

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Mobile Home and House Building Requirements

1. PERMITS

- A. All permits are obtained from the Parish of Ascension permit office (except for moving permit).
- B. The Town of Sorrento's Zoning requirements must be met **BEFORE** applying for permits with the Parish. Once all requirements are met, the Town will issue an approval letter to the Parish to begin permitting.
- C. Before final occupancy permit is issued by the Parish, you are required to bring your final elevation certificate to the Town of Sorrento and we will issue the final approval letter to the Parish Permit office.

**Any outstanding debts owed to the Town of Sorrento must be paid before any permits or Town approval letter will be issued.

2. LOT

- A. Established lot (before zoning in 1996)
 1. Only one House or Mobile Home allowed on a lot.
 2. 5 foot building set back from the property line to Structure on the sides and back of property
 3. 25 foot building set back from the front road servitude (back side of ditch) to Structure. If corner lot, 25 feet from both road servitudes.
 4. Must provide a legal copy of survey map of property. The following must be clearly marked on map:
 - a. Dimensions of property
 - b. Dimensions of new structure
 - c. Building set back lines
 5. MUST provide ORIGINAL elevation certificate from licensed surveyor.
 - a. Proposed elevation before structure is moved onto lot
 - b. Final elevation once move/construction is complete

******Final elevation must be turned in to the Town of Sorrento, or occupancy permit will not be issued by the Parish******

B. New lot

1. Property should be surveyed by licensed surveyor
2. Submit application to Planning & Zoning Board to subdivide property, following all procedures required
3. Must follow ALL requirements above for established lot

3. MOVING A HOUSE OR MOBILE HOME

- A. Application for moving permit must be filled out prior to moving a House or Mobile Home
- B. \$25.00 House/Mobile Home moving permit
 - 1. Copy of mover's occupational license. If no license, one must be purchased by moving company from the town for a fee of \$50.00
 - 2. Proof of current insurance of mover
 - 3. Permit is good for one day only
 - 4. If not used on day issued for, a new permit must be purchased

3. MOBILE HOME SET-UP

- A. Mobile Home must be tied down
- B. Skirting **MUST** be installed within 90 days

4. USED MOBILE HOMES

- A. Must follow set-up requirements for Mobile Home as stated above
- B. If mobile home is used, you must submit pictures of all sides of the mobile home, so the town can determine the condition of the mobile home for approval
- C. Mobile Home must have HUD Plaque. *Picture of HUD plaque must be provided*

5. SEWER

- A. Town hook-up:
 - 1. \$50.00 permit fee required, paid to Town of Sorrento
 - 2. Required to tie-in if lot is within 300 feet of existing town sewer line per state law
 - 3. Must hire licensed plumber to do tie-in
 - 4. \$60.00 Deposit
- B. Sewer Treatment plant (Mo-dad)
 - 1. Contact Ascension Parish Health Unit

6. GARBAGE

- A. \$66.00 Deposit/ Town provides garbage can

7. OTHER UTILITIES.

- A. Electricity – Entergy (1-800-368-3749)
- B. Gas – Atmos Energy (1-800-547-4321)
- C. Cable, Phone, Internet - Eatel (225-624-4300)
- Cox (225-615-1000)
- D. Water
 - 1. If in area of town that has water – Ascension/Baton Rouge Water (225-952-7666)
 - 2. Individual water well

FOR OFFICE USE ONLY:

_____ MOBILE HOME PICTURES

_____ HUD PLAQUE PICTURES

_____ PLAT MAP OF PROPERTY (with all required dimensions & structures clearly marked)

_____ PROPOSED ELEVATION CERTIFICATE

_____ MOVING COMPANY OCCUPATIONAL LICENSE ON FILE

_____ \$25 FEE PAID

_____ PERMIT #: _____

_____ FINAL ELEVATION CERTIFICATE