

## **Union Parish Police Jury**

303 East Water Street

Farmerville, LA 71241

(318) 368-3296-Phone (318) 368-8342--Fax

### **Steps for placing a Mobile Home in Union Parish**

**The following steps must be followed for the following projects: New Home Construction- Out buildings-Shops-Garages-Carports-Anything that will require a new electric meter or a service visit from Claiborne Electric or Entergy.**

1. **9-11 Office**- 1<sup>st</sup> floor of the courthouse- to establish an address for the structure you are placing.
2. **Sanitation office**-Marion Hwy. Across from the Union General Hospital.
3. **Union Parish Police Jury Office**-it is here that you will obtain a building permit after the standard qualifications have been met.
4. Be sure to bring a property description with you.
5. Permit cost is \$225.00 to be paid in **two (2) separate checks or money orders**. No cash or debit/credit cards. \$125.00 to be paid to Inspections of LA. \$100.00 to be paid to UPPJ.
6. If your property is determined to be located in a flood zone-you will be required to provide a Base Flood Elevation Certificate from a licensed surveyor before a permit can be issued.

Please feel free to call us if we may assist you in anyway.

Amber Futch

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Permit Office-318-368-3296