



## TOWN OF SIMMESPORT

372 MISSION DR  
P.O. BOX 145  
(318) 941-2493  
www.simmesportla.com

### APPLICATION FOR MANUFACTURED/MOBILE HOME MOVING PERMIT

**ORDINANCE:** The moving of a trailer or manufactured home into the city limits of Simmesport is governed by Ordinance number 05-2018-03. You may obtain a copy of the ordinance from the Town Hall or print/view it online at [simmesportla.com/ordinances-2](http://simmesportla.com/ordinances-2).

**FEES:** The fee for a permit is \$200 total. Return this completed application with the \$50 inspection fee. When/if the trailer and lot has passed inspection the permit to move it into town will be issued for a fee of \$150.

#### PROCEDURE:

1. Complete this application
2. Provide documentation of the year, make, model and size of the unit to be moved. This documentation will be returned with the application.
3. Return this application, with the required documentation, to the Simmesport Town Hall with the non-refundable \$50 inspection fee. No permit will be issued until after the first inspection has been completed.
4. The owner of the trailer to be moved must attend the next regular Simmesport Town Council meeting after the inspection is completed. The council will decide whether or not to issue a permit after they are presented with the inspector's findings.
5. If a permit is to be issued, the Town of Simmesport will require a copy of the mover/hauler's liability insurance. It is the owner's responsibility to provide this information to the Town prior to the permit being issued. The Town Council will also require a bill of sale for the unit.
6. Upon completion and approval of the inspection, the owner will obtain a permit from the Town at a cost of \$150 to move the unit to the proposed site.
7. The inspector must be on site when the unit is delivered by the hauler to insure proper placement as defined by Ordinance No. 05-2018-03. Failure to notify the inspector of the dwelling/unit delivery date and time will be a violation of the ordinance and the owner will be issued a \$50.00 citation/fine for non-compliance. The inspector will flag the property indicating the placement of the unit. If the unit is not placed in the specified location made by the inspector, the owner of the unit will have to relocate the unit at their own expense.

***\* If a mobile home, trailer, manufactured home and/or modular home is moved into the Town of Simmesport without obtaining a permit from the Simmesport Town Hall, a citation/fine of \$300.00 will be issued to the owner of the unit.***

The owner of the newly-installed unit will be given a time period of six (6) weeks from the date of installation of the unit to have porches and skirting in place.



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### PHASE 1: Initial information regarding the trailer/manufactured home.

**Make:** \_\_\_\_\_

**Model:** \_\_\_\_\_

**Year:** \_\_\_\_\_

**Size:** \_\_\_\_\_

**Serial No.:** \_\_\_\_\_

**Owner as of January 1 of this year:** \_\_\_\_\_

**Above Owner's Current**

**Mailing Address:** \_\_\_\_\_

**Purchase Date:** \_\_\_\_\_

**Location of Unit's Current Physical Address:** \_\_\_\_\_

\_\_\_\_\_

*\*Complete only if different from above*

**Current Owner:** \_\_\_\_\_

**Current Owner's**

**Mailing Address:** \_\_\_\_\_

**Purchase Date:** \_\_\_\_\_

**Location of Unit's Current Physical Address:** \_\_\_\_\_

\_\_\_\_\_

### MOVER INFORMATION

**Name of Mover/Hauler:** \_\_\_\_\_

**Mailing Address :** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

*\*You must provide a copy of the mover/hauler's general liability insurance.*



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## LOCATION INFORMATION

Physical address where the unit is to be moved: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Turn in the application with the \$50 inspection fee.**

## FOR INSPECTOR'S USE ONLY.

Inspection Fee Paid?       YES       NO

Lot Size:

Lot is Large Enough to Accommodate

Clearances Required by Ordinance:       YES       NO

Unit Meets Age Restrictions:       YES       NO

Inspector's Notes:

**PERMIT FOR INSTALLATION TO BE ISSUED:  YES       NO**

Permit Number: \_\_\_\_\_

Issued To: \_\_\_\_\_

Date Unit to Be Installed: \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Alderman

\_\_\_\_\_  
Inspector