



# TOWN OF SIMMESPORT

372 MISSION DR. ♦ P.O. BOX 145

SIMMESPORT, LA 71369

townofsimmesport@simmesportla.com

## UTILITY PERMIT APPLICATION

### STEP 1: APPLICANT INFORMATION

Cleco Account Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

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

Applicant Mailing Address : \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Applicant E-mail: \_\_\_\_\_

### STEP 2: TYPE OF SERVICE

GAS     WATER     SEWER    *Check the type of services you need.*

New Service    *If this is a new service, please skip Step 3, and continue on Step 4*

Transfer Service    *If you are transferring your current service to a new address, please fill out Step 3*

### STEP 3: OLD ADDRESS IF YOU ARE TRANSFERRING SERVICE

Physical Address of Dwelling You Are Transferring From: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What Date Do You Want These Services Turned Off?: \_\_\_\_\_

### STEP 4: ADDRESS OF NEW SERVICE

Type of Dwelling:  House     Trailer     Apartment     Rent House     Rent Trailer     Mobile Home or Manufactured Housing To Be Moved Into Town\*

*\*If this is a mobile home or manufactured home to be moved into town, please be sure you filled out the proper permits.*

Physical Address of New Dwelling: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date You Want The New Service Turned On: \_\_\_\_\_

*\*Someone must be at the new dwelling before services can be turned on.*

Mailing Address For Bill: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Only needed if you are renting.*

Name & Address of \_\_\_\_\_

Property Owner: \_\_\_\_\_

\_\_\_\_\_

Property Owner Phone Number: \_\_\_\_\_

## STEP 5: AVOYELLES COMMUNICATION CENTER (911 CENTER)

You must go to the 911 Center in Mansura ( 272 Industrial Blvd., Mansura, LA 71350) and let them know you where you are going to live. There will be a fee. You can call them at 318-253-9739..

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

Signature from 911 Center: \_\_\_\_\_ Date: \_\_\_\_\_

## STEP 6: TOWN OF SIMMESPORT DEPOSITS AND PERMIT FEES

Please read and understand the following ordinance pertaining to the Town of Simmesport Utility deposits and permits:

- A. For all Town of Simmesport utility connections there will be a non-refundable \$30.00 permit fee in addition to the meter deposit. The meter deposits for individual utilities are as follows:  
**Water Only - \$100**  
**Gas Only - \$200**  
**Water & Gas - \$300**
- B. It is the customer's responsibility to contact the Simmesport Town Hall to cancel services. ONLY the customer named on the bill will be allowed to cancel services. Any customer who does not disconnect services will be charged at least the monthly minimums regardless of usage.
- C. Once services are terminated, if there are no outstanding balances on the account, it may take up to 30 days for the deposit to be refunded after disconnection.
- D. In the event there is a balance left on the account when services are disconnected, the customer's deposit will be used towards the balance.
- E. If a customer moves and transfers service to another address within the Town of Simmesport service area, the deposit will transfer. However, the customer will have to submit another permit and pay the \$30 permit fee.

You will need to bring: ● **Your ID or driver's license**  
**AND**  
● **A copy of your rental agreement, mortgage or bill of sale**

Deposit Amount: \_\_\_\_\_  GAS  WATER

Payment Method:  CASH  CHECK  MONEY ORDER  CREDIT CARD/DEBIT CARD

Town of Simmesport Signature Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_