

PROCEDURE FOR PLACING MOBILE HOME ON LOT

1. Make written application for a building permit on form available at the Brusly Town Hall (601 S. Vaughn Street) between the permit hours of 8:30 AM and 4:30 PM, Monday-Friday. The application must be made (30) thirty days prior to the date of the requested move.
2. You may obtain a "Petition of No Objection" form at the Town Hall. The recorded owners of at least 75% of the property adjacent and adjoining i.e. (contiguities) must sign this petition for the lot on which the mobile home is requested to be located. "Record Owner" means all of the owners of a certain parcel of property according to the latest tax assessment rolls of the town. "Adjacent and contiguous" included lots, which are across a public street from or behind or on each side of the subject lot.
3. Return the completed petition to the Town Hall. The completed application must be accompanied by a plot plan showing the actual dimensions of the location of the mobile home, the estimated cost of the mobile home, and other information as may be requested by the Town.
4. The Town verifies the affected properties, the owners of record of such properties, and their signatures on the forms in proper sequence.
5. After Items 1, 2, and 3 are complied with the owners and signatures verified, a **NO OBJECTION PERMIT is granted.**
6. Once the No Objection Permit is granted, an application must be made to the Clerk of the Town of Brusly for a **PERMIT AUTHORIZING MOVEMENT** to pull the mobile home upon any municipal street(s).
7. The Brusly Police Department must escort any Mobile Home being moved upon any municipal street(s). Escort arrangements are to be made through the Police Department at 225-749-2980.
8. Once relocated, occupant for apply for an **Occupancy Permit** at the Town Hall.
9. **A Sewer application must be completed, a Sewer inspection performed, upon approval of the Sewer inspection and payment of necessary fees, and Occupancy Permit may be issued.**

10. Fee Schedule:

Occupancy Permit	10.00
Sewer Deposit (Refundable upon inspection of customer capped sewer)	15.00
Sewer Inspection Fee (\$15.00 additional fee if inspected outside office hours)	10.00
Mobile Home Sewer Connection Fee	25.00
Permit Authorizing Movement (Incoming and outgoing- Brusly Police Escort)	5.00

NOTE: For Water Deposit –
Contact Water Works District #2 – Phone 749-3744
For Gas Deposit –
Contact W. B. R. Natural Gas System-Phone 336-2406