

ORDINANCE NO. ____ OF 2026

**AN ORDINANCE ESTABLISHING PERMIT, CONSTRUCTION, SITE, OCCUPANCY,
AND ENFORCEMENT STANDARDS FOR TEMPORARY WORKFORCE HOUSING
CAMPS IN THE UNINCORPORATED AREAS OF CADDO PARISH, PROVIDING
FOR COORDINATION WITH STATE HEALTH AND CONSTRUCTION CODE
REQUIREMENTS, AND PROVIDING PENALTIES FOR VIOLATIONS**

WHEREAS, the Parish of Caddo operates under a Home Rule Charter adopted by the electors on April 7, 1984, pursuant to Article VI of the Louisiana Constitution of 1974, and pursuant to Article VI, Sections 5(E) and 7(A) of the Louisiana Constitution may exercise any power not denied by general law;

WHEREAS, the Louisiana Sanitary Code, promulgated under the authority of R.S. 40:4(A)(4) and R.S. 40:5, and codified at Louisiana Administrative Code Title 51, Part XVI, defines the term campsite to include, among other things, work lodging camps, and provides that any such camp requires a permit issued by the state health officer;

WHEREAS, Louisiana Administrative Code Title 51, Part XIV, Section 1503, defines Park, Mobile/Manufactured Home Park, and Travel Trailer Park interchangeably to mean any lot, tract, parcel, or plot of land upon which more than one travel trailer or mobile/manufactured home is parked for the temporary or permanent use of a person or persons for living, working, or congregating, promulgated in accordance with R.S. 40:4(A)(7) and R.S. 40:5(2)(3)(7)(9)(16)(17)(20); and Section 1507 of that Part expressly contemplates and preserves the authority of parish governments to require a permit for such facilities in addition to, and independent of, any permit issued by the state, and further provides that the issuance of a state permit does not constitute approval of any violation of a parish ordinance or regulation;

WHEREAS, the Louisiana State Uniform Construction Code, R.S. 40:1730.21 et seq., and the Louisiana Industrialized Building Act mandatorily apply to relocatable and manufactured structures, including those used to house workers on a temporary basis, without regard to the location of the property within or outside of any zoning district or metropolitan planning jurisdiction;

WHEREAS, R.S. 40:1730.23 requires that all parishes in this state enforce the Louisiana State Uniform Construction Code through a council-certified building official, and that this enforcement obligation is mandatory and parish-wide, without regard to the boundaries of any zoning district or metropolitan planning jurisdiction;

WHEREAS, the duty described in the preceding finding applies to the parish directly, by operation of general law, irrespective of the parish's home rule status, whereas the permit, site, occupancy, and enforcement provisions established in Articles 3 through 9 of this ordinance are adopted pursuant to the home rule authority of the parish described in the first finding of this ordinance;

WHEREAS, temporary workforce housing camps are, by their nature, semi-permanent and subject to material and recurring change in occupancy, water and sewerage demand, and site conditions over short periods of time as workforce needs and project phases change, and such

facilities accordingly require more frequent inspection and permit renewal than is customary for permanent structures, as set forth in Article 8 of this ordinance;

WHEREAS, the standards set forth in this ordinance are standards of construction, sanitation, capacity, and life safety, are not zoning regulations, do not establish use districts or a zoning map, and do not regulate the compatibility of any use with surrounding property; and

WHEREAS, the Parish Commission finds that the adoption of this ordinance is necessary to protect the public health, safety, and welfare of persons residing in and around temporary workforce housing camps within the parish;

NOW, THEREFORE, BE IT ORDAINED by the Caddo Parish Commission that the Caddo Parish Code of Ordinances is hereby amended to add the following provisions:

ARTICLE 1. DEFINITIONS

For purposes of this ordinance, the following terms shall have the meanings given in this Article. Where a term used in this ordinance is defined in Louisiana Administrative Code Title 51, Part XIV or Part XVI, and is not separately defined below, the state definition shall apply.

- (a) Camp or Temporary Workforce Housing Camp means a campsite, resident camp, or trailer park, as those terms are defined in Louisiana Administrative Code Title 51, Part XVI, Section 101, that is established, operated, or maintained primarily to provide living or sleeping quarters for persons employed in connection with a construction, industrial, energy, or similar workforce project, whether housed in semi-permanent structures, trailer coaches, or relocatable buildings.
- (b) Operator means any person or entity that owns, manages, or controls a temporary workforce housing camp.
- (c) Parish Building Official means the council-certified building official appointed for the unincorporated area of Caddo Parish pursuant to R.S. 40:1730.25, who shall act within and report through the Department for purposes of this ordinance.
- (d) Permit means the parish operating permit required under Article 3 of this ordinance, which is separate from and in addition to any permit required under Louisiana Administrative Code Title 51.
- (e) Semi-Permanent Structure, Trailer Coach, Trailer Park, Resident Camp, and Campsite have the meanings given in Louisiana Administrative Code Title 51, Part XVI, Section 101 and Part XIV, Section 101, as applicable.
- (f) Rated Capacity means the maximum occupancy of a camp as documented and supported by the water supply, sewerage system, and emergency egress capacity calculations submitted under Article 6 of this ordinance.
- (g) Department means the Caddo Parish Public Works Department, which shall administer and enforce this ordinance.
- (h) Commission means the Caddo Parish Commission.

- (i) Unit means each individual trailer coach, semi-permanent structure, relocatable building, or service building placed on the site of a camp, other than incidental accessory structures not intended for occupancy or camp support purposes.

ARTICLE 2. CONSTRUCTION AND BUILDING CODE COMPLIANCE

2.1. Every structure placed or constructed within a temporary workforce housing camp shall comply with the Louisiana State Uniform Construction Code, R.S. 40:1730.21 et seq., and, where applicable, the Louisiana Industrialized Building Act, and shall bear all data plates, permits, and inspection approvals required thereunder. The Department shall enforce this Article through the Parish Building Official, consistent with the enforcement authority conferred on parishes under R.S. 40:1730.23.

2.2. An applicant for a permit under Article 3 shall file with the application a copy of all building permits, inspection records, and data plate documentation for each structure to be placed within the camp, issued by the Parish Building Official or, where applicable, a certified third-party provider.

2.3. No structure shall be occupied within a camp until the Parish Building Official has confirmed compliance with this Article.

ARTICLE 3. PARISH OPERATING PERMIT REQUIRED

3.1. No person shall establish, operate, or maintain a temporary workforce housing camp within the unincorporated area of Caddo Parish without first obtaining a permit issued under this Article. This permit is required in addition to, and independent of, any permit or plan approval required under Louisiana Administrative Code Title 51, consistent with Section 1507 of Part XIV of that Title.

3.2. An application for a permit shall be submitted to the Department and shall include, at a minimum:

- (a) the name and contact information of the operator and, where applicable, the workforce project with which the camp is associated;
- (b) the name and contact information of a registered agent or local contact person located within the state of Louisiana, authorized to accept service of process, notices of violation, and other communications from the Department on behalf of the operator;
- (c) the site plan and infrastructure documentation required under Article 5;
- (d) the occupancy and capacity documentation required under Article 6;
- (e) the building code compliance documentation required under Article 2;
- (f) the anticipated duration of the camp's operation, including the anticipated date of closeout under Article 9;
- (g) the security deposit or bond required under Article 4; and
- (h) the applicable fee required under Article 4.

3.3. The Department shall review the application and supporting documentation and shall issue, deny, or condition the permit within a reasonable time following submission of a complete application.

ARTICLE 4. FEES

4.1. The Department shall charge the following fees in connection with the administration of this ordinance. No fee charged under this ordinance shall exceed two hundred fifty dollars.

- (a) Initial permit application fee: not to exceed two hundred dollars.
- (b) Quarterly renewal fee under Article 8: not to exceed one hundred dollars.
- (c) Reinspection fee, where a reinspection is required to verify that a violation has been cured under Article 10: not to exceed seventy-five dollars.
- (d) Amended application fee, for a material increase in occupancy under Section 6.3: not to exceed one hundred dollars.

4.2. Fees collected under this Article shall be deposited to the account of the Department and applied to the cost of administering and enforcing this ordinance.

4.3. The Commission may adjust the fees set forth in this Article from time to time by resolution, provided that no fee shall exceed the maximum amount set forth in Section 4.1.

4.4. Security deposit or bond. As a condition of permit issuance, an operator shall post a security deposit or surety bond, in the amount of fifteen hundred dollars per Unit placed or to be placed within the camp, to secure payment of any unpaid fines and any costs incurred by the Department for removal of structures or restoration of the site under Article 9 in the event the operator fails to perform those obligations. This deposit or bond is a condition of the permit rather than a fee, is not subject to the limitation set forth in Section 4.1, and shall not constitute, and shall not be construed to create, a lien or privilege against any property.

4.5. The Department may draw against the security deposit or bond to satisfy unpaid fines or removal and restoration costs, and shall provide the operator an accounting of any such draw. An operator shall replenish a security deposit or bond drawn upon under this Section as a condition of permit renewal. Where the number of Units within a camp increases, whether under Section 6.3 or otherwise, the operator shall increase the security deposit or bond accordingly, at the rate set forth in Section 4.4, prior to placement of the additional Unit or Units.

ARTICLE 5. SITE PLAN AND INFRASTRUCTURE STANDARDS

5.1. An applicant shall submit a scaled plot plan of the camp, prepared and stamped by a Louisiana licensed engineer, showing:

- (a) the location, number, and arrangement of all trailer coach spaces, semi-permanent structures, or relocatable buildings;
- (b) the size, location, and specification of the drainage system;

- (c) the size, location, and specification of water supply lines and sewerage system, consistent with the requirements of Louisiana Administrative Code Title 51, Part XIII;
- (d) the location and layout of any service building; and
- (e) fire lane widths, emergency vehicle access routes, and exterior lighting.

5.2. The site plan and supporting infrastructure documentation shall be maintained on the camp premises at all times and made available to the Department upon request.

ARTICLE 6. OCCUPANCY AND CAPACITY LIMITS

6.1. The maximum occupancy of a camp shall not exceed its Rated Capacity, as documented by:

- (a) the water supply capacity available to the camp, expressed in gallons per day;
- (b) the design loading capacity of the sewerage system serving the camp, expressed in gallons per day, consistent with the design standards of Louisiana Administrative Code Title 51, Part XIII; and
- (c) the emergency egress capacity of the camp as constructed.

6.2. An operator shall not permit occupancy of the camp in excess of its documented Rated Capacity at any time.

6.3. Any material increase in occupancy above the Rated Capacity stated in the current permit shall require an amended application and supporting documentation under this Article prior to such increased occupancy. For purposes of this Section, a material increase means an increase equal to or exceeding the greater of five percent of the occupancy figure stated in the current permit, or five persons.

ARTICLE 7. LIFE SAFETY SPACING

7.1. Minimum separation between structures within a camp shall conform to the fire separation requirements of the Louisiana State Uniform Construction Code.

7.2. Minimum distances from camp structures to property lines shall be sufficient to accommodate emergency vehicle access, as approved by the Department in coordination with the applicable fire protection district.

7.3. Protective radii around wells and individual sewerage systems serving the camp shall conform to the requirements of Louisiana Administrative Code Title 51, Part XIII.

ARTICLE 8. PERMIT TERM, RENEWAL, AND INSPECTION

8.1. Consistent with the finding in this ordinance that temporary workforce housing camps are semi-permanent facilities subject to material and recurring change in occupancy and site conditions, a permit issued under this ordinance shall be valid for a term of one calendar quarter.

8.2. Renewal of a permit shall be conditioned upon reinspection of the camp by the Department and submission of updated occupancy and Rated Capacity documentation under Article 6,

reflecting current conditions as of the renewal application, together with the renewal fee required under Article 4.

8.3. An operator shall submit a renewal application no later than fifteen days prior to the expiration of the current permit term.

ARTICLE 9. CLOSEOUT AND REMOVAL

9.1. Upon completion of the workforce project with which a camp is associated, or upon the non-renewal, expiration, suspension, or revocation of a permit, the operator shall:

- (a) cease occupancy of the camp;
- (b) request and obtain a final inspection from the Department;
- (c) surrender the permit; and
- (d) remove all trailer coaches, semi-permanent structures, and relocatable buildings, and restore water and sewerage connections in accordance with applicable state requirements, within sixty days of cessation of occupancy.

9.2. The Department may extend the removal period under Section 9.1(d) upon a written showing of good cause.

ARTICLE 10. ENFORCEMENT

10.1. Notice of violation. Upon determining that a camp is in violation of this ordinance, the Department shall issue a written notice of violation to the operator specifying the nature of the violation and the applicable cure period under Section 10.2.

10.2. Cure periods.

- (a) Where a violation presents an imminent danger to public health or safety, no cure period shall apply, and the Department may order immediate cessation of occupancy of the affected structure or camp.
- (b) Where a violation is administrative in nature, including failure to maintain or display required permits or documentation, the cure period shall be seventy-two hours from the date of the notice of violation.
- (c) Where a violation relates to occupancy, capacity, spacing, or infrastructure standards under Articles 5 through 7, the cure period shall be ten days from the date of the notice of violation.

10.3. Continuing violations. Each day that a violation continues after the expiration of the applicable cure period under Section 10.2 shall constitute a separate offense.

10.4. Penalties. A violation of this ordinance shall be punishable by a fine not to exceed five hundred dollars, or imprisonment not to exceed thirty days, or both, for each separate offense, consistent with R.S. 33:1243.

10.5. Permit suspension or revocation. In addition to the penalties provided in Section 10.4, the Department may suspend or revoke a permit for failure to cure a violation within the applicable cure period.

10.6. No lien created. Nothing in this ordinance shall be construed to create a lien or privilege against any property, and no fine or penalty imposed under this Article shall be added to the ad valorem tax bill of any property.

10.7. Injunctive relief. Where a camp continues to operate following the suspension or revocation of its permit, or in violation of a stop-occupancy order issued under Section 10.2(a), the Department, through the Parish Attorney, may seek injunctive relief in the district court to enjoin the continued operation of the camp, in addition to and without limitation of any other penalty or remedy provided in this Article.

ARTICLE 11. APPEALS

11.1. An operator aggrieved by a decision of the Department to deny, condition, suspend, or revoke a permit, or by a determination of Rated Capacity or a notice of violation under this ordinance, may appeal that decision to the Commission.

11.2. A notice of appeal shall be filed with the Clerk of the Commission in writing within ten days of the date of the decision being appealed. The filing of a timely notice of appeal shall stay the effect of the decision appealed, except a decision ordering immediate cessation of occupancy under Section 10.2(a), which shall remain in effect pending the appeal.

11.3. The Commission shall hear the appeal at a regular or special meeting held within thirty days of the filing of the notice of appeal, and shall provide the operator a reasonable opportunity to be heard.

11.4. The Commission may affirm, reverse, or modify the decision of the Department, and its decision on appeal shall be final as to the administrative process of the parish, subject to judicial review as provided in Section 11.5.

11.5. Judicial review. A decision of the Commission on appeal under this Article shall be subject to judicial review in the First Judicial District Court for the Parish of Caddo, on the grounds of abuse of discretion, arbitrary and capricious action, unreasonable exercise of police power, or denial of due process. A petition for judicial review shall be filed within thirty days of the date of the Commission's decision.

ARTICLE 12. RELATIONSHIP TO ZONING; SEVERABILITY

12.1. Article 2 of this ordinance implements duties imposed on the parish directly by R.S. 40:1730.23 and R.S. 40:1730.25, which apply irrespective of the parish's home rule status. Articles 3 through 9 of this ordinance are enacted pursuant to the general police power of Caddo Parish under its Home Rule Charter, and in coordination with the state health code requirements described in the findings of this ordinance. This ordinance is not a zoning ordinance, does not establish zoning districts or a zoning map, and does not affect the applicability of the Caddo Parish Unified Development Code within the Shreveport-Caddo Metropolitan Planning Area. Without limitation

of the foregoing, this ordinance is supported by the following statutory and constitutional authority:

(a) Statutes requiring parish enforcement, without regard to zoning, metropolitan planning jurisdiction, or the parish's home rule status:

(i) R.S. 40:1730.23, requiring parish enforcement of the Louisiana State Uniform Construction Code; and

(ii) R.S. 40:1730.25, requiring the appointment of a council-certified building official for the unincorporated area of the parish.

(b) Statutes and constitutional provisions enabling the parish to establish the permit scheme set forth in this ordinance:

(i) Louisiana Constitution, Article VI, Sections 5(E) and 7(A), granting home rule charter authority;

(ii) R.S. 40:4(A)(4) and (5), and R.S. 40:5, establishing the Sanitary Code's regulation of campsites, work lodging camps, and lodging for hire;

(iii) Louisiana Administrative Code Title 51, Part XIV, Sections 1503 and 1507, and Part XVI, Section 101, defining and regulating campsites, resident camps, and mobile/manufactured home and travel trailer parks, and preserving concurrent parish permitting authority; and

(iv) R.S. 33:1243, establishing the maximum penalty for violation of a parish ordinance.

12.2. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance.

12.3. This ordinance shall become effective upon adoption and publication as required by law.