



Manufacture Housing Building
Permit Application

Permit Number City County

Construction Location		Zoning	
Subdivision Name		Lot #	Lot Size
Applicant		Contact Name	
Address		Contact Numbers	
Contractor		Contact Name	
Address		Contact Numbers	
<input type="checkbox"/> Modular Home		<input type="checkbox"/> Mobile Home	
Year		Year	
Brand		Brand	
Type of Foundation <input type="checkbox"/> Basement <input type="checkbox"/> Crawl <input type="checkbox"/> Slab		B1 Seal Number	
<input type="checkbox"/> Attach K.I.B.s letter from the state to this application <input type="checkbox"/> Attach Foundation sectional drawing indicating dimensions and materials <i>Note: The applicant is responsible for scheduling foundation inspections with this office.</i>		<i>Note: Please schedule final inspection to verify that the mobile home been placed on the property according to the submitted site plan. Note: Zoning Ordinance: Art. 15.4-When installed meets acceptable appearance standards of masonry block skirting, gable roof, non-reflecting siding material, landing with steps/rails at doors.</i>	
MODULAR/MOBILE HOUSE INFORMATION			
# Bedrooms		# Bathrooms	# Floors
Structure:	Length	Width	Height
		Total Square Footage	
Exterior Finish: <input type="checkbox"/> Brick <input type="checkbox"/> Siding <input type="checkbox"/> Wood <input type="checkbox"/> Other _____			
Sewage Disposal System: <input type="checkbox"/> Sewer <input type="checkbox"/> Septic* (Site Permit Required)			
DECK/PORCH INFORMATION			
Will a deck be built? <input type="checkbox"/> No <input type="checkbox"/> Yes – Complete Information Below			
Deck Size:	Width	Length	Height
		Total Square Footage	

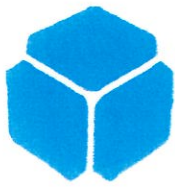
Notes:

- Attach sketch of deck indicating size and spacing of lumber.
- Decks must be inspected and approved by this office.
- A site plan must be submitted with this application.
- A copy of the sewage permit must be include if this structure is not connected to a sewage treatment system.

The undersigned hereby certifies they are the owner or owner's agent of the property and that all information is true and accurate to the best of their knowledge.

Signature _____ Date: _____

OFFICE USE ONLY			
Total Permit Fee:		Remarks:	
Receipt #	Date Received:	Check #:	Received By:



MANUFACTURED/MODULAR PLAN REVIEW CHECKLIST

- Completed and Signed Application
- Minimum of one (1) set of plans, drawn to scale, must be submitted. Upon issuance of the permit, one stamped set of plans will be returned.
- A site plan or survey, showing setbacks, drawn to scale on paper (no smaller than 8.5"x11") must be submitted that includes the following: Engineer Site Plan (Exception—5 acre lots may be hand drawn)
- If over a basement:
 - Footing size, depth, and location of rebar if required (include all grade beams and piers)
 - Foundation wall thickness and location of rebar, if required
- Manufactured Home-New: Floor plan and foundation or basement plan & certified installer's ID#, name, and address
- Manufactured Home-Used: B-Seal Unit Inspection sheet, picture of exterior, floor plan and foundation or basement plan & certified installer's ID#, name, and address.
- Modular Home- Manufacturer's package plan with foundation or basement plan & KIBS letter from the state
- Location & size of all decks, porches, retaining walls, etc. Additional deck permit needed if larger than 4'x4' egress landing.
- Proof of Workers Comp Insurance and Unemployment Insurance
- Completed Contractor List Form
- Zoning Ordinance: Art. 15.4-When installed meets acceptable appearance standards of masonry block skirting, gable roof, non-reflecting siding material, 3ft. x3 ft. landing with steps/rails at doors. See Attached Ordinance.

Approval Requirements

In some instances, approvals from departments aside from Building Inspection are required. These approvals must be obtained prior to issuance of a building permit.

- Health Department: Property that uses a septic tank system must obtain prior approval from the Health Department. (A copy of the site permit and septic permit must be used with the application)
- 911 Address Letter
- Road Department Culvert Letter and/or Encroachment/Entrance Letter
- Floodplain Letter from Floodplain Coordinator
- Electrical Permit
- Waterline/Plumbing Permit or Farmstead Exemption

NOTE: APPLICATION MUST BE COMPLETED IN FULL AND SUBMITTED WITH ALL ADDITIONAL PAPERWORK AS REQUIRED ON CHECKLIST.

**DO NOT PLACE MANUFACTURED HOME WITHOUT A PERMIT.
PLACEMENT WITHOUT A PERMIT, CAN RESULT IN A PENALTY FINE.**