

Department of Codes & Zoning

Manufactured Mobile Home Building Permit Application

DOCUMENTATION REQUIREMENTS FOR OBTAINING BUILDING PERMITS

Mobile Homes Procedure Of Installations

1. Application for permit
2. A plot plan with all appropriate dimensions, include any decks or sheds
3. Proof of Engineered Certified Pad
4. Copy of certified installer's license
5. Copy of certified installer's proof of Workman's Comp and Liability Insurance
6. A copy of the park's authorization of the installation,
7. Include floor plan of home
8. Include pier layout and tie-downs with dimensions for both
9. Include Specifications on tie downs that will be used. Must be compliant with Appendix
10. An electrical inspection will be conducted by a third party inspector that will provide proof of inspection of not only the **service disconnect**, but the **main panel** inside the home.

NOTIFY CODE ENFORCEMENT OFFICER BEFORE SKIRTING IS INSTALLED-

CEO to check piers with no frost in ground, vapor barrier, insulation' plumbing/ gas connections Code Official will inspect using the enclosed NCBCS ANSI 225.1-1994 Compliance Inspection form at certain periods of the installation.

NOTIFY CODE ENFORCEMENT OFFICER TO PERFORM FINAL INSPECTION which will include but won't be limited to

1. Lot # posted on home,
2. Skirting and its ventilation,
3. Interior and exterior covers on ALL electrical fixtures and boxes/devises,
4. Windows/doors work properly,
5. Fire extinguishers, smoke alarms/ CO alarms work properly.
6. **Certified Installers Seal** inside appropriate closet of home, a digital photo will be taken of this.
7. Leave water heater exposed for inspection-Do not cover up.
8. Stairs ans landings must comply with The International Residential Code

Date _____Signature _____