

Manufactured Mobile Home Building Permit Application

Code Enforcement Officer – Harold Gilfus

Phone 315-374-3631

Date ___/___/_____

Permit # _____

Application is hereby made to the Town of _____, for the issuance of a building permit for a Manufactured Mobile Home, pursuant to the municipal code. The applicant agrees to comply with all applicable laws, ordinances and regulations.

No building shall be occupied or used in whole or in part for any purpose what so ever, until certificate of compliance and/or certificate of occupancy shall have been issued by the Code Enforcement Officer.

Name and address

Lot #

Tax Map Number

Mobile Home Installation Permit Fee _____

Please submit plot plan & required documents listed on page 2 with application

Home Manufacturer _____

Model _____

H.U.D. Label # _____

Serial # _____

Date of Manufacture _____

Serial # _____

Name of Certified Installer _____

Home Dimensions _____

Certified Installer's Certification # _____

Installer's Phone # _____

Furnace Type _____

Does home have A/C _____

Wind Zone _____ Thermal Zone _____ Roof Load _____

Cost of Install _____

Type of Fuel: Propane Oil Natural Gas

Proof of Liability Insurance Proof of Workman's Compensation Insurance Disability insurance

Installation Date _____ N.Y.S Installer Warranty Seal # (After Install) _____

Plot plans and construction drawings should show the following:

- 1) The distance of the proposal from all lot lines.
- 2) The distance of the proposal from any structure including neighboring structures.
- 3) Utilities, gas/electric/telephone/cable/septic/wells/waterlines, etc.

Owner/Applicant Information

Applicant/Owner _____

Address Prior to Install _____

City/State/Zip _____

Phone Number _____

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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, Liability ,and Disability insurance
6. A copy of the park's authorization of the installation,(if required)
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 "E"
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, or 911 Address
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 and landings must comply with the International Residential Code

Date _____Signature _____