

MANUFACTURED [MOBILE] HOME PERMIT REQUIREMENTS

The following information must be submitted to the Building Department before a building permit can be processed and approved. A more detailed description of items 1-5 is listed below.

- 1. Manufactured Home Permit Application form.**
- 2. Site Plan or Survey [two copies].**
- 3. Plans/Installation Instructions [two copies].**
- 4. Contractor[s] License Number.**
- 5. Gas Piping Air Test.**
* **Miscellaneous as required.**

After a preliminary review additional information may be required.

Allow **5 to 10** working days for processing.

- 1. Permit Application:** Complete a building permit application form.
- 2. Site Plan or Survey:** Provide an updated plan of the property showing the direction north, all property lines, road right of ways, easements, existing buildings [with dimensions] and project address or PIN number. Diagram the proposed building location, dimensions and proposed setbacks from property lines, existing buildings and all topographical features. A registered survey may be required if deemed necessary by the department.
- 3. Plans/Installation Instructions [two copies]:**
 - A. Floor Plans of the home showing the length and width of the home, room layout and use of rooms [bedroom, bathroom etc.]. If a basement is being installed include floor plans of the basement.
 - B. Installation Instructions showing the anchoring and support system designed by the manufacturer. If the manufacturers instructions are not available the home must be anchored and supported per section 1350 of the MN State Building Code.
 - C. A Cross Section of the footings and foundation is required if a basement or frost footing foundation is being installed. Provide the manufacturers design for the foundation including footing size, foundation type, anchoring system, center bearing wall design, dampproofing/waterproofing and foundation insulation.
- 4. The Installers License Number and the General Contractors** license number must be provided on the permit application.
- 5. Gas Piping Air Test:** Provide the name and phone number of the contractor performing the air test on the gas piping inside the home. All piping must be of approved material; from the meter to the main connection at 25psig for 30 minutes, can be reduced to 10 minutes with prior approval. Inside the home with an air test of ten to fourteen inches water column for ten minutes and soap tested. Support the gas piping every four feet with approved connectors. The tests must be witnessed by an inspector before the home can be occupied. Refer to the manufacturers installation instructions for additional requirements.

Miscellaneous: Alternate Construction: If your manufactured home was designed and built under an alternative construction technique, additional information will be required.

Zoning: A zoning permit application is required if a variance, conditional use permit or special evaluation is required. Zoning approval is required for all building permits

Electrical: Electrical permits are issued by the State Electrical Inspector, for permit and inspection requirements call [REDACTED], 7:00 - 8:30 A.M., Monday through Friday.

Permit Fees: Building and zoning fees will be determined after the application and required plans have been approved. Fees must be paid in full before a permit can be issued or work can begin.

General Information

****Required Inspections:**

1. Footing inspection [if concrete is being placed].
2. Setup inspection of anchoring and support system.
3. Gas piping air test.
4. Plumbing manometer or flood level of the water closet.
5. Final [before occupied], when all inspections are complete and code complying landings and stairs are in place.

*Misc. as needed.

**If a basement is being installed the foundation must be inspected prior to backfill.

For all inspections call [REDACTED] **24** hours in advance.

Certificate of Occupancy: Before the home can be occupied a Certificate of Occupancy may be required by the municipality. All work must be completed and the required inspections approved before the home can be occupied.

Licensed Installers: All homes are required to be installed by a licensed installer or the owner/occupant. Installers must attach a support and anchoring seal to the home. Because of frost conditions homes installed after November 15 require a temporary installation seal before occupancy. The installer/owner must provide a copy of the temporary installation seal before occupancy and contact the building department when the final seal is installed.

Construction Seals: Include on the application form the MN State Construction Seal or the HUD Serial Number, manufacturer and year built.

Water Piping: All water piping must be of approved material and fittings. Piping under the home must be insulated, heat tape installed, and supported every six feet.

Gas Water Heaters/Furnaces: Gas water heaters and furnaces must be listed specifically for manufactured homes and be installed to the manufacturers specifications and the State Building Code. All gas water heaters and furnaces require outside combustion air and proper venting.

Fireplaces: Fireplaces must be listed for manufactured homes and installed per manufacturers instructions and the State Building Code.

Gas and Electric Utilities: Contact your local supplier for specific requirements.

Electrical Wiring must be inspected and approved by a State Electrical Inspector. To request an inspection or to answer electrical questions call: [REDACTED] between 7am and 8:30 am, Monday through Friday.

Excavations: Before excavating call Gopher State One 48 hours in advance at 651-454-0002 or for greater Minnesota 1-800-252-1166 to verify the location of underground utilities, etc..

If you have any questions, please contact the Building Department Monday - Friday, 8 AM to 4:30 PM at:

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