

Manufactured Home IN PARK Intake Checklist

Prior to commencing any work related to installation of a manufactured home or for the re-installation of a used manufactured home, the following permits are required:

1. Manufactured Home Installation Permit
2. Building Permit for Foundation (unless ground set)
3. Building Permit for Means of Egress - Two exits are required from manufactured homes, with code-compliant landings, steps, guards and handrails required. This permit must be issued at the same time as the Installation Permit.

The checklist below indicates the information required to prepare the submittal package of plans, drawings, instructions, and specifications for all of the required permits.

Project address

Applicant name

Applicant phone

Applicant Checklist	Required Items	Number of Copies	Verified	Staff use only
				Notes
APPLICATIONS				
	Manufactured Home Insallation Permit and Plan Review Application	2		
	Deck Permit Application for the two required exit stairs (See Construction Services' deck packet)	2		
	<i>NOTE: HVAC, Plumbing, Gas Piping and Electrical work requires separate permits and licensing requirements apply</i>			
SUBMITTAL REQUIREMENTS				
	Site Plan - Showing outline of lot, dimensions of home, decks, stoops, sheds and garages, distances between all adjacent buildings, and drainage patterns	2		
	Manufacturer's Installation Instructions	1		
	Support and Anchoring Plans - Use form from CSI	2		
	Anchoring manufacturer's instructions	2		
	Frame Support Pier Section drawing - Use form from CSI	2		
	Two copies of ONE of the following three: Foundation Plan prepared by a Minnesota licensed engineer for a foundation slab designed ot resist the effects of frost and support the home, OR , Frost-Depth Pier Section drawing, use form from CSI, that best fits the pier that will be constructed for this installation, OR , If permitted by MN Statute 327.32 Subd. 1e, Notice of reinstalling of Reinstalling a single-section Used Manufactured Home Above the Frost Line (Which May Void Warranty)	2		

HUD Approved Manufactured Home - Transportable and built on a permanent chassis. At least 8' wide and 40' long in traveling mode, or at least 320 SF when erected on a site. Has a HUD label permanently applied on the exterior of each section. Complies with MNSBC Chapter 1350. Can only be used as a single family residence with no attached structures (decks, garages, etc.). Installation must comply with manufacturer's instruction manual.

If the **manufacturer's installation manual** for the home is unavailable, check MN DOLI CCLD Manufactured Homes Section website at <https://www.dli.mn.gov/business/manufactured-structures>, where many manuals may be accessed, or contact the manufacturer. When installation manuals are unavailable, then installation shall comply with the Federal Installation Standards 24CFR3285 and CFR3286, or MN Rule 1350 and the MN State Building Code. A COPY OF THE MANUAL MUST ALSO BE MADE AVAILABLE TO THE INSPECTOR AT THE JOBSITE.

Choose the support and anchoring system that most accurately reflects the home to be installed. These forms are available from Construction Services. Assumed soil bearing capacity is 1500 psf.

ADDITIONAL INFORMATION AND NOTES	When the under-floor area is enclosed or "skirted", it must be ventilated and provided with a minimum 18" wide by 24" high access opening.
	Site Installed and manufacturer constructed water piping, drain waste piping, and fuel supply piping are required to be pressure tested in accordance with the home manufacturer's requirements and MN Rules Chapter 1350.3400 prior to connecting them to the site's utility services.
	Water piping installed below the bottom board of the home is to be protected from freezing. If heat tapes are used, they must be listed for this use and installed according to their manufacturer's instructions.
	Drain waste fittings and piping that are "shipped loose" (provided by the manufacturer) are to be installed and supported as detailed in the designs or instructions provided by the manufacturer and the requirements of 24 CFR 3280.608. When the shipped loose fittings and piping are not installed in accordance with the manufacturer's instructions, the pipin shall then be installed and supported in accordance with MN Rules Chapter 4715 - the Minnesota State Plumbing Code.
	For additions and alterations to an existing manufactured home, see handout from Construction Services.