



## Manufactured Dwelling - IN A PARK Checklist

These are the permits needed for a New Manufactured Dwelling (In Park) from Construction Services:

|                                     |  |
|-------------------------------------|--|
| New Manufactured Dwelling (In Park) | Sitework & Foundation – 1 or 2 Family Dwelling         |
| Deck – 1 or 2 Family Dwelling       | HVAC, Plumbing, Gas Piping, and Electrical (if needed) |

The following will need to be provided in PDF format when applying for this permit on ePlace:

These documents may be uploaded to multiple permit applications.

1. **Site Plan** - See [Site & Survey Packet](#) for more information
2. **Foundation Plan** - Depending on type, this may require engineering documentation. (Separate Permit)
3. **Anchoring Plan** - Submit information provided by manufacturer of the anchoring system.
4. **Manufacturers Installation Guide** for specific home (year & model number) being installed.
5. **Floor Plan** of home being installed (must show exterior door locations)
6. **Deck Plans** – plan, elevation views, stairs. (Separate Permit)

**A Manufactured Home Installer must be Licensed by the State of Minnesota. Have the installer's license number, email & phone number ready when applying on ePlace.**

### Additional Info:

**Foundation Types:** New Engineered Slab, Existing Engineered Slab, Frost Depth Footings, or Ground Set. See Installation Manual for what is allowed for the building.

**Anchor Plan:** See Installation Manual for what is allowed for the building. There are several types.

**Installation Guide:** Provided by the seller. It may also be found online.

**Floor Plan:** May be found in the Installation Manual or ask for a plan from the seller of the home.

**Deck and stairs are required at all exterior doors.** Cannot be attached to the home. See [Deck Packet](#) for extra help.

**Additional permits may be needed in addition to the above. Call specific department with any questions.**

| Planning Department Permits<br>218-730-5580 | Life Safety Department Permits<br>218-730-4380 | Engineering Department Permits<br>218-730-5200 |
|---|--|--|
| Shoreland, Special Use, etc.                | Rental Properties                              | Excavation (For digging in the right-of-way)   |

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.