

Mobile Home/Pre-Manufactured Dwelling Permit Application Checklist

All of the following documents must be included for submittal to be accepted:

2 Site Plans of the property. Must include lot lines and dimensions. Show all permanent structures on the property (ie: garages, concrete, sheds, etc) **Show drainage and grading, sewer & water tie-ins, topographical elevations & contours.** Ask for a handout from the counter staff if you need help on this.

If Mobile Home is being set on a foundation, 2 sets of footing, foundation and structural calculations for the foundation. 2 sets of basement details and floor plans for basement, if applicable. One set of each must be wet-stamped by an engineer.

2 Sets of manufacturer's set-up manuals or installation guides for the mobile home. If not available, you may submit an Engineer's stamped design **or** the 2005 NFPA 225 *Model Manufactured Home Installation Standard* issued by the National Fire Protection Association.

2 sets of stair, ramp and/or handrail details.

Only the following people may obtain a permit to set a pre-manufactured home:

R200 Factory Built Housing Contractor

The homeowner **if** the mobile home in question is his/her primary residence and **if** the owner presents a letter from the mobile home park which allows him/her to do the work. The owner will need to submit all checklist items required above and will be held responsible for all gas, electric and water connections.

Thank you for doing business in Ogden City

