



CHECKLIST FOR MANUFACTURED HOME OR HOUSE MOVING PERMIT APPLICATION

All permit applications are submitted through the CSS Portal and must be true and complete including a written Scope of Work narrative.

PERMITS (as applicable)

- ☐ Projects meeting the design requirements by a state licensed Architect must be sealed and dated.
- ☐ Projects meeting the design requirements by a state licensed Professional Engineer must be sealed and dated.

This checklist is designed to help ensure accurate and correct information is submitted for review. Please review the currently adopted codes and amendments in the jurisdiction in which you are applying for a permit.

PLANS & DOCUMENTS (as applicable)

- ☐ The permit application must be complete. Incomplete submittal may result in a delay in review or issuance.
- ☐ Full set of final issued Construction Plans in compliance with applicable sections of the International Building Code, Energy Conservation, Fuel Gas, Mechanical, Plumbing Codes, and National Electrical Code **currently adopted and amended in the jurisdiction in which you are applying.**
- ☐ Construction Cost – total cost of construction only.
- ☐ Prior to approval of building plan, **the Correction items noted on the Plan Review Comment report must be responded to in writing**, and revised documents must be submitted for review. Payment of all fees to all agencies is required to obtain plan and permit approval.
- ☐ When resubmitting plans for re-review, **please provide a complete set of updated plans and a comment response letter detailing how each comment was addressed.** Provide all documents in digital formats only and address responses to the attention of the plan reviewer. If plans are multiple sheets, please combine into one (1) digital plan file. Send complete plan sets. Do not divide.

MANUFACTURED HOME – HUD** OR TDLR IHB***

- ☐ Site Plan* showing all existing structures and proposed Manufactured Home.
- ☐ HUD or TDLR IHB Data Plate paper graphite rubbing or picture.
- ☐ Manufactured Home Anchorage and Foundation Plans and Details by a state licensed Structural Engineer.
- ☐ Identify the Electric Source (Underground or Overhead Electric), location of the Meter Base and Main Disconnect
- ☐ Identify if Natural Gas is used. A GasTest is required.
- ☐ Trenches (Underground Electric, Water, Sewer and/or Gas) must remain open for inspection.
- ☐ Metal frame must be bonded to the electrical system.
- ☐ Permanent address posted visible from the street. Must comply with Fire and EMS requirement.

MOVING A HOME INTO A CITY

- ☐ Site Plan* showing all existing structures and proposed Home.
- ☐ Verification from Third-party Inspection service that the Home complies with the city adopted IRC and IECC.
- ☐ Foundation Plans and Details by state licensed Structural Engineer.

***Site Plan** must be scaled and dimensioned, indicate all setbacks and easements. For Swimming Pools, Electric Utility Power Poles, Underground and Overhead Electrical must be shown on the Site Plan.

****HUD-CODE manufactured home** is a structure constructed on or after June 15, 1976, according to the rule of the United States Department of Housing and Urban Development, transportable in one or more sections, which, in the traveling mode, is 8 body feet or more in width or 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems. The term "HUD-CODE manufactured home" does not include a recreational vehicle as that term is defined by 24 CFR 3282.8(g).

*****Industrialized Housing** is a residential structure that is designated for the use and occupancy of one or more families, that is constructed in one or more modules or constructed using one or more modular components built at a location other than the permanent residential site, and that is designated to be used as permanent residential structure when the modules or modular components are transported to the permanent residential site and are erected or installed on a permanent foundation system. The term includes the plumbing, heating, air conditioning, and electrical system. The term "industrialized housing" does not include any residential structure that is more than three stories or 59 feet in height as measured from the finished grade elevation at the building entrance to the peak of the roof. The term "industrialized housing" does not mean nor apply to: A. Housing constructed of sectional or panelized systems not utilizing modular components; or B. Any ready- built home which is constructed so that the entire living area is contained in a single unit or section at a temporary location for the purpose of selling it and moving it to another location.