



Manufactured Home Installation Permit Submittal Requirements and Supplement

Manufactured Homes Specification Sheet

Manufactured Home Installation Supplement

Manufactured Home Installation Compliance Certification

Electrical Permit submitted to the Department of Labor and Industry at www.dli.mn.gov

Submit permit request online at: www.corcoranmn.gov - Building Permits

**Required online attachments are preferred in PDF format.*

General Manufactured Home Installation Requirements:

1. All new homes must be properly supported and stabilized in accordance with the manufacturer's installation instructions. These instructions must be present during inspections and shall remain with the home.
2. Anchoring of the home must be done according to manufacturer's instructions or shall comply with the Building Code.
3. Water pipes shall be protected from freezing. When subject to movement due to freezing and thawing, an approved flexible connector or semi-rigid copper shall be used.
4. Waste piping shall be of approved material. Approved flexible connectors shall be used when installed on a support system subject to ground movement.
5. Gas piping shall be of adequate capacity rating to supply the connected load and protected from physical damage. Approved flexible connectors or semi-rigid copper shall be used when installed on a support system subject to ground movement.
6. Mobile home skirting shall be properly vented, constructed not to prevent frost movement, and be resistant to decay within 6" of grade.
7. A landing must be provided on the exterior of all entrance/exit doors. All exterior stairs and landings shall be built in accordance with the Building Code. Provide plans indicating all deck, stair, landing, guardrail and handrail construction.

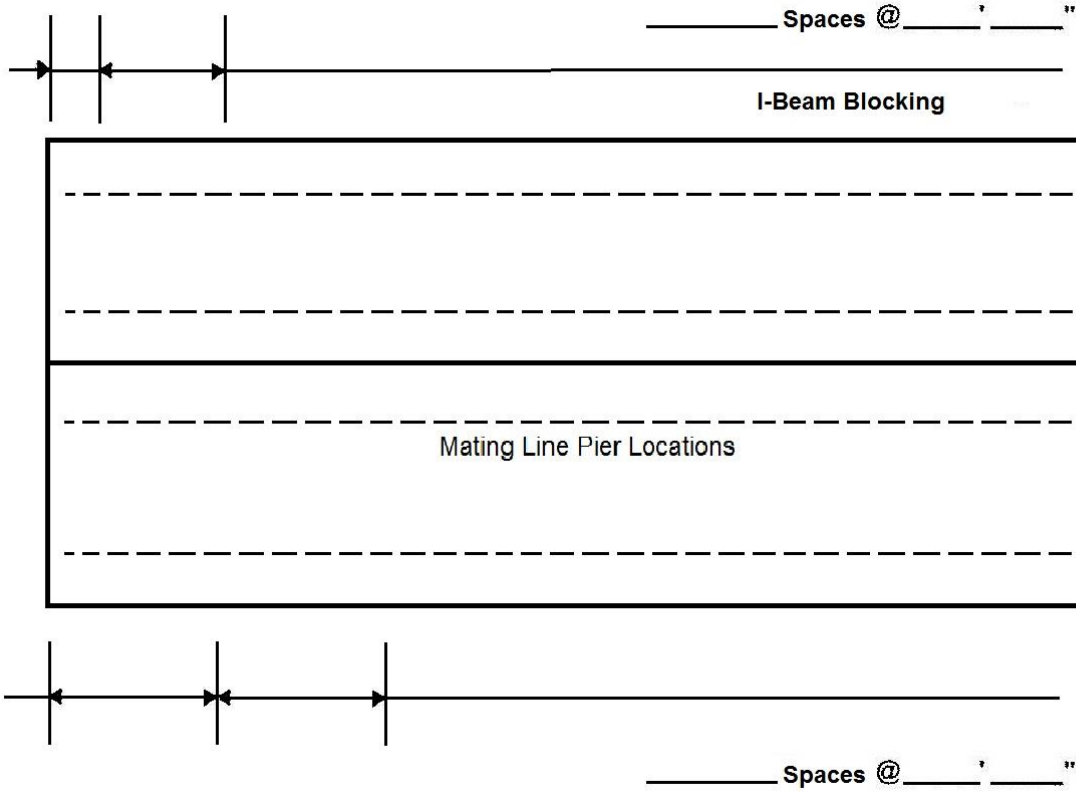
Required Inspections:

- 1. Foundation:** Home shall be on approved location with all blocking and anchoring in place. (A footing inspection may be required for all frost-protected foundation, after forming and reinforcement is in place, before pouring.)
- 2. Plumbing:** Water piping shall be properly connected and protected from freezing. Waste piping shall be properly connected and supported. Piping shall be protected from breakage due to ground movement.
- 3. Mechanical/Gas-line:** Gas piping to the home shall be inspected (including pressure test) before any piping has been covered or any fixture or appliance attached. All used manufactured homes shall be subject to an air pressure test of its gas piping system prior to connection to the gas supply.
- 4. Final:** Code approved landing/stairs must be provided for all exits. Skirting shall be present and ready for installation. Used homes shall be in compliance with the code in which they were constructed. Address numbers shall be provided.

This handout is intended only as a guide and is based in part on the Minnesota State Building Code, Corcoran city ordinances, and good building practice. While every attempt has been made to ensure the correctness of this handout, no guarantees are made to its accuracy or completeness. Responsibility for compliance with applicable codes and ordinances falls on the owner and/or contractor.

*For specific questions regarding code requirements, refer to the applicable codes or the contact the city's contracted Building Official, **Metro West Inspection at 763-479-1720** or permits@corcoranmn.gov.*

Manufactured Home Specification Sheet



Manufacturer's Name: _____

Model Designation: _____

Size of Manufactured Home: _____

DATA PLATE INFORMATION

Serial Number: _____

Unit Manufacture Date: _____

Structural Wind Zone: _____ **Heat Zone:** _____

ANCHORING

Type of Anchoring System (Manufacture Model): _____

Anchor Spacing: _____

SUPPORT SYSTEM

Type of Supports: _____ **Blocks:** _____ **Piers:** _____

Size of Supports: _____

Support Spacing: _____

INSTALLER

Name of Installer: _____ **License Number:** _____

Manufactured Home Installation Supplement

New Home Used Home Single Section Home Multi Sectional Home

Date of Manufacture as recorded on the home's Data Plate: _____

The home will be installed: On Private Property In a Manufactured Home Park

Start Date: _____ Completion Date: _____

Foundation Type: Frost Piers Crawl space Basement Monolithic Slab Ground Set

Resident Name: _____

Site Address: _____

Phone #: _____

Describe the work to be performed under this application : _____

Installer: Identify person responsible for the installation MN Licensed Installer Home Owner

Installer's Name: _____ Installer License #: _____

Address: _____ City: _____ Phone #: _____

Above Installer is responsible for: Foundation Anchoring Support System Electrical Plumbing Gas/Mech

Electrical Work: Identify the person responsible for the Electrical Work. NOTE: Any electrical work performed in a manufactured home park requires a MN electrical license. MN Licensed Electrical Contractor Home Owner
MN License #: _____

Elec Contractor Name: _____ Address: _____

City: _____ Phone: _____

Plumbing Work: Identify the person responsible for the plumbing work. Plumber Installer Home Owner

Plumbing Installer: _____ Office Phone: _____

Address: _____ City: _____ MN License #: _____

Mechanical Work: Identify the person responsible for the Mechanical Work. Mechanical Contractor Home Owner

Mechanical Contractor: _____ Address: _____

City: _____ Phone: _____

I hereby apply for installation approval and I acknowledge that: the plan review submittals and the information above is correct, complete, and accurate; the work performed will be in conformance with the manufactured home's installation instructions, Minnesota Building Codes, Minnesota Rules Chapter 1350, and/or 24 CFR Part 3285 and 3286. I understand this application is not a permit and work is not to start without a Department approval, and that all work will be in accordance with the approved plan.

NAME OF APPLICANT (PLEASE PRINT) _____

APPLICANT'S SIGNATURE: _____

DATE: _____

(Revised 05/07/2010)

Office Use Only Permit Number _____ Received By _____ Date Received _____

MN Installation Seal Number _____

Manufactured Home Installation Compliance Certificate

**Compliance Certificate must be filed with
CCLD within 7 days of completion of the
installation or re-installation work.**

Print in Black Ink or Type

HOMEOWNER NAME		COUNTY	
HOME LOCATION/ADDRESS		CITY/ZIP CODE	
MANUFACTURED HOME BRAND	MODEL	SERIAL NUMBER	DATE OF MANUFACTURE
HUD or STATE CONSTRUCTION SEAL NUMBER(S)		IS HOME LOCATED IN MANUFACTURED HOME COMMUNITY? YES <input type="checkbox"/> NO <input type="checkbox"/> COMMUNITY NAME _____	
INSTALLATION IN AREA WITH LOCAL BUILDING OFFICIAL? YES <input type="checkbox"/> NO <input type="checkbox"/> (IF NO, SEE NEXT LINE BELOW)		BUILDING OFFICIAL NAME	DATE OF INSPECTION (Footing)
NAME OF 3 RD PARTY INSPECTOR/PLAN REVIEWER		LICENSE NUMBER	DATE OF INSPECTION (Final)
FOUNDATION TYPE: GROUND BLOCK <input type="checkbox"/> FROST PIERS <input type="checkbox"/> FULL BASEMENT <input type="checkbox"/> CRAWL SPACE <input type="checkbox"/> ENGINEERED SLAB <input type="checkbox"/> OTHER APPROVED ALTERNATE <input type="checkbox"/> ALTERNATE DESIGN APPROVAL NUMBER: _____			
SOIL BEARING CAPACITY (PSF)		METHOD OF SOIL TESTING	DATE OF HOME INSTALLATION
ANCHOR MANUFACTURER		MODEL-PART/PRODUCT #	
Items of Utility Work: (enter the information for who completed the work identified below. If installer, identify installer. If Homeowner, identify Homeowner, etc. If work was completed by company (other than local utility) provide company name, address and license number.)			
Sewer Connection:		Date Tested:	
Water Connection:		Date Tested:	
Gas Connection:		Date Tested:	
Electrical Connection:		Date Tested:	

Other Items Included in the Installation Contract:

- Site Preparation, Grading and Drainage
 Frame (Support) Pier Blocking
 Stairs/Decks/Landings, or Handrails
 HVAC Connections/Crossovers
 Anchoring (Includes anchors and straps)
 Skirting
 Module Connections
 Footings
 Other _____

If home is requiring re-installation (corrections) resulting from refinancing or new mortgage on a used home as part of a sales transaction, please provide the following information. NOTE: Licensed Installer is responsible to affix the new installation seal to the home for the re-work performed and file a copy of this form with the State.		
Original Seal Number	Date of re-installation (corrections):	Inspection Date:
Inspections completed by: Local Building Official <input type="checkbox"/> 3 rd Party Insp. <input type="checkbox"/>	Name of Inspector:	License Number

I hereby certify the installation of the manufactured home listed above has been completed in accordance with the manufacturers installation instructions pertaining to this home and within the requirements of the Minnesota State Building Code

Date Signed	License Number:	Installer Name	Licensed Installer Signature
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