



MANUFACTURED (MOBILE) HOME INSTALLATION

A 'mobile home' is a prefabricated structure, built to specific engineering requirements in a factory on a permanently attached chassis. All 'used' mobile homes shall be in compliance with the code under which it was built before any installation can be approved.

APPLICATION SUBMITTAL REQUIREMENTS

Construction Plans, illustrating:

- Designs and materials of foundation/support system
- Frost depth pier section
- Frame support pier section
- Design of deck, stair, landing, guardrail, handrail, skirting

Manufactured Home Specification Sheet

- Manufacturer and Model name
- Data Plate Information
- Anchoring
- Support System
- Installer

Manufactured Home Installation Supplement

Manufactured Home Installation Compliance Certification

- Filed with MN Department of Labor and Industry, Construction Codes and Licensing Division (CCLD) within 7 days of completion of installation or re-installation work.

Certificate of Survey / Site Plan

Drawn to scale and indicating:

- Lot dimensions
- Size and location of all existing structures
- Size and location of proposed building
- Setbacks from all property lines of proposed and existing structures, including wetlands, flood plain, driveway, etc.

Electrical Permit

- Electrical permits are issued by the State of Minnesota. Submit application to the Department of Labor and Industry at www.dli.mn.gov. Electrical inspections are performed by the State Electrical Inspector.

Submit Permit

- Submit application for permit online at www.corcoranmn.gov > **Building Permits**
- Permit Type: **Manufactured Home Installation**

Requirements for size, height, setback and architectural standards can be found in the City Zoning Ordinance, *Title X, Sec. 1030.020* or by contacting the Planning & Zoning.

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

This handout is intended as a guide and is based in part on the Minnesota State Building Code, City Ordinances, and established building practices. No guarantees are given regarding its completeness or correctness. The permit holder is responsible for ensuring compliance with all relevant codes and ordinances. Additional permit handouts are available online at www.corcoranmn.gov/public_services/construction_services__inspections.

CONSTRUCTION SERVICES AND INSPECTIONS

www.corcoranmn.gov | Email: permits@corcoranmn.gov

MANUFACTURED (MOBILE) HOME INSTALLATION

GENERAL 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 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.

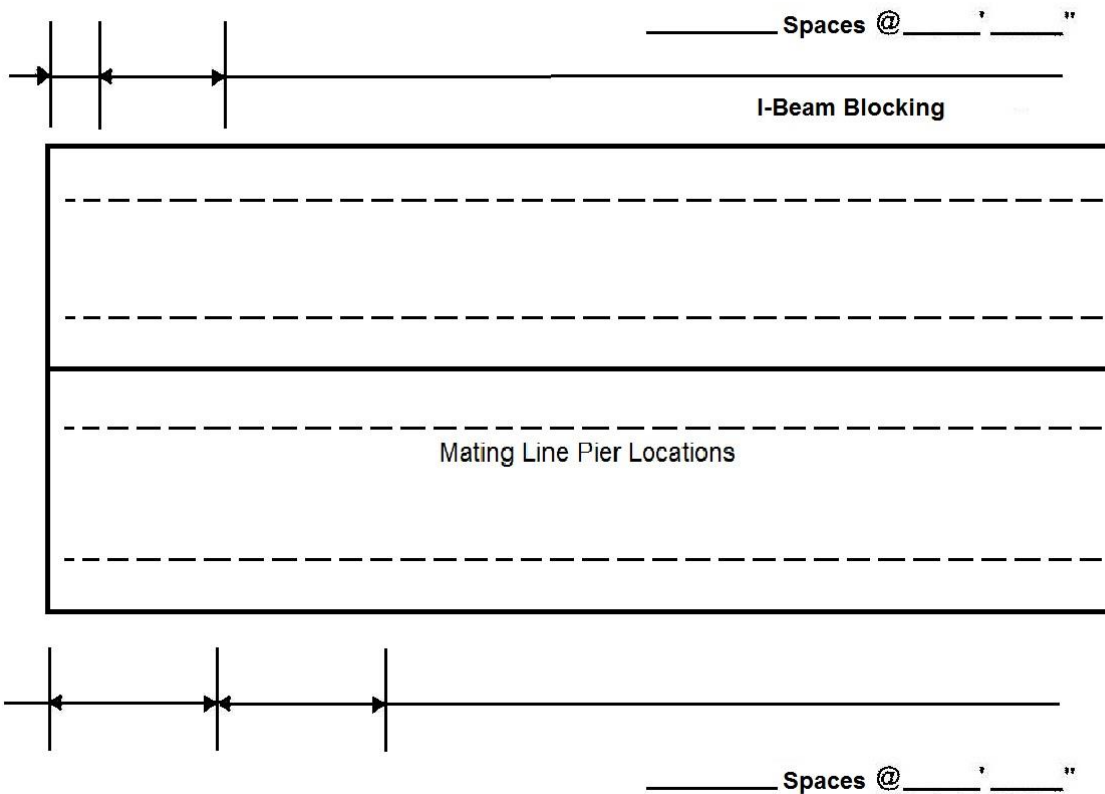
REQUIRED INSPECTIONS

Approved construction plans must be on site for all inspections.

- **Footings:** After forming and steel reinforcement is in place, but prior to pouring concrete.
- **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.
- **Mechanical/Gas-line:** Gas piping 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.
- **Final:** Manufactured home installation is complete, including the installation of all required building service equipment. All life safety items must be complete, including smoke and carbon monoxide alarms. Skirting should

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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)

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 ☐ NO ☐ COMMUNITY NAME _____	
INSTALLATION IN AREA WITH LOCAL BUILDING OFFICIAL? YES ☐ NO ☐ (IF NO, SEE NEXT LINE BELOW)		BUILDING OFFICIAL NAME	DATE OF INSPECTION (Footings)
NAME OF 3 RD PARTY INSPECTOR/PLAN REVIEWER	LICENSE NUMBER	DATE OF INSPECTION (Final)	
FOUNDATION TYPE: GROUND BLOCK ☐ FROST PIERS ☐ FULL BASEMENT ☐ CRAWL SPACE ☐ ENGINEERED SLAB ☐ OTHER APPROVED ALTERNATE ☐ 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:	Name of Inspector:	License Number
Local Building Official ☐ 3 rd Party Insp. ☐		

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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