



MANUFACTURED HOME APPLICATION CHECKLIST

Applicant must provide all applicable documents to submit application for plan review

- Affidavit from owner if deed is not recorded in applicant/proposed owner's name
- Map Parcel numbers from Real Estate Tax Receipt **OR** Last Recorded Deed to property
- County Road _____ New Entrance required? ()Yes ()No
- Property located in designated flood hazard area ()Yes ()No (If yes, a flood development permit application may need to be submitted for approval)
- Completed Building Permit Application & \$40.00 Initial Application Fee (*which will be deducted from final cost of permit when application is approved and ready for pickup*)
- Sewer System Verification (*existing record or documentation, visual inspection such as inspection ports and risers, state licensed inspector report*)
- Two sets of Foundation plans, if applicable (*beam layout w/column footing & beam sizes*)
- Seismic Soil Report for Basements and Short walls only.**
- Footing Detail, if applicable (*shows keyway, reinforcement, beam pocket*)
- Homes w/ Full Basement - Two sets of building plans – (*electrical layout, door & window location/sizes, wall bracing (if framed exterior), elevations views with grade lines identified, stair placement, post and beam location/sizes, wall section(s)*)
- Sealed setup diagram from the manufacturer or engineer on new double wide
- Two sets of complete site plans drawn to scale: *Up to 1 acre can use scale – 1"=10' to 1" = 60' - Over 1 acre can use scale up to 1"=100' (Must be in increments of 10 only)*
 - *Include location & dimensions of existing structures, distance from lot lines & between structures*
 - *Location & width of any easements and/or right of way*
 - *Location & dimension of the proposed structure; distance from property lines & existing structures*
 - *For mobile homes located in mobile home parks, the location and size of parking area*
- Three sets of Soil Morphology reports and sewer drawings sealed by registered & licensed on-site sewer designer (*where applicable*).
- One Recorded copy of the Form 40 (*<less than 2 acres*)

Note: ***All applications and plans will go to plan review for further inspection of detail before approval will be granted for issuance. Other items or detail not designated above may be required.***

*******Manufactured Units built prior to June 15th., 1976 are permitted only if currently sited within incorporated or unincorporated portions of this County. Units designed to be single-wide shall not be joined to form a larger unit. *******

****Call 636-285-7078 (the 911 business office number) for your New Home Address**