



# MANUFACTURED HOME PERMIT APPLICATION

333 S. Washington Street · PO Box 526 · Redwood Falls, MN 56283  
Office: 507-637-5755 · Fax: 507-637-2417

<b>SITE INFORMATION</b>			
Site Address			
Park Name			
Parcel ID#		Start Date	
<b>HOME INFORMATION</b>			
<input type="checkbox"/> New Home	<input type="checkbox"/> Used Home	Number of Sections	
Proposed Foundation Type		Manufacture Date	
<b>From Data Plate:</b>	Wind Zone	Snow Zone	Heating Zone
<b>OWNER/ RESIDENT INFORMATION</b>			
Owner Name		Phone	
Address			
Resident Name		Phone	
Address			
<b>INSTALLER INFORMATION</b>			
Home Installer		MN License #	
Address		Phone	
Plumbing Installer		MN License #	
Address		Phone	
Mechanical Installer		MN Bond #	
Address		Phone	
Electrical Installer		MN License #	
Address		Phone	
<b>APPLICATION - NOT VALID UNTIL PROCESSED</b>			
<p>I hereby apply for a building permit and I acknowledge that the information provided above and on the submitted site plan is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Redwood Falls and with the Minnesota State Building Codes; that I understand this is not a permit but only an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plan in the case of all work which requires review and approval of plans.</p>			
Applicant Signature		Date	
Applicant Printed Name			
<b>FOR OFFICE USE ONLY</b>			
Permit Fee		<p><b>[MN RULES 1300.0220]</b> No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building, structure, or portion of a building or structure shall be made until the building official has issued a Certificate of Occupancy for the building or structure</p> <p style="text-align: center;"><input type="checkbox"/> <b>Double permit fee assessed for beginning work without permit</b></p>	
State Surcharge			
Utility Charge			
Water Charge			
Sewer Charge			
Other/ Penalties		<p><b>[MN RULES 1300.0160, sub.8]</b> If work for which a permit is required by the code has been commenced without first obtaining a permit, a penalty of a double fee shall be assessed to the permit.</p>	
<b>Total Fees</b>			

### REQUIRED SUBMITTALS

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- An application for a Manufactured Home Permit
- A site (lot) plan must be submitted showing the location of the home on the property including dimensions and grading requirements relating to the lot. Site plan must show:
  - Building sizes and dimensions for all existing and proposed structures on the lot including the proposed home, decks, stairs, stoops, sheds, and garages.
  - Distances from the proposed home and means of egress to the other structures on the lot and structures on adjacent lots
- A written approval must be obtained from the park manager.
- A complete copy of Manufacturer's Installation Manual shall be submitted with a copy retained at the site and available to the inspector. When the manufacturer's installation manual is not available the installation shall comply with the Federal Installation Standards 24 CFR 3285 and CFR 3286, or Minnesota Rule 1350 and the Minnesota State Building Code (MSBC).
- A Frame Support Pier Section drawing. The information required for the frame height will need to be obtained from the home manufacturer. The frame pier constructed at the site may be configured differently than the one shown on the CCLD's drawing, but must provide a minimum 12" from the lowest frame member to the grade or slab under the home.
- A Foundation Plan complying with one of the following;
  - A Foundation Plan prepared by a Minnesota licensed engineer for a foundation slab designed to resist the effects of frost and support the home, or,
  - A Frost-Depth Pier Section drawing, form attached, that best fits the pier that will be constructed for this installation, or,
  - Foundation drawings shown as required by Manufacturer's Installation Manual.
- A copy of the anchoring system shall be submitted, including model number and installation instructions for the anchoring device. The anchors shall be capable of 4,725 # without failure and be approved by the Minnesota State Manufactured Housing Division. Unless a soils test is submitted, the assumed soil bearing capacity is 1500 psf.
- A copy of the installers Minnesota license certificate shall be submitted. (Unless already on file with the building inspection department.)
- Copies of the installation seal and anchoring seal certificate, including identification number, for that home's installation.
- A drawing of the stair and landing design. These stairs shall meet the Minnesota State Building Code. Stairs shall be provided at two exit doors minimum. Guardrails may be required at additional doors not provided with landings and stairs.
- Provide the name of the Minnesota licensed plumber and bonded mechanical contractor performing gas installations on the home.
- State Construction Seal No. / HUD Serial No.
- A copy or picture of the Data Plate showing design criteria for home including wind, snow, and heating zones. The home must have a Data Plate to show compliance

## GENERAL REQUIREMENTS

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1. City of Redwood Falls Ordinance requires that the area beneath a mobile home coach shall be enclosed, except that the enclosure must have access for inspection.
2. If skirting is used, skirting must be of an approved material resistant to decay and have a minimum of 1 square foot of free area ventilation for every 150 feet of floor area.
3. If skirting is used a minimum of 24 inch by 18 inch access area must be installed in skirting.
4. Any used manufactured home or structure that is moved in to the City of Redwood Falls is required to conform to the International Property Maintenance Code as adopted per City Ordinance.
5. State Construction Seals and Installation Seals must be affixed in approved location and plainly visible for inspection.
6. Two (2) means of egress are required from every manufactured home.
7. Water piping below the bottom board of the home must be protected from freezing. If heat tapes are used, they must be listed and installed for this use according to their installation instructions.
8. Flexible connections shall be used for utilities to prevent breakage.
9. Site grading must be done in a manner to divert water away from the foundation. Minimum slope is ½" per foot for the first 10'
10. Smoke detectors and carbon monoxide detectors shall be installed per MN Statute 299F.50 and Minnesota State Building Code

## INSPECTIONS

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The following inspections will be required to assure compliance with the manufacture's installation instructions and the Minnesota State Building Code. **Inspections must be requested one day (minimum) prior to inspection. Manufacturer's Installation Instructions, approved plans and permit cards shall be available at inspection. Inspections can be scheduled by calling (507) 637-5755 between 8 a.m. and 4 p.m. weekdays.**

1. Soils will be inspected for compaction. Foundations must be placed on firm, undisturbed soil or fill compacted to 90% of its relative density.
2. Frost footings shall be inspected prior to concrete placement. Depth, location and size shall be verified. Above grade piers will be inspected at the anchoring system inspection.
3. Anchoring shall be inspected prior to the skirting installed. The use of hardwood shims and there orientation will be verified at this time.
4. Data plates shall be inspected for compliance with Minnesota design criteria. Wind zone I, middle snow zone and heating zone III. A walk through of the home shall be performed at this time to verify compliance with the installation instructions and Minnesota State Building Code.
5. Plumbing hookup shall be inspected prior to the skirting installation. Additional inspection and testing of interior plumbing if required in the manufacturer's installation instructions shall be performed.
6. Mechanical equipment shall be inspected in existing or relocated homes for compliance with the Minnesota State Building Code.
7. Stair landings and stairs shall be inspected prior to the home being occupied
8. Inspection of the home for any other safety requirements

**\*HUD ON-SITE SYSTEMS TESTING WILL BE REQUIRED ON ALL RELOCATED HOMES.**

**\*ALL OTHER INSPECTIONS WILL BE DONE IN ACCORDANCE WITH DEPARTMENT OF LABOR AND INDUSTRY INSTALLATION AND INSPECTION GUIDELINES.** (*Inspection checklists are available upon request.*)

**A Certificate of Occupancy from the building inspection division is required prior to the home being occupied.** Occupancy will not be granted until all inspections have been passed.