

# Manufactured Home Building Permit Application Cover Page

Date: \_\_\_\_\_ Customer: \_\_\_\_\_

Building Site Address: \_\_\_\_\_

Authority: \_\_\_\_\_

Installer Name and License Number: \_\_\_\_\_

Retailer: \_\_\_\_\_

Home description/brand/serial number/date of manufacture: \_\_\_\_\_

Manufactured Home Producer: \_\_\_\_\_ Design Approval Agency: \_\_\_\_\_

Home Size: \_\_\_\_\_ Roof Pitch: \_\_\_\_\_

Wall Height: \_\_\_\_\_ Frame Width: \_\_\_\_\_

Sidewall Eave Overhang: \_\_\_\_\_ Design Roof Snow Load: \_\_\_\_\_

Perimeter Blocking Required: YES NO Wind Zone: I II III

Foundation Type: \_\_\_\_\_ Frost Depth: \_\_\_\_\_

Soil Bearing at Home Site: \_\_\_\_\_

Load on Frame Supports: \_\_\_\_\_ lbs. per pier for pier spacing at \_\_\_\_\_ feet

From Installation Manual: Table \_\_\_\_\_ Page \_\_\_\_\_

Footing Size for Frame Supports: \_\_\_\_\_ Table \_\_\_\_\_ Page \_\_\_\_\_

Loads on Point (marriage line & perimeter) Indicated on Plan/Sketch

Installation Manual: Table \_\_\_\_\_ Page \_\_\_\_\_

Loads & Footing Size for Point Supports: A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_

Ground Anchor Spacing from Installation Manual: Table \_\_\_\_\_ Page \_\_\_\_\_

End Wall Anchoring: YES NO Table \_\_\_\_\_ Page \_\_\_\_\_ OR

Alternative Anchoring Method: \_\_\_\_\_ (Attach DAPIA Approval from Manufacturer)

# Manufactured Housing Installers Checklist

## Pre-planning

- Site visit to assess conditions
- Home special features (hinged roof, recessed porch, etc.):
- Contract executed
- Building permits
- Transportation coordination & permits
- Home delivery scheduling (and crane)
- Material delivery scheduling
- Utility connection
- Accessory structures
- Payment details

## Site Work and Foundation

- Site graded properly
  - If fill dirt is needed-by:
- Soil bearing capacity
- Frost protection method
- Frame supports-footings sized & spaced per MII
  - Perimeter supports required:      Yes                  No
- Point load support footings sized per MII
- Door/window/porch or other special supports
- Marriage line column supports & intermediate supports if needed
- All piers constructed properly & installed
- Basement or masonry crawl space meets local code, home attached to sill plate

## Home Condition upon Delivery

- Home is appropriate for Roof Load-Wind Zone and Climate Zone per data plate
- Data plate is present & located in: \_\_\_\_\_
- Visible damage to the exterior of the home
- Shipping plastic/materials intact
- Visible damage to chassis -running gear -bottom board
- Visible damage to the interior of the home
- Walls cracked, loose, damaged
- Ceiling cracked, loose, damaged
- Appliances cabinets secured, undamaged
- Ship loose materials secured, present
- Reported all issues to the manufacturer
- Photos

## Anchoring

- Approved method used
- Longitudinal anchors required:      Yes                      No
- Ground anchors required, if applicable:
  - Anchor type/length needed
  - Strap angle
  - Strap protection provided
  - Spacing/locations
  - Straps tensioned

## Under the Homes

- Sited crowned under the home
- Ground vapor barrier installed
- Bottom board intact, holes repaired
- Dryer vent/kitchen exhaust fan/water heater drip pan/AC condensate line/fire place  
combustion air, all run to exterior of the crawl space/home
- Heat duct crossovers properly supported/sealed

## Assembly

- Fasten floors
- Fasten walls
- Fasten roof/ceiling
- Shims along marriage line provided where needed
- Hinged roof completion
  - Redistributed roof insulation
  - Completed any vents through roof-exhaust-intake ducts-flue pipes
- Drip edge/fascia installed
- Siding application
- Roof shingles
- Roof penetrations sealed
- Gutters installed/downspouts divert water
- Crawl space enclosure/skirting properly installed
- HUD label remains present, attached properly

## Interior

- Wall/ceiling panels & trim installed
- All shipping hardware has been removed
- Doors/windows operate & latch
- Floors are level
- Cabinets/appliances/countertops/fixtures good condition

## Plumbing:

- Supply line crossovers complete inside floor/access panel
- Anti-scald devices do not exceed 120°
- DWV lines assembled with provided primer/solvent
- Under floor drain lines supported every 4'
- DWV lines 1/4" per foot slope

## Electrical

- Panel box amp matches service/feeder cable
- Home properly grounded
- Electrical crossovers complete/connectors free from damage
- Light fixtures/fans installed with flash rings (if applicable)

**Gas Fuel Systems**

- Crossover connections complete properly
- Piping and connectors free from visible damage/supported

**Appliance Operating and Testing**

- All appliances are working properly
- All appliance venting completed properly, to exterior
- Fresh air intakes, properly installed
- Kitchen, bathroom and whole house fans operate/exhaust to exterior
- Fireplace chimney stack extension, roof cap & spark arrestor installed properly

**Testing**

Electrical:

- Operational
- Smoke alarms
- Continuity
- Polarity

Plumbing:

- Fixture test
- Flood level
- Water supply line pressure test

Gas Supply:

- High pressure piping only
- Low pressure entire system

NOTES:

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This checklist is not all-inclusive. Always refer to the Manufacturer’s Installation Instructions as well as any alternative construction letters or on-site completion approvals for proper instructions.