MANUFACTURED HOME PERMIT REQUIREMENTS

911 Address of Property  
Property lines must be staked out  
Tax Map Number  
Recorded Copy of Plat  
Copy of Perk Test or Proof of Water & Sewer  
Bill of Sale or Title  
Name of Power Company  
Manufactured Contractor License  
Deck or Porch square footage with drawing  
Floodplain Elevation Certificate - if the property is in the Flood Plain (our office will verify this)

Manufactured Homes Require Vinyl Siding and Shingle Roof

Underpinning:
All single family manufactured homes must be underpinned with permanent brick, ez brick, block, hardee panel or stone. Manufactured homes located in Manufactured Home Parks may use vinyl or underpinning kits with metal frames.

Exceptions:
1. Manufactured Homes in recognized Manufactured Home Parks shall be underpinned per each parks regulation.
2. Manufactured Homes placed in the Flood Plain shall meet the Flood Plan Ordinance Requirements

Footing:
8” x 8” with 4” concrete

Access:
Crawlspace shall be provided with a minimum of one access opening not less than 18” x 24”
Crawlspace shall have a 8 mil vapor barrier covering ground underneath home.

Ventilation:
Crawlspace shall be ventilated by approved mechanical means, or by openings in foundations walls. Openings must be screened. Vents to be calculated in the following method. Net area of
opening to be not less than 1 square foot for each 150 square feet of crawlspace. Vents are to be located within 3 feet of all corners.

Example for a 14’ x 66’ Manufactured Home
14’ x 66’ = 924 square feet of crawl space.
924 SF divided by 150 SF = 6.16 Square Feet of vent opening required
6.16 SF * 144 square inches = 887 Square Inches of vent opening
887 SI divided by 60 SI per vent = 14.8 or 15 vents required

**Exterior Doors:**
All entrances shall be completed in accordance with the following guidelines prior to issuance of power authorization and a certificate of occupancy.

**Landings:** (IRC Code R3110)
1. A 3’ x 3’ landing is required with a handrail and guardrail, if required, built to the IRC code standards.
2. Landings and decks shall be designed to support a 40-pound live load with construction consisting of sills or bands complete with adequate size floor joists.
3. Floor joists shall be supported in an approved manner, such as ledger strips or joists hangers.

**Handrails:** (IRC Code R311)
1. Stairways having four or more risers above a floor or finished ground level shall be equipped with handrails located not less than 34” nor more than 38” above the leading edge of a tread.
2. Handrails shall be provided on at least one side of each continuous run of treads or flight with 4 or more risers.

**Guardrails:** (IRC Code R312)
1. All porches, balconies, raised floor surfaces or landings located more than 30” above grade to be equipped with guardrails.
2. Guardrails shall have intermediate rails or ornamental pattern such that a 4” diameter ball cannot pass though any opening.
3. Residential guardrails shall have a minimum height of 36”

**Treads & Risers:** (IRC Code 311)
1. Riser height shall not exceed 7 ¾”
2. The minimum tread depth shall be 10”

**Manufactured Homes Inspections:**
Address must be posted on site with permit in job box
Footing – hardee board does not require a footing
Final

In no way shall a structure be occupied until a final inspection is complete. Power will be disconnected if it is found the house has been moved into. Absolutely No Exceptions