



COMMUNITY DEVELOPMENT
 152 East 100 North Vernal, Utah
 435-781-5336

Manufactured Home in Park Building Permit Application Packet

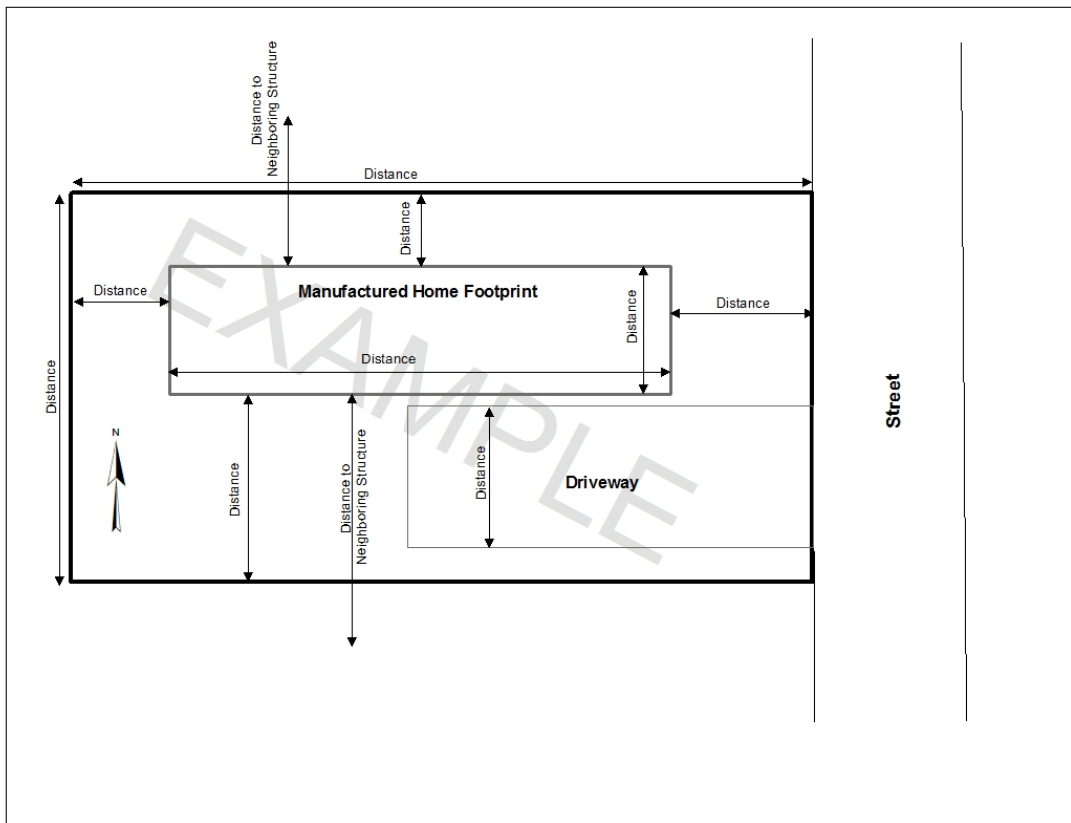
Building Permit Checklist	Required at Submittal of Application	Required Signatures and Notary Stamp	Office Use Only
Owners Signature on all Required Forms		Signature	
Residential Building Permit Application Form (in this packet)		Signature	
Park Approval Letter or Lease Agreement			
Owner Builder Certificate (when owner will be their own contractor)		Notary Stamped	
Agreement for Electrical Meter (in this packet)		Signature	
Site Plan Showing: north indicator, lot shape and dimensions, ALL structures (existing and proposed), setbacks from all property lines and other structures, driveway(s). (see attached example) The site plan can be drawn by the property owner.			
Assessor's Office Manufactured Home Data Form (in this packet)		Signature	
Manufactured Home Data Plate Sheet			
2 Legible Sets of Setup Plans and a Floor Plan Diagram (minimum size 8.5X11)			
Moving Permit (This permit is issued by the Assessor's Office in the county where the home is being moved from)			

*****Incomplete Applications WILL NOT Be Accepted*****

My signature below indicates that I have carefully reviewed and verified that all of the above items have been included with my application. I have checked each item or indicated N/A for items that do not apply. I have ensured that my plans and application are complete.

Owner or Authorized Agent Signature _____ Date _____

Site Plan Example





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RESIDENTIAL BUILDING PERMIT APPLICATION

Owner of Property _____ Phone Number _____

Applicant (if not owner) _____ Phone Number _____

Mailing Address _____ City _____

Building Address _____ City _____

Tax ID (Parcel) Number _____ GPS Coordinates (if applicable) _____

Email _____

Type of Improvement New Building Addition Remodel Demo Manufactured Home on Private Lot Moving

Manufactured Home in Park Other _____

Proposed Use of Structure _____

Number of Stories _____

Main Floor sqft _____ 2nd Floor sqft _____ Additional Floors sqft _____

Basement Finished sqft _____ Unfinished sqft _____ Garage sqft Attached Detached _____

Number of Bedrooms _____ Number of Bathrooms _____

Engineer/Architect _____ License Number _____

Email _____ Phone Number _____

General Contractor _____ License Number _____

Email _____ Phone Number _____

Signature _____

A complete list of contractors used will be required before Certificate of Occupancy will be issued.

By signing below I understand and agree to the following:

1. Deposit amount paid at the time of application is nonrefundable but will be credited towards the final cost of the plan check total.
2. Proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction.
3. All information listed on this application is true and accurate, to the best of my knowledge and any misrepresentation may result in the denial or revocation of this permit.
4. I hereby agree to provide new information in the event any changes are made, including any changes to the listed contractors. I shall inform the Community Development Department prior to any work commencing.
5. An approved inspection is required every 180 days from the date of issuance or permit will expire and be null & void. I may enquire with the Building Official for any request for extensions.
6. I may apply for a building permit refund up to 90 days after the approval date and prior to commencement of work. Maximum refund may be up to 80% of permit fee, and will be determined by the Building Official.

Owner or Authorized Agent Signature _____ Application Date _____

Printed Name of Owner or Authorized Agent _____



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Agreement for Electrical Meter

Temporary construction power shall only be used for the construction of a building and/or structure that complies with State and County Codes. Temporary power shall not be used for permanent occupancy.

The conditions for a permanent electric meter to be set in Uintah County require that the home and/or structure which will utilize the power from the meter will meet the following conditions:

- Will be constructed according to Uintah County zoning and building regulations along with applicable codes.
- All inspections will be completed as necessary.
- A certificate of occupancy will be received and approved before structure and/or building is occupied.
- The house and/or structure must be lockable and the panel and sub-panel terminated.

MY SIGNATURE BELOW INDICATES THAT I HAVE CAREFULLY READ THIS DOCUMENT AND AGREE TO ABIDE BY IT. I UNDERSTAND THAT FAILURE TO DO SO CAN RESULT IN THE DISCONNECTION OF THE ELECTRICAL METER.

Owner or Authorized Agent Signature

Date



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Assessor's Office Manufactured Home Data Form

New Manufactured Home Information	Used Manufactured Home Information
Owner Name	Former Owner Name
Phone Number	Address and/or Park Moved From
Mailing Address	New Owner Name
Setup Location Address	Phone Number
Setup Location Parcel (Tax ID) Number	Mailing Address
Make of Manufactured Home	Setup Location Address
Year	
Manufactured Home Serial Number	Setup Location Parcel (Tax ID) Number
Length	Make of Manufactured Home
Width	Year
Purchase Price	Manufactured Home Serial Number
Manufactured Home Dealer Information: Name- License Number- Address- Phone Number-	Length
	Width
	Purchase Price

My signature below indicates that I have carefully reviewed and verified that all of the above information is complete and accurate.

Owner or Authorized Agent Signature _____ Date _____

Office Use Only

Building Permit Number:

Date:

UINTAH COUNTY MANUFACTURED HOME PARK SET-UP REQUIREMENTS

Manufactured homes placed upon private lots in the unincorporated areas of the County shall be placed according to the following requirements:

SITE SET UP & PREPARATION REQUIREMENTS:

The ground shall be cleared from all vegetation, and the ground shall be graded to slope away from the home site to provide drainage away from the home. (6" within the first 10'.)

If the home is to be set in a low area on the lot where water may gather under or around the home, fill shall be added and compacted to 95% compaction prior to placing the home.

PERIMETER BLOCKING:

Blocking shall be placed on both sides of all exterior doors and any other sidewall openings greater than 4 feet wide.

FOUNDATION VENTILATION:

Ventilation shall be located within three (3) feet of each corner, with a minimum of 4 vents. Total ventilation required shall be one (1) square foot of opening for every 3000 square foot of area under the home.

PIER FOOTING SIZE:

Spot footings shall be placed a minimum of 12" inches below grade in undisturbed soils. Footings shall be sized as designed by the home manufacture, or may be designed by a professional engineer licensed in the State of Utah. *When the manufacture's set-up information is not available, pier spot footings shall be a minimum of 6" X 24" X 24" concrete pads, or of an approved design. All new manufactured homes shall have the set-up manual in the home.*

PIER LOCATION:

Piers shall be sized, located and spaced per the manufactures specifications. Piers shall be of an approved design. Blocks shall be of concrete, open cells shall be in the vertical position and capped with a solid block. *On older homes if the manufactures installation requirements are not with the home, locate piers no more than 2 feet from either end and not more than 8 feet center to center under the main rails.*

CLEARANCE UNDER THE HOMES:

A minimum of 12" inches shall be maintained beneath the lowest member of the main frame (I-Beam of the channel beam) and the ground.

VAPOR RETARDER:

A vapor retarder shall be placed on the ground under the home. The vapor retarder shall be a minimum six-mil polyethylene sheeting to cover the entire area under the home and overlap it at least 12" inches at all joints.

ANCHORING INSTRUCTIONS:

After blocking and leveling the home, the installer shall secure the home against the wind. Install anchors according to the manufactures installation requirements. *If the manufactures installation requirements are not available anchors shall be spaced a maximum 2 feet from each end of the home then at a maximum of every 11 feet or per manufactured specifications. Minimum load capacity for each strap shall be 4725 pounds. Straps shall be installed within an angle of 40 to 50 degrees.*

STEPS AND LANDINGS:

Outside steps and lands shall comply with local codes. Landings shall have a minimum width and length of 36 inches. Steps shall have a maximum rise of 8 inches and a minimum run of 9 inches.

WATER SUPPLY:

If the home is located in a water district where the local water pressure exceeds 80 pounds, install a pressure-regulating valve. Building waterline supply line shall be 3/4 inch nominal size.

GAS SERVICE:

Minimum size for a gas line serving a manufactured home shall be 3/4 inch nominal size and extend outside the home a minimum 6 inches.

ELECTRICAL SERVICE:

Shall be installed in approved conduit under the home. Electrical service amperage shall match the amperage listed on the home by the manufacturer.

SEWER LINE:

Shall be type ABS drain pipe. A clean-out shall be located outside the home and extend to grade. A Sanitary Tee shall *not* be used on a drain line when connected horizontal piping to horizontal. Minimum slope for the drain line shall be 1/4 inch fall per foot.

GARAGES AND CARPORTS:

The garage and carport must be supported independently of the manufactured home.

MULTI-SECTION HOMES

DUCT WORK CROSS OVER:

Clamp the flexible heating duct to the sleeves projecting through the bottom covering of the home, seal the duct adjustable collars with several wrappings of foil tape, support the duct every 4 feet or per manufacturer specification's (the duct must be supported up off the ground).

MARRIAGE WALL PIER SUPPORT:

Pier/support footings shall be a minimum 6" X 24" X 24" and located under the bearing points of the clear-span openings in the center marriage walls.

INTERCONNECTION OF MULTI-SECTION HOMES:

Fasten the roof at the ridge per manufacture specifications. Refer to manufacturer set-up guidelines.

MARRIAGE WALL INSULATION:

Fill open space at centerline of home, (at all ceiling, walls and floor openings) with sill-seal foam insulation or other approved insulation to prevent heat loss.