

TOWNSHIP OF NORTH FAYETTE

BUILDING DEPARTMENT

NEW AND USED MANUFACTURED HOME PERMIT GUIDE

PLEASE SUBMIT THE FOLLOWING FOR BUILDING PERMIT PLAN REVIEW:

- Completed Application
- Workers Compensation Insurance Certificate for the contractors/installer or Affidavit of Exemption.
- Installer's certification from the State of Pennsylvania.
- Property survey with proposed house drawn on by surveyor. Survey must also include all driveways, decks, stairs, porches, carports and sheds. Survey may be hand drawn if located within a Manufactured Home Park.
- Provide copy of installation checklist.
- Details regarding site grading (The grade shall fall a minimum of 6 inches within the first 10 feet. When unable to provide the required fall within the first 10 feet due to physical barriers, walls, slopes or lot lines, drains or swales shall be constructed to ensure drainage away from the structure.)
- Construction documents for footers and foundations if the home will be installed on a crawl space or full foundation. (Must provide certification from the manufacturer that the home is approved for installation on a crawl space or basement foundation.)
- Any manufactured home installed on a private lot must have a permanent foundation or crawl space.
- Two (2) complete sets of DAPIA approved manufacturer's installation instructions clearly indicating specific installation methods to be used. **(Pier plans will not be accepted unless it contains a DAPIA stamp.) (Used Homes may submit 1 of 3 options as follows: 1.) The original manufacturer installation instructions; 2.) The PHRC Field Guide-Foundation Systems for Relocated Manufactured Housing; or 3.) The PA Installation Guide for relocated manufactured Homes.)**
- Floor plan for the home. (Must include location of carbon monoxide detectors.)
- What will be installed for access at all exterior doors. (Temporary/Pre-fabricated landing and stairs, deck, porch.)
- Construction drawings and specifications for all decks, stairs or porches greater than 30 inches above grade. If less than 30 inches above grade, simply indicate the location of the decks, stairs and/or porches on the survey. **Decks, roofs, garages, carports or any other structural additions may not be structurally supported or attached to a manufactured home without approval of the manufacturer's engineer**
- Please check with the building inspector for additional requirements if there will be an attached garage or finished basement.
- Ventilation details for enclosed spaces including skirting.
- Certification from Manufacturer indicating home will be constructed in accordance with the following design requirements: Wind Zone 1; Roof Load 20PSF; Thermal/Climate Zone 3.

PLEASE SUBMIT THE FOLLOWING ADDITIONAL INFORMATION FOR A USED MANUFACTURED HOME:

- Completed "Habitability Guidelines for Relocated Manufactured Homes Booklet from PA Dept. of Economic Development; Nov 2013".
- If the booklet cannot be completed or the information is insufficient or unavailable the home will not be permitted.

***All forms, guides and booklets required above can be found at the PA Dept. of Economic and Community Development's webpage at www.newPA.com/mh.**

REQUIRED INSPECTIONS AND FINAL OCCUPANCY REQUIREMENTS:

- The following inspections are typically required for manufactured homes:
 - **Footer**
 - **Foundation**
 - **Storm-water (Only if home is installed on a private lot.)**
 - **Sewer-Tap (Only if home is installed on a private lot.)**
 - **Electrical**
 - **Plumbing**
 - **Final Inspection for Occupancy**

An “Inspections Required Form” will be issued with the permit indicating when the inspections are needed and how to schedule. A Certificate of Occupancy **MUST** be issued by North Fayette Township prior to occupying the home.

- **Basic Final Inspection Requirements:**

- Completed copy of the Manufactured Home Certificate of Compliance and Installation Checklist **for both New and Used** Manufactured Home Installations.
- Data Plate and serial number. (Additional installation requirements may be indicated on the Data plate.) Serial number on HUD certification label and beams must match the serial number on the data plate.
- Final plumbing inspection report must be on-site.
- Electrical inspection sticker must be visible on the service panel or exterior disconnect.
- Minimum of 4 inch address numbers posted on the house.
- All exterior doors must have access that meets code requirements (i.e., decks, stairs, landings, pre-fabricated stairs.)
- If included on the building permit for the home, decks, stairs, landings and carports must be completed.
- Site grading must be completed.
- Specific connections and installation requirements per the manufacturer’s installation instructions.
- Skirting must be installed, although a small section shall be left open for inspection.
- Shims at piers shall be properly installed.

This list is not all inclusive.

- **Additional Information:**

- Manufactured homes may not be altered in any manner. Beams, crossbeams, joist, walls and ceilings may not be cut, notched, altered or removed.
- Manufactured homes must remain transportable at all times.
- Combining two single wide manufactured homes into a one dwelling is not permitted.