

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 HUD.
- Property survey with proposed house drawn on by surveyor. Survey must also include all driveways, decks, stairs, porches, carports, and sheds. A plot plan may be hand drawn if located within a Manufactured Home Park.
- 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 they contain a DAPIA stamp. Used homes may submit one of the following three options: 1.) The original manufacturer installation instructions.; 2.) The PHRC Field Guide-Foundation Systems for Relocated Manufactured Housing; or 3.) The PA Installation Guide for only relocated manufactured Homes.**
- Floor plan for the home, including location of carbon monoxide detectors.
- What will be installed for access at all exterior doors, i.e., temporary/prefabricated 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 or plot plan if located within a manufactured home park. **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 space under the home, typically ventilated skirting or openings.
- Certification from Manufacturer indicating home will be constructed in accordance with the following design requirements: Wind Zone 1; Roof Load 20PSF; and Thermal/Climate Zone 3.

Please submit the following additional information for a used manufactured home:

- Completed “Habitability Guidelines for Relocated Manufactured Homes” (found at the end of this document OR [at this link](#)). The checklist must be completed, or the home will not be permitted to be relocated.

Required Inspections and Final Occupancy Requirements:

- Footer
- Foundation (only if a foundation or crawl space is constructed)
- 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 HUD Manufactured Home installation certification and verification report for both New and Used Manufactured Home Installations. (HUD Form - 309). The installer shall complete their portions of the form. The inspector will then complete their portion.
- 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 , prefabricated stairs.)
- If included on the building permit for the home, decks, stairs, landings, and carports must be completed.
- Site grading must be completed.
- Skirting must be installed, although a small section shall be left open for inspection.
- Shims at piers shall be properly installed.
- **The above 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 always remain transportable.
- Combining two single wide manufactured homes into a one dwelling is not permitted.



Manufacturer's Certification Label. There shall be one of these on each manufactured home.



The data plate must always remain posted in the home and shall indicate the home was constructed to the following:

- 20 PSF roof snow load
- Wind Zone 1
- Thermal (climate) Zone 3