



Lake Elmo City Hall
651-747-3900
3800 Laverne Avenue North
Lake Elmo, MN 55042

MANUFACTURED HOME INSTALLATION PERMIT APPLICATION

SITE ADDRESS _____

INSTALLER _____ LICENSE # _____

PHONE # _____ CELL # _____

DEALER _____ DEALER LIC # _____

MAKE OF HOME _____ SIZE _____

HOME SERIAL NUMBER _____ DATE OF MANUFACTURE _____

CIRCLE ONE: NEW OR INSTALLED

REQUIRED FOR RE-INSTALLATION HOMES ONLY: WINDLOAD ZONE _____

ROOF LOAD ZONE _____ HEATING/COOLING ZONE _____

See the attached Manufactured Home Installation Guide for items that need to be submitted with this permit application and inspection process.

Permits are issued on the express condition that all information is true and accurate. All work shall be done in accordance with the ordinances of the City of Lake Elmo.

Signature of Installer

Date

For Office Use Only

APPROVAL _____

ESCROW FEE \$ 500.00

MANUFACTURED HOME INSTALLATION GUIDE

PERMITS: Submit the following items

1. Complete the manufactured home installation permit application.

2. Site plan drawn on scale (not on graph paper) that includes lot size, front-side-rear setbacks from manufactured home to property line. Include all accessory structures.
3. Homeowners cannot install manufactured homes.
4. Manufacturer's anchoring specifications, home and site specific and the anchoring equipment model number and installation instructions.
5. Manufacturer's support layout and spacing design, home and site specific.

The following checklist is only a partial listing of requirements for the installation of manufactured homes. For more detailed requirements and specifications refer to the Minnesota State Building Code Chapter 1350.

GENERAL:

1. Site preparation: the building pad under the home must allow for surface water to drain away from and not pond under the manufactured home. Remove all organic material.
2. Install a 6-mil poly vapor retarder or equivalent under the enclosed floor area.
3. Ground anchors and tie downs must be installed per the manufacturer's instructions and the MN State Building Code.
4. All skirting and skirting supports shall be of a weather resistive material. All skirting shall be vented as per the manufacture's installation instructions. Provide a minimum 18" wide and 24" high access panel and for a double wide provide two access panels.
5. Wheels must be removed and placed under the home.
6. Installation contractor shall test the operation of all the smoke & c/o detectors.
7. Provide the heat tape manufacturer's specifications for installation of heat tape in the minus 20 to 40 Fahrenheit ranges.

PLUMBING & MECHANICAL (BY PERMIT ONLY):

1. Licensed manufactured home installers under Chapter 327B are NOT required to be licensed plumbers when connecting: the exterior building drain outlets to the sewer system and the exterior water lines to the ground water system.
2. Installers cannot make electrical connections.
3. The manufactured home fuel gas piping system shall be tested before it is connected to the gas supply. The manufactured home gas piping system shall be subjected to a pressure test with all appliance shutoff valves, except those ahead of fuel gas cooking appliances, in the open position. Appliance shutoff valves ahead of fuel gas cooking appliances shall be closed. (A) The test shall be consisting of air pressure at not less than 10 inches nor more than 14 inches water column. (B) The system shall be isolated from the air pressure source and maintain this pressure for not less than 10 minutes.
4. The gas piping from the gas meter to the manufactured home connection shall be pressure tested at 25 pounds at 30 minutes, dug in and installed 6 inches underground, with a protection sleeve at grade, near the gas meter to inside of home skirting.
5. Site installed and manufacturer constructed, water piping, and drain waste piping are required to pressure tested in accordance with the home manufacturer's requirements, MN Rules



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Chapter 1350.3400, and MN State Plumbing Code prior to connecting them to the site's utility services.

6. Horizontal waste piping shall be supported 32 inches on center when hung under the manufactured home.
7. Appliance vent and ducts, water heater pressure relief valves and furnace, or air conditioning condensation piping shall be directed to the exterior of skirting.
8. Chimney storm collars and caps are to be installed as part of the set-up

INSPECTIONS

Please note separate permits are required for Mechanical & Electrical

ROUGH-IN: Before the manufactured home is skirted call for these inspections.

1. Complete all blocking and tie downs.
2. Gas line test (see #3 and #4 under plumbing and mechanical requirements)
3. Sewer/Water connected (see #5 and #6 under plumbing and mechanical requirements)
4. Poly on the ground.
5. Heat tape, before it is covered by insulation.

FINAL: Complete to obtain a Certificate of Occupancy.

1. Skirting and access panel installed.
2. All doors are to have platforms, steps, guards, and handrails according to code.
3. Yard is clear of wasted materials and no ordinance violations.
4. Address numbers on the home.
5. Attach MN State Seals A-1 & S-1 to the home.
6. Manufactured home shall have a data plate affixed in a permanent manner near the main electrical panel or other readily accessible place.
7. Dilapidated structures or other ordinance violations must be removed from the lot and all existing structures must conform to the ordinance setbacks before permit issuance.
8. Install smoke and carbon monoxide detectors in manufactured home.

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