

## Mobile Home Permit Process

1. **Pick up a Mobile Home Permit Application.** Applications for mobile homes in the city limits can be obtained from City Hall (342-0153). The application must be completed & signed by City Superintendent before bringing to this office.
2. Supply a copy of the deed and parcel identification number to the Building and Planning Department. **If the home is to be set on someone else's property, we need a notarized letter from them** giving you permission to utilize their property.
3. After the deed has been reviewed by the Planning Department, a Development Permit will be issued to you at a cost of **\$285.00**. Replacement mobile homes \$150.00.
4. If it is determined in the review process that your property is in a flood prone area, you must have a surveying firm set a benchmark for the flood elevation before your Mobile home set-up permit is issued and supply a flood elevation certificate to this office before a final is done.
5. A copy of the development permit will be issued to the applicant. At this time, you are ready to apply for your septic permit and driveway permit. **Carry a copy of this permit to the Health Department (342-0170) to apply for a septic permit and a copy to the Road Department (997-2036) for a driveway permit or waiver.**
6. **Homeowner must locate and mark property lines for a site inspection. The installer must meet with the inspector on site to verify site requirements** and preparations before the mobile home set-up permit is issued. **A mobile home can not be delivered prior to issuance of set-up permit. A check list is included in this packet.**
7. **Supply the Building & Planning Department with a copy of the septic and driveway permit and an elevation certificate,** if needed. At this time, the mobile home set-up permit can be purchased. The fees are as follows:

|                                       |                           |
|---------------------------------------|---------------------------|
| *S/W Mobile Home                      | \$150.00                  |
| *D/W Mobile Home                      | \$225.00                  |
| *Attachments or portions of a section | \$50.00                   |
| *Used Mobile Homes                    | \$100.00 (additional fee) |
| *911 Address                          | \$100.00 (new sites)      |
| *Emergency Medical Impact Fee         | \$123.72                  |
| *Fire Rescue Impact                   | \$96.32 (N/A in city)     |

8. According to the Mobile/Manufactured Home Installation Standards, all installations of mobile/manufactured homes shall be performed by either a licensed installer, dealer installer, or manufacturer installer. Before the permit is issued, this individual is required to provide this office with a copy of their license and must sign your mobile home permit as contractor for setting this home.
9. **When the home is set, septic connected, well has been drilled, and the electric is ready for the power company to connect, call the Health Department for a final inspection. We must have a copy of the Health Department's final before we can do our final inspection.** Allow for up to 24 hours for the Inspector to go out to the site. At the time of inspection, the set-up manual must be in the home. **This department will contact the power company and authorize their connecting power if all setup procedures are correct.**
10. 90 days after inspection and power is connected, skirting must be installed around the home. During these 90 days, decks without a roof can be added as part of the building permit.