

Residential New Construction Permit Requirements **Single-family Residential HUD Home Installation** **for Mobile Home Parks**

Important notes about building permit request submissions

- All permit applications must be submitted online using the [Customer Access](#) portal.
- There is no need to email us when you submit documents. Staff is notified automatically within one business day of your submission.
- Submit documents as PDF file type only.
- Please include the following:
 1. List the site address on all documents and plans.
 2. Include the owner's name on all documents.
- Permit review will be delayed if the required documents are not submitted online, if they are not submitted as PDFs, or if the documentation is missing information.
- All submitted documents will become a public permanent record of the property. It is in your best interest that the submitted PDFs are of the highest quality and detail, in case you or somebody else needs to refer to them in the future.

General guidelines

- Arapahoe County will not permit a "Single-wide", Single-family HUD Dwelling to be installed East of Gun-Club Road.
- Arapahoe County will permit a "Double-wide", Single-family HUD Dwelling to be installed East of Gun-Club Road.
- On-site construction submittal requirements: There are individual submittal requirement handouts available for various accessory projects that may be proposed for this site, including any decks, covered porches, garages, etc. However, HUD-type manufactured homes cannot be modified without the manufacturer's approval and possible re-certification, therefore site-built structures must be supported independently from the HUD home.

- Upon installation of the unit, the requirements of the Colorado State Manufactured Home Installation Program (MHIP) must be followed, and an inspection compliance insignia must be affixed to the building, prior to the County releasing permanent utilities or issuing a Certificate of Occupancy (CO).

Required documents

Attach the following to the online application:

1. Site Plan or Plot
 - a. It must show the location of all proposed construction in relation to property lines and any other structures currently on the property with legible distances.
 - b. It must show the location of any overhead and underground utilities.
 - c. It must show the legal address, the lot, and block numbers.
 - d. Important: the submitted site plan will be filed as a permanent record.
2. Soils bearing capacity test (a.k.a. penetrometer reading):
 - a. Installations on permanent foundations will require a geotechnical (soils) report stamped and signed by the engineer or provide a stamped “open hole” soils verification letter at the time of inspections, confirming that the exposed site conditions match the footing/foundation design and assumed soil bearing capacity.
3. Single section pier loads:
 - a. As determined by the manufacturer’s installation guidelines/booklet or the Colorado Division of Housing Set-up manual.
4. Footing plans:
 - a. Provide minimum footing size, as determined by the manufacturer’s installation guidelines/booklet or the Colorado Division of Housing Set-up manual.
 - b. The footing design must provide adequate support for the stacked block or metal piers at the manufacturer’s prescribed bearing locations.
5. An engineer stamped document detailing dwelling hold downs.
6. If the dwelling will be set on a permanent foundation, provide engineer-stamped

foundation plans.

- a. Construction documents are to reflect compliance with the 2021 International Residential Code (IRC), Arapahoe County Design Criteria, and county adopted [amendments](#).
 - i. Design criteria of 30 psf¹ roof snow load
 - ii. Wind speed is a minimum of 115 mph V-Ultimate Design Speed
 - iii. Seismic Design Category “B”
 - iv. Frost Depth 36”.
7. Documentation showing the design criteria used by the manufacturer for this structure, including the code year and version used, the roof snow (live) load, wind loading, thermal zone, etc. to ensure compliance with County adopted codes and design parameters.
8. Manufacturer’s instructions and loading criteria for any ABS pads or any other approved alternative support systems to be used.
9. Bolting pattern requirements (for double/triple units, etc.).

Important additional requirements for a successful inspection

- Download, print and have the following documents ready for the inspector from the [Customer Access](#) portal:
 - A color copy of all final stamped permit documents (i.e., all the ones reviewed and approved – these documents are found in the Customer Access portal and will have the file name marked as “FINAL”).
 - A copy of the review comments.

¹ Pounds per Square Foot