

Manufactured Home Installation **Single Family Residential**

Permit submittal requirements

Incomplete submittals will be returned without being reviewed or approved

1. A complete BUILDING PERMIT APPLICATION, signed and dated by the applicant.
2. A SOILS TEST REPORT, including an original stamp and signature by the engineer, **or** provide a stamped “open hole” soils verification letter at time of inspections, confirming that the exposed site conditions match the footing / foundation design and assumed soil bearing capacity.
3. SITE PLAN, (1) copy submitted for permanent records, must show the location of all proposed construction in relation to property lines and any other structures currently on the property. The plan must show the proposed driveway and access point, and should include the lot and block.
4. Provide design criteria used by the manufacturer, a floor plan of the manufactured home, unit to unit and unit to foundation bolting – anchorage details, furnace / WH locations, exit locations and whether there will be a concrete stoop or framed deck (see #7 below).
5. FOOTING / FOUNDATION PLANS. Provide (2) complete foundation plans, stamped and signed by a Colorado registered architect or engineer. Plans must show location and size of footings / caissons and if required, foundation walls - also placement, size and grade of any required reinforcement, and the design criteria used for the foundation, which must meet or exceed the County requirements. The foundation / footing design is to provide adequate support for the stacked block or metal piers at the manufacturer’s prescribed bearing locations.
6. A CERTIFICATE OF SEWER AVAILABILITY from a Water and Sanitation District - OR - a copy of an approved permit from the Tri County Health Department for a private sewage disposal system. (Note: This does not apply to existing park lots)
7. 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 basement finish, decks, covered porches, garages, etc. However, HUD type manufactured homes cannot be modified without manufacturer’s approval and possible re-certification, therefore site built structures must be supported independently from the HUD home.
8. 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). See the MHIP handout or contact the State at 303-864-7852 or <https://www.colorado.gov/pacific/dola/factory-built-structures> for additional information.