

**Manufactured Home Installation**  
**for Mobile Home Parks**  
**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 BEARING CAPACITY TEST (PENETROMETER READING). Installations on permanent foundations will require a SOILS REPORT stamped and signed 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, **or** PLOT PLAN, showing the location of all proposed construction in relation to property lines and any other structures currently on the property.
4. SINGLE SECTION PIER LOADS, as determined by the manufacturer’s installation guidelines / booklet **or** the Colorado Division of Housing Set-up manual
5. FOOTING PLANS. Provide minimum footing size, as determined by the manufacturer’s installation guidelines / booklet **or** the Colorado Division of Housing Set-up manual. The footing design must provide adequate support for the stacked block or metal piers at the manufacturer’s prescribed bearing locations.
6. Provide 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.
7. Provide manufacturer’s instructions and loading criteria for any ABS pads or any other approved alternative support systems to be used.
8. Provide bolting pattern requirements (for double / triple wide units, etc)
9. 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 manufacturer’s approval and possible re-certification, therefore site built structures must be supported independently from the HUD home.
9. 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.