SUBMITTAL REQUIREMENTS
FOR USED MANUFACTURED HOME

When submitting your application for a Residential project please include the following:

1. Completed Building Permit Application

2. If this is a new home (stick built, manufactured or industrialized home) please have your 911 address on your application, if you do not have a 911 address please call Emergency Management at 724-349-9300 to obtain one.

3. For homes that are using a private septic system and are not on a public system, we will need a copy of the paper you were given by the sewage enforcement officer. Office hours are Monday through Thursday 8 am – 4 pm or by appointment.

   Telephone number is (724) 548-7743
   Address: 11242 Route 422 Hwy,
   PO Box 175, Elderton, PA 15736

   For homes that are on a public septic system, please make sure that you have applied and paid for a tap in to the system.

4. If you don't know your tax parcel number for your property, to put on your application, please contact the Tax Office at 724-465-3812.

5. If you don't know your Serial Number for your used manufactured home, it can be found on the data sheet in the home or on the front chasses crossmember.

6. Two (2) complete sets of drawings for your building project.

7. One (1) Site Plan on 8 ½ x 11 sheet of paper – blue or black ink only

8. The habitability guide checklist must be completed by the homeowner/applicant and turned in with the application and drawings. A permit will not be issued without this checklist.

9. A copy of the Highway Access Permit from either Penndot or your Municipality (Township or Borough), if you are putting in a new home with a new driveway.

10. Your contractor's workman's compensation and liability insurance. If you are not using a contractor or your contractor doesn't have workman's compensation insurance, please complete the Workman's Comp form and have it notarized.

11. $25.00 non-refundable application fee – please make checks payable to ***Indiana County Code Division***

12. In order for a certificate of occupancy to be issued for your used manufactured home, your certified installer must complete an installation certificate and a checklist with test reports and turn them into our office.

INDIANA COUNTY

Office of Planning and Development
801 Water Street
Indiana, PA 15701
(724) 465-3870 Fax (724) 465-3151

FOR OFFICE USE ONLY

Permit # _____
Date: _____

Building Permit Application
~Residential Used Manufactured Home~

Site Address _____

City _____ State PA _____ Zip _____

Municipality _____Township / Borough

Estimated Cost of Project $_____ Date of Manufacture of Home _____

Seriel Number of Manufactured Home _____

YOU MUST PROVIDE A TAX PARCEL NUMBER FOR THE PROPERTY AT THE SITE ADDRESS LISTED ABOVE

Tax Parcel # _____

Homeowner's Name _____

Current Mailing Address of Homeowner _____

City _____ State _____ Zip Code _____

Homeowner's
Phone Number _____ Cell Phone _____

Homeowner's E-mail Address: _____

Water Supply _____

Sewage _____

Electricity provider: _____

Type of Heat: _____

Central Air: ☐ Yes ☐ No

Does it have a basement? ☐Yes ☐No

Certified Installer _____

Address_____

City _____ State PA Zip_____

Phone _____ Fax _____ Cell Phone _____

E-mail Address: _____

Contractor: _____

Address_____

City _____ State _____ Zip_____

Phone _____ Fax _____ Cell Phone _____

E-mail Address: _____

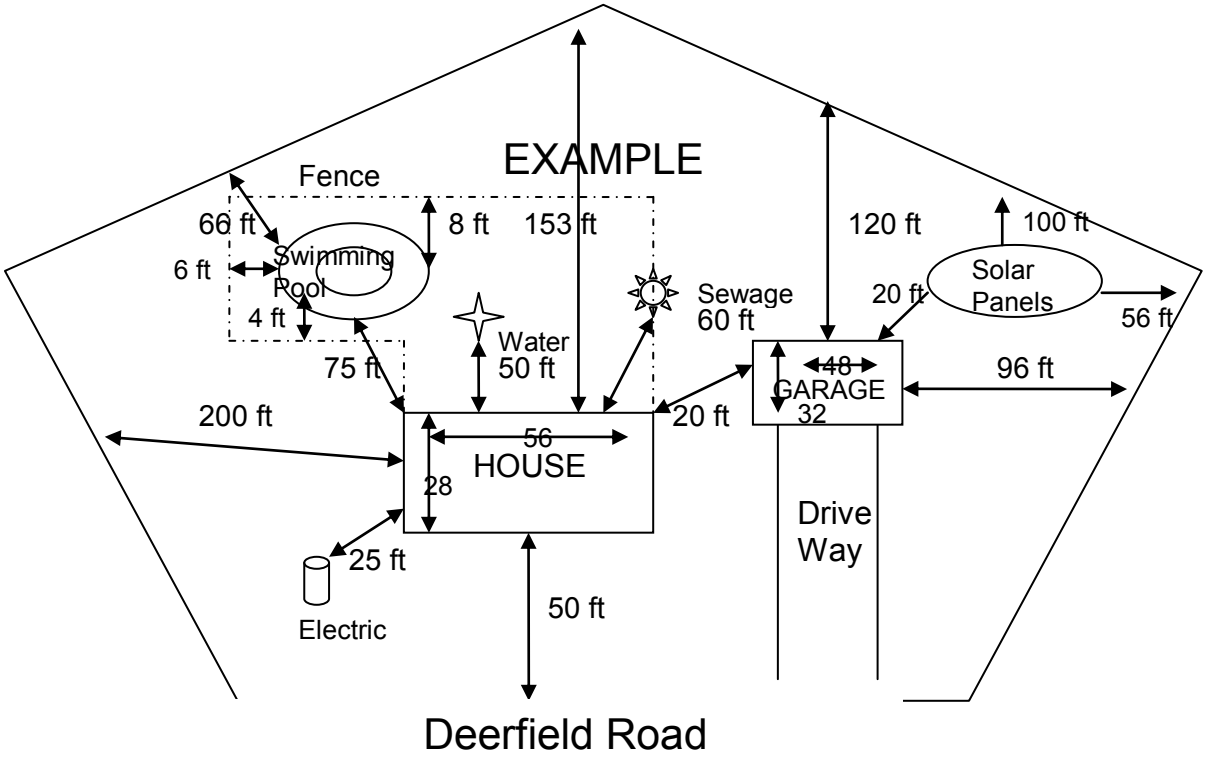
Applicant:
____ HOME-OWNER ___ CONTRACTOR

_____
Signature Date

SITE PLAN REQUIREMENTS
FOR RESIDENTIAL MANUFACTURED HOME PROJECTS

The Site Plan drawing shall be submitted on 8 ½ X 11 paper and shall include:

- Distance from property lines and roadway and any other structures on the property.
- Show the outside dimensions of the proposed dwelling.
- All utility layouts (including sewage, electric and water)
- Driveway layouts and specifics



PENNSAFE BUILDING INSPECTION SERVICES LLC

RESIDENTIAL USED MANUFACTURED HOME SUBMITTAL HANDOUT

Every item below must be checked as completed (if applicable), or marked n/a (if not applicable), for your project. This form must be completed in its entirety then returned with attached drawings.

Please see the Habitability Booklet under the General Info section of this site, for more information on the form that needs completed below.

- ☐ Permit Application
- ☐ Two (2) full sets of plans
- ☐ Manufacturers Installation Manual to be located at project site
- ☐ Completed Habitability Form – for all manufactured homes built after July 1976

The following items are required to be included on the building plan drawings

- ☐ Site plan showing all exterior setbacks
- ☐ Floor plan layout of home interior
- ☐ Footer Specifications
- ☐ When basement is provided - Foundation Specification
- ☐ Approved tie down anchoring system
- ☐ Support pier specifications and installation method
- ☐ Energy Code Requirements
- ☐ Onsite Mechanical System – equipment, materials and layout
- ☐ Onsite Plumbing system – equipment, materials and layout
- ☐ Onsite electrical system must conform to the UCC adopted version of the NEC.
- ☐ Deck and porch plans- must have minimum 3' X 3' landing and be self-supporting.
- ☐ If full basement – indicate type of provided means of egress.
- ☐ Provide complete drawings of any structural work (such as a garage) to be performed in the field and was not factory inspected.

If the Manufacturer's Installation Instruction Manual is not available, then the A225.1-1994 Existing Manufactured Home Standard must be followed.

(Continued)

INSTALLATION REQUIREMENTS AND METHODS

FOOTER OPTIONS: **(Check one)**

☐ **Concrete Pier Footings Round** – Provide 36” deep minimum frost protection when skirting is installed – 48” without skirting. For piers spaced no more than 8' apart, holes should be 28" diameter, unless soil bearing capacity is greater than 1,500 lbs. per square foot.

☐ **Concrete Pier Footings, Runners** – Provide 36” deep minimum frost protection when skirting is installed – 48” without skirting. For piers spaced no more than 8' apart, footings must be 24' wide, unless soil bearing capacity is greater than 1,500 lbs. per square foot.

FOUNDATION OPTIONS: (Check one)

☐ **Main Support Piers** – Generally within 2' from each end, and spaced 8' apart. A single stack concrete block pier capacity is 8,000 lbs., up to 36". Piers higher than 36' require double blocks, interlocked. No mortar required for piers less than 80" high. Cap blocks must be full size (16x16 pier requires 16x16 cap block).

☐ **Full Foundation** – Plan and specifications required. Cross section submittals are available for your drawings. Verify that all imposed structural loads are properly supported.

ANCHORING METHODS (Check one)

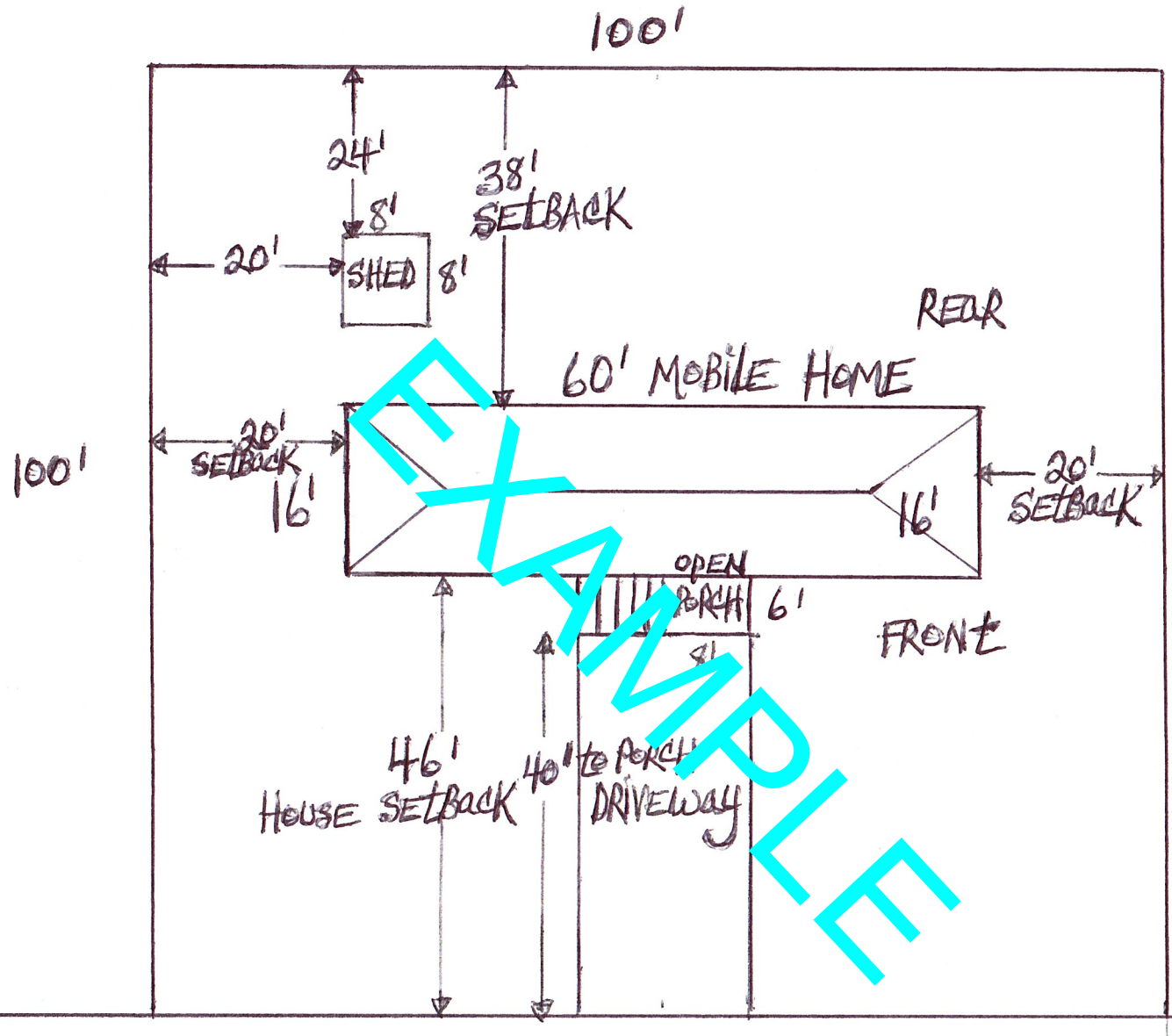
☐ **Auger and Strap Type**: Installed within 2' of the end of the home, then generally 11’ spaced apart. Install below frost line. Closely follow manufacturer’s installation instructions.

☐ **Alternative systems** - Vector systems, OTI system. Any stamped engineered or alternative system approved by the manufacturer. Must be approved by Manufacturer and their DAPIA.

INSPECTION SCHEDULE – Always provide a minimum of 24 hours notice.

1. Foundation (before placing footings)
2. Concrete slab or under floor (prior to pouring concrete floor)
3. Anchorage (after home is set in place, installed and anchored)
4. Service Equipment – Electrical, Plumbing, Mechanical work performed in field.
5. Frame (call before covering any work performed in field)
6. Means of egress (Decks & Porches)
7. Final (prior to occupancy)

THIS COMPLETED FORM MUST BE SUBMITTED WITH THE PROJECT PLANS AND DRAWINGS



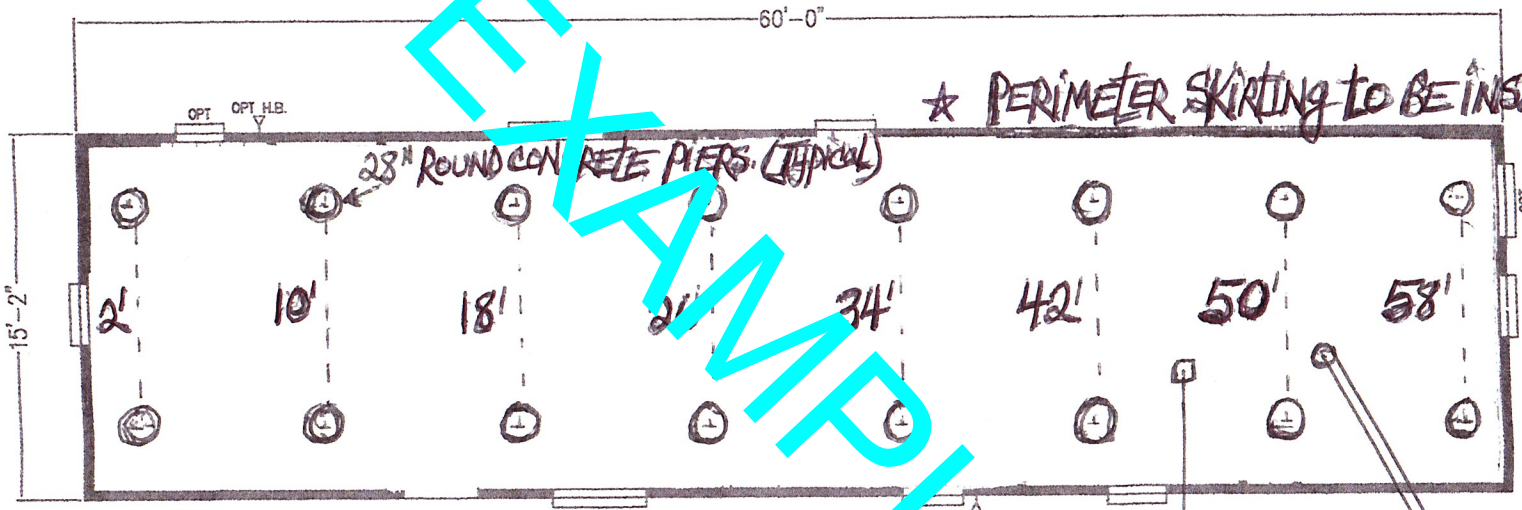
WAYNE ROAD - SANDY TWSP.

SAMPLE SITE PLAN

PENNSAFE SAMPLE PIER PLAN - MOBILE HOME

My Actual Home Size is _____ (WIDE) X _____ (DEEP).

100 AMP Pole Service



★ PERIMETER SKIRTING TO BE INSTALLED

EXAMPLE

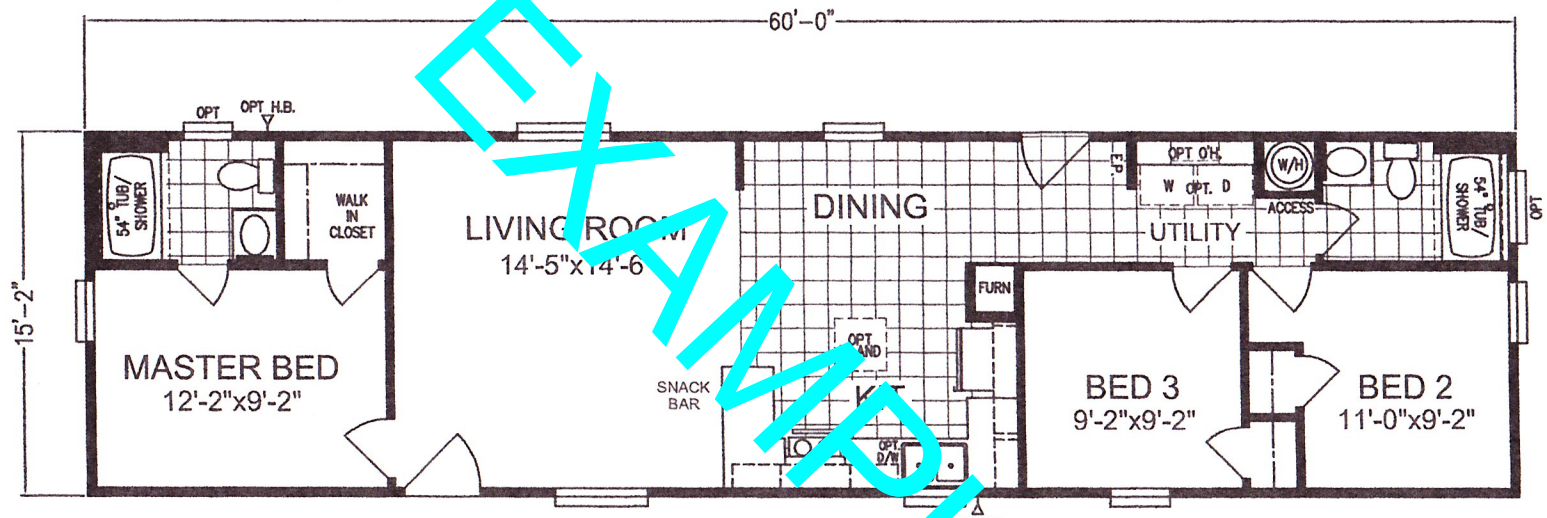
FOOTER AND ANCHOR SPECS:

1. CONCRETE PIER FOOTINGS
   36" DEEP - 28" DIAMETER
   SPACED PER DRAWING.
2. CONCRETE BLOCK SUPPORTS PLACED ON TOP OF PIERS UP TO SUPPORT BEAMS.
3. ANCHOR AND TIE DOWN SYSTEMS.
   AUGER AND STRAP TYPE INSTALLED MAXIMUM 11' APART. ALL OTHER TYPES INSTALLED PER MANUFACTURER SPECIFICATIONS.

NEW 3/4" WATER LINE WITH FROST PROTECTION

SEWER LINE

MOBILE HOME FLOORPLAN



PENNSAFE BUILDING INSPECTION SERVICES LLC

Deck and Roof Cross Section Submittal

Roof Size: Width: _____Length: _____

Roof Type: Gable: _____ Hip: _____ Shed: _____

Roof Pitch: _____

(check one) Trusses: _____ Rafters: _____

Spacing of Trusses or Rafters:_____

Rafter Size and Span: _____

Ridge Beam: Size: _____ Span: _____

Roof Sheathing:_____

Roof Covering: _____

Roof Header Beam: Size: _____ Span: _____

Deck Size: Width: _____ Length: _____

Footer Size: Width: _____ Length: _____

Carrier Beam: Size: _____ Span: _____

Type of Floor Joist: _____

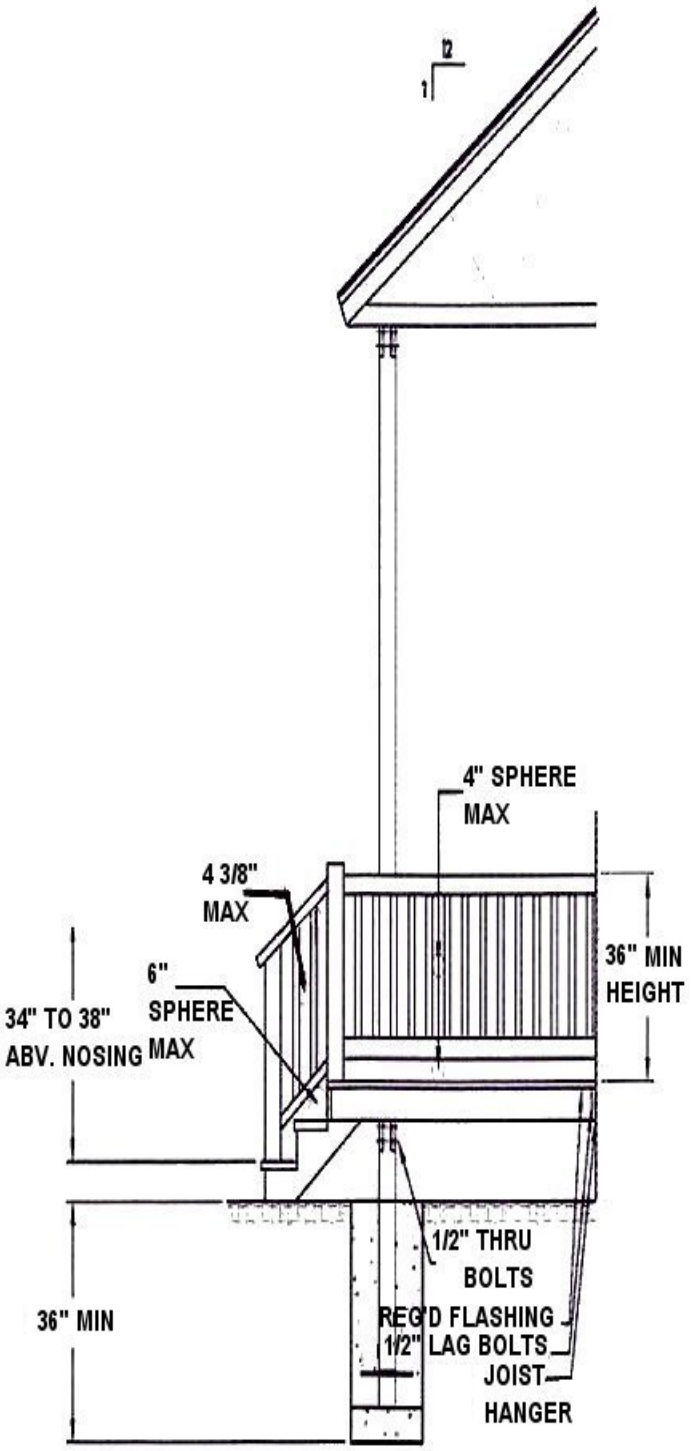
Floor Joist: Size: _____ Span: _____

Decking Material: _____

Number of Steps: _____

Riser Height: _____

Tread Depth: _____

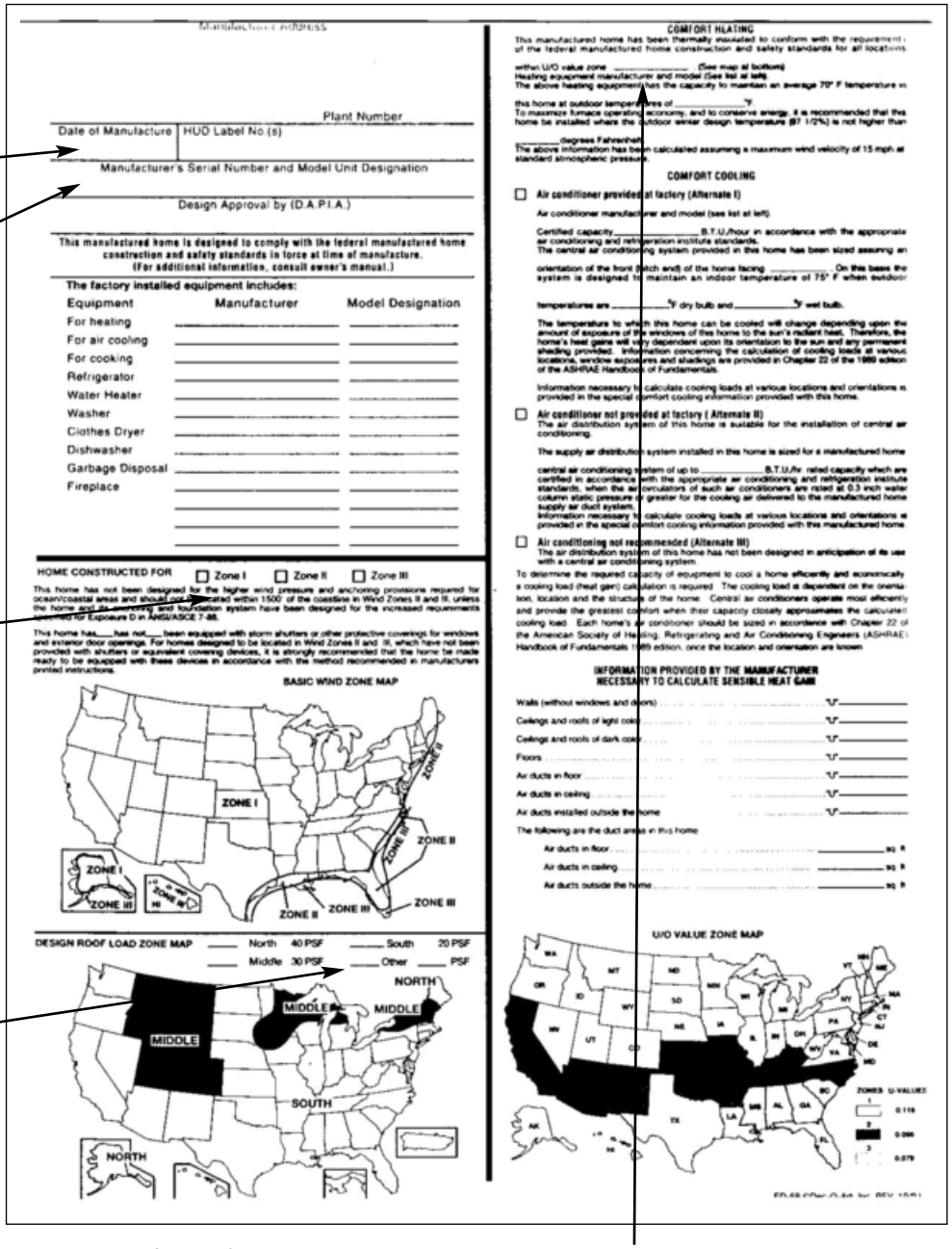


Data Plate Information

The data plate is typically located inside a kitchen cabinet, in a bedroom closet or on the electrical panel-board cover area. If the data plate is not available, additional inspections may be required to determine if the home was constructed for the Pennsylvania climate.

TYPICAL DATA PLATE

1. **Identify the date of manufacture.**
2. **Identify the serial number.** ***(Cross reference to the front crossmember of the chassis.)***
3. **Identify Wind Zone** ***(Pa. – WIND ZONE 1)***
4. **Identify Roof Snow Load Zone.** ***(Pa. – SOUTH (20) ZONE)***



NOTE- Pennsylvania design criteria:
Home manufactured after OCTOBER 1994 - CLIMATE ZONE 3.
Homes manufactured between June 1976 – October 1994 - CLIMATE ZONE 2.

Habitability Checklist for Relocated Manufactured Homes

Complete and sign this checklist to certify compliance with the Habitability Guide for Relocated Manufactured Homes.
All items must be correct. A completed checklist must be submitted to the local building code official as part of the building permit process.

1. HOME SERIAL NUMBER:	2. YEAR OF MANUFACTURE
3. ADDRESS OF INSTALLATION:	
4. PERMIT APPLICANT OR AGENT NAME:	5. PERMIT APPLICANT OR AGENT SIGNATURE:

Data Plate, Serial Number & Certification Label

- ☐ Locate the serial number from the front chassis crossmember and the certification labels from the exterior siding. Cross reference to the data plate in the home. *See page 2.*
- ☐ Verify the home was certified as a manufactured home and that it was designed and constructed for the Pennsylvania climate zone.

Floors

- ☐ Floor is structurally sound. Floor coverings are secure and do not present tripping hazards.
- ☐ Floor insulation is properly installed in floor cavity, especially at access areas.
- ☐ Bottom Board is patched and secure. *See page 6.*

Walls

- ☐ Walls are structurally sound, without holes, breaks or protrusions.
- ☐ Doors and windows are operational with proper glazing. *See page 3.*
- ☐ Doors are equipped with proper hardware. *See page 3.*
- ☐ Safety glazing is provided where required. *See page 3.*

Exterior Coverings

- ☐ Roofing material free from obvious defects, holes, etc.
- ☐ Roof caps, vents, flashing, etc. are properly installed. Fireplace chimneys are the proper height (3' above the roof where it passes and 2' higher than any part of the building with 10' of the chimney).
- ☐ Siding material is free from obvious defects, holes, etc. and is properly channeled or sealed around penetrations.

Sanitary Facilities

- ☐ Plumbing system is in good working order and free from defects, leaks and obstructions. *See page 4.*
- ☐ Drain piping under the floor is properly sloped and supported every 4'. *See page 4.*
- ☐ Water supply line crossover insulation and covers are properly installed.
- ☐ Hot water appliance is properly installed and in good working order.
- ☐ Water temperature limiting devise must be set properly, *for home constructed after June 9, 2014, see page 4.*

Ventilation

- ☐ Clothes dryer exhaust ducts terminate outside of the skirting crawl space enclosure. *See page 5.*
- ☐ Kitchen, bath and toilet compartment fans are operational. *For homes built after Oct 25, 1993, see page 5.*

Heating

- ☐ Heating facilities are in working order.
- ☐ Registers and grills are in place at all outlets and intakes for the heating system.

Fuel Burning Appliances

- ☐ All vents, flu pipes, chimneys, etc. are properly installed, and are free from rust, damage or any condition that could result in a leak of combustion gases into the home. *See page 5.*
- ☐ Fire-blocking is adequately installed where vents, flu pipes, chimneys or other penetrations are present in the ceiling or walls inside furnace and water heater compartments. *See page 5.*
- ☐ Fuel supply piping is properly installed and supported.
- ☐ Fuel supply piping has been tested for leaks by qualified personnel.
- ☐ Cooking range anti-tip bracket is properly installed. *See page 5.*

Electrical Systems

- ☐ All electric receptacles, switches, junction boxes, fixtures, etc. are properly installed with appropriate cover plates. *See page 6.*
- ☐ All electrical crossovers are properly assembled and secured. *See page 6.*
- ☐ Operational test assured that all electrical devices operate properly.
- ☐ Ground Fault Circuit Interrupters (GFCI) where required, test and reset properly. *See page 6.*
- ☐ All exposed metal parts likely to be energized have been bonded.
- ☐ Proper smoke detectors/alarms placement and operation. *See page 4.*
- ☐ Proper carbon monoxide alarm placement and operation, if applicable. *See page 4.*