



City of Cordova  
 154 Main Street  
 Cordova, Alabama 35550  
 205-483-9266

## Manufactured Home Permit Application

**Manufactured Home Permit.** Manufactured housing is only permitted in Districts assigned in the City of Cordova Zoning Ordinances. No manufactured home shall be installed within the State of Alabama unless such installation is completed by a certified installer. The owner or purchaser of a manufactured home or manufactured building is not allowed to install said home or building unless the owner or purchaser is a certified installer. The connection of gas, electrical, central heat and air conditioning, sewer and water services shall be connected by licensed and/or certified contractors. Electrical (<http://www.aecb.state.al.us>); HVAC contractors (<http://hvacboard.state.al.us>); plumbing (<http://www.pgfb.state.al.us>) and gas (<http://www.pgfb.state.al.us>). **ALL CONTRACTORS MUST HAVE A CITY OF CORDOVA BUSINESS LICENSE.**

*All applications must include plat map with location of proposed manufactured home in relation to property lines, image of exact proposed manufactured home, location of required parking spaces, specifications of proposed home.*

**Property Owner:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Email: \_\_\_\_\_

**Property Location:**

Address: \_\_\_\_\_

Contractor	Legal Name	State License/ Certification Number	Phone Number	City License Number
<i>Manufactured Home Dealer</i>				Not Applicable
<i>Manufactured Home Installer</i>				
<i>Electrical Contractor</i>				
<i>Plumbing Contractor</i>				
<i>HVAC Contractor</i>				
<i>Gas Contractor</i>				

Alabama Manufactured Housing Commission Inspection Date: \_\_\_\_\_

**Planning Commission Use Only:**

Date Received: \_\_\_\_\_ Date of Review by Commission: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

\_\_\_\_\_  
Chairman, Planning Commission

Permit #: \_\_\_\_\_ Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment:**

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Cash \_\_\_\_\_ Check No. \_\_\_\_\_ Amount: \_\_\_\_\_

Application Fee: \_\_\_\_\_

Issuance Fee Paid: \_\_\_\_\_



## **Manufactured Home Permit Application Appendix A (From Zoning Ordinance) Manufactured Home Requirements**

### **61.16. Manufactured Homes.**

Except as otherwise provided in Sections 61.19, the following requirements shall apply to the development and installation of all manufactured homes, which may be developed only in the R-2 and R-3 Residential District, and subject to the restrictions established in Section 31.01 Gateways and are recognized only for residential use:

1. Plumbing fixtures shall be connected to a public sanitary sewer or City approved facility and shall meet the requirements of the City plumbing code and applicable State of Alabama requirements.
2. Running water from a public or state tested and approved water supply shall be piped to each manufactured home and shall be adequately protected from frost. All sources of water to each individual manufactured home site shall be underground and in no event shall temporary measures be used.
3. There shall be no storage of any kind underneath any manufactured home; and each manufactured home shall be maintained in a clean and presentable condition at all times.
4. Fences on individual manufactured home sites shall be uniform in height and shall not exceed thirty-six inches (36") and shall be constructed to provide access to all sides of the manufactured home.
5. All electric lines leading to a manufactured home space shall be provided with four (4) wire balanced 115- 230 volts supply. Wiring shall comply with applicable local and state electrical codes.
6. Two (2) parking spaces for each manufactured home shall be required as off- street parking.
7. Tie- downs, or other devices securing the stability of manufactured homes, shall be required in accordance with the manufacturer's installation requirements or based on the installation standards of the Alabama Manufactured Housing Commission.
8. Foundations shall be installed in accordance with the manufacturer's installation requirements or with the installation standards of the Alabama Manufactured Housing Commission.
9. Manufactured homes shall have permanent steps, porches or decks on all outside doorways and shall be constructed to the standards set forth in the Standard Building Code and shall be permanently anchored in the ground.
10. Skirting, the material used to enclose the space from the bottom of the manufactured home to grade level, shall be of a durable more permanent material, weather-resistant material and shall be installed in accordance with the manufacturer's installation instructions. Skirting shall be secured as necessary to ensure stability, to minimize vibrations, to minimize susceptibility to wind damage, and to compensate for possible frost heave. Each manufactured home shall have a minimum of one opening in the skirting providing access to water supply or sewer drain connections under the home. Such openings shall be a minimum of eighteen (18") inches in both vertical and horizontal dimensions and not less than three (3 sf) square feet in area. The access panel or door shall be fastened in a manner requiring the use of a special tool to open or remove the panel. On- site fabrication of the skirting by the owner or installer of the home shall be acceptable, provided the materials meet the requirements of the Standard Building Code. A

certificate of occupancy shall not be presented for the home until installation of appropriate skirting is complete.

11. No manufactured home may be installed if the manufactured home is older than five (5) years at the time of the Manufactured Home permit application as determined by the Manufactured Home's data plate. Proof of manufacture date must be provided at the time of application.
12. Manufactured homes shall have the tongues, wheels and other transportation accessories removed when set up.
13. No manufactured home may be installed unless the manufactured home is a multi-sectioned manufactured home.
14. Manufactured homes shall not be allowed on rented or leased lots unless located in a Manufactured Home Park or Subdivision.
15. All manufactured homes shall have a 4 inch in 12 inch (4/12) minimum pitch on the roof.
16. Manufactured homes shall not be set up, moved, or altered until all required permits, applications, inspections and approval have been granted by the proper granting authority. Manufactured homes shall be transported, moved or set up by certified and licensed personnel only and must obtain a City of Cordova Business License.