

APPLICATION FOR MANUFACTURED HOME

Plan Review and Installation Permit

Connolly's Certified Inspections
41932 Connolly Drive
Reedsville, OH 45772
OFFICE- 740-846-0003

C.C.I. USE ONLY

Permit Application No. _____

Seal No. _____

Date Received _____

Date Approved _____

Date Returned _____

Applicant Information: Please complete all items that are marked with an *

*Site Address:									
*County:									
*Lot #		(If in Mobile home park) Subdivision/Parcel No.							
*Zoning District:	Zone:	YES	NO						
	Flood Plain:	YES	NO	(Circle One)		Map: ☒			
*Manufactured Home Brand:									
*Home is:	(Circle)	New	Or	Used		(Circle)	Single	Or	Double
*Date of Mfg:					*Serial No.:				
*Hud No:					Project Cost:				
Estimated Starting Date:					Estimated Finish Date:				
*Homeowners Name:					*Phone No.				

***Manufacturers Installation Manual to be kept on jobsite with paperwork at times!!**

PLEASE NOTE: There are 3 inspections required:

- **Footer inspection:** This is either an open-hole inspection of forms and reinforcement, if required, or an inspection to determine if re-use of existing foundation is appropriate for the home being installed. Call for the footer inspections **BEFORE** placing or pouring concrete.
- **Electric Service Inspection**
- **Final Inspection**

FOUNDATION WORK: INSTALLER'S LICENSE INFORMATION: (Please write if it is ABS foundation)

*License Name and Number: _____

*Address: _____

*Phone No: _____ Cell No: _____ Fax No. _____

Email: _____

DESIGN PROFESSIONAL: (to be used if in flood plain or basement set)

Architect: _____ Phone No. _____

Engineer: _____ Phone No. _____

_____ Registration No. _____

Other _____

SET CREW WORK: INSTALLER'S LICENSE NAME AND NO.

*License Name and Number: _____

*Address: _____

*Phone No. _____ Cell No. _____ Fax No. _____

Email _____

OTHER INSTALLERS OR CONTRACTORS (INCLUDE SCOPE OF WORK)

APPLICANT: Specify if you are the: (Circle the Appropriate answer)

Retailer

Park Operator

Homeowner

Installer

Other

***Current Address to send permit:**

***Phone No.**

Send invoices to:

***ELECTRICAL for MANUFACTURE HOME** (Inspections will include only the work performed on-site.)

Service Installed on: (Circle appropriate answer) HOME POLE

*Service Size:		(100 amp/200 amp)
*Wire Size:		*POWER CO: * WK ORDER#

Please note: Installer is responsible to install light bulbs and fixtures PRIOR to calling for the final. All homes, including used homes, must have **OPERABLE SMOKE DETECTORS**.

OXIDE COMPOUND NEEDED ON ALUMINUM WIRE

2 GROUND RODS NEEDED AT OUTSIDE DISCONNECT (6 FT. APART CONNECTED TOGETHER)

4 wire feeders- (are required to be protected)

PERMANENT FOUNDATION

For purposes of this rule, a permanent foundation shall:

Have a continuous masonry perimeter wall, either load bearing or a non-load bearing wall;

Have footings that are either below the frost line or protected from frost heave;

Tongue wheels, axles, and hitches shall be removed from under the manufactured home; and Conform to Chapter 4781-6 of the Administrative Code;

For the purpose of this rule, stable foundation shall:

1. Not require a footing below grade but must be protected from frost heave; We, the homeowners, accept and understand the responsibility of a stable foundation in lieu of permanent foundation.

*Printed Name

*Date

*Signature

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Reedsville, OH 45772

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CERTIFICATION (Read all sections, sign, date and attach any drawings and/or supporting documents)

READ CAREFULLY BEFORE SIGNING AND SUBMITTING THIS APPLICATION:

ALL PERMITS SHALL EXPIRE SIX MONTHS FROM THE DATE OF ISSUE.

I FULLY UNDERSTAND THAT NO EXCAVATION, INSTALLATION, OR STRUCTURAL, ALTERATION, ELECTRICAL, OR MECHANICAL INSTALLATION OR ALTERATION OF ANY MANUFACTURED HOME, OR PART THEREOF AND NO USE OF THE ABOVE SHALL BE UNDERTAKEN OR PERFORMED UNTIL THE PERMIT APPLIED FOR HEREIN HAS BEEN APPROVED AND ISSUED BY THE AUTHORITY HAVING JURISDICTION.

I hereby certify that I am the owner of the named property or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of the jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of this code(s) applicable to such permit.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THE ABOVE LISTED INSTRUCTIONS.

***Signature of applicant**

***Date**

***Printed Name**

INCOMPLETE

COMPLETE

HOLD

DATE: _____

PARTIALLY APPROVED

APPROVED

DISAPPROVED

PLANS EXAMINER_____ **Date**_____



Homeowner / Installer Agreement

The person that sets and levels the home is responsible for completing and sending the 14-day notice to the County Auditor.

The homeowner may obtain their own permit to install a manufactured home only if they meet all of the following conditions:

- | | |
|--|--|
| ☐ Home is located on the property that the person owns and, | ☐ Home is for their own occupancy and, |
| ☐ Home is not located in a manufactured home park and, | ☐ Homeowner understands they will not be eligible for dispute resolution. |

The homeowner, who obtains a permit to install a manufactured home, must be responsible for all the work. However, they may contract out portions of the work to a licensed installer who is an active licensee in Ohio, and all contracted work must be identified and agreed upon in writing (see below). The installer will be responsible for their portion of the installation that is identified by checking the list below and signed by the owner and the installer(s):

Permit Application Number: _____ Seal Number: _____

Site Address: (where the home is being installed) _____

Homeowner Name: _____

Licensed Installer's Name: _____ License Number: _____

Licensed Installer's Name: _____ License Number: _____

Listed below is the basic scope of work involved in the installation of a manufactured home. The person performing the portion of work identified, must initial that portion:

- | | |
|---|---|
| ☐ Application for permit _____ | ☐ Exterior close-up _____ |
| ☐ Submittal of plans for review _____ | ☐ Anchors _____ |
| ☐ Call for inspections _____ | ☐ Electrical service _____ |
| ☐ Excavation _____ | ☐ Other electrical connections _____ |
| ☐ Footings/foundation work _____
(Concrete work, crawlspace, or basement) | ☐ Plumbing connections _____ |
| ☐ Piers _____ | ☐ Mechanical _____ |
| ☐ Vapor barrier _____ | ☐ Perimeter wall construction/Skirting _____ |
| ☐ Set & level _____ | ☐ Steps / porches / landings _____ |

☐ Interior close-up _____☐ Other (see below) _____☐ Send "Notice of Home Installation"
to Auditor _____☐ Underbelly Repair _____

Identify other scopes of work

Homeowner: I hereby certify that I am the owner of the named property and the information provided is true and correct. I fully understand that I am taking responsibility for the scope of work that I have identified above, and I will not be eligible for dispute resolution related to the portions of work that I have identified. I also understand that failure to obtain an approved final inspection would result in a home being occupied illegally and may void manufacturer warranties and/or homeowner's insurance. I hereby attest that I will not occupy the home until the final inspection is approved and a seal has been placed on my home.

Homeowner

Date

*Installer: I hereby certify that I am a licensed installer on the named property and the information provided above is true and correct.
I fully understand that I take responsibility and liability for the scope of work that I have identified above.*

Licensed Installer

Date