

*14 Attachment 1*

Borough of Philipsburg

**PERMIT INSTRUCTIONS  
Double Wide, Modular and Mobile Homes**

1. Get approval form signed from the municipality from which the resident will be doing the building.
  - a. Make sure sewage and water is available
  - b. Make sure property is zoned for that type of building (If applicable)
  - c. Get tax map number from big black book
2. Have resident fill out application/direction form  
**THEY MUST INCLUDE WITH APPLICATION**
  - a. A copy of the contractor's liability insurance or a signed workers compensation affidavit of exemption.
  - b. Tie down specifications and footer plans or foundation specifications
  - c. Permit fee including the \$2.00 state fee.
3. Have resident mail or deliver application packet to the Satellite or the COG office. If satellite office is going to issue permit call inspector or COG office for a permit number. Make copies for resident's municipality and the COG office. Resident gets white, guardian gets yellow and COG gets pink.
4. Mail or have resident pick-up the permit. And yellow construction notice.

MOBILE HOMES AND MOBILE HOME PARKS

Guardian Inspection Services (GIS)  
Central Pennsylvania Office  
1739 Kiwanis Trail  
Dubois, PA 15801

THESE ARE NECESSARY INSPECTIONS FOR BUILDING PERMITS ISSUED FOR MOBIL HOMES, DOUBLE WIDE AND MODULAR HOMES.

Inspection Category:

1. Foundation (Prior to placement of footings)
2. Tie Down's
3. Water & Sewage Connections
4. Mechanical (if applicable)
5. Energy (if applicable)
6. Electrical Service Connection (Have all electrical company information ready)
7. Means of Egress (Decks and Porches)
8. Final

Certificate of Occupancy will not be issued until all inspections have been completed.

**SUBMITTAL REQUIREMENTS FOR NEW AND USED MANUFACTURED HOUSING**

**(MODULAR, DOUBLE-WIDE AND MOBILE HOMES)**

As required by Guardian Inspection Services, Inc.

ALL INFORMATION MUST BE FILLED IN, CHECKED OR MARKED "NA"

- \_\_\_\_\_ Application
- \_\_\_\_\_ Water permit (when applicable)
- \_\_\_\_\_ Sewer or septic permit
- \_\_\_\_\_ Zoning permit (when applicable)
- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Two (2) full sets of plans that contain the following applicable items:

- \_\_\_\_\_ One (1) Complete Manufacturers Installation (Instruction Manual)
- \_\_\_\_\_ Floor Plan
- \_\_\_\_\_ Footer Specifications
- \_\_\_\_\_ Foundation Specifications
- \_\_\_\_\_ Support Pier Set
- \_\_\_\_\_ Approved Tie Down Specifications (anchoring system)
- \_\_\_\_\_ Energy Requirements (when applicable)
- \_\_\_\_\_ Mechanical Specifications (when applicable)
- \_\_\_\_\_ Plumbing Specifications (when applicable)
- \_\_\_\_\_ Electrical Specifications (when applicable)
- \_\_\_\_\_ All deck and porch plans (must be self supporting)
- \_\_\_\_\_ All means of egress

**INSPECTION GUIDELINES**

**FOUNDATION** (any of the following options):

Concrete Pier Footings Round — Must be protected from frost (typically 36"). For piers spaced 8' apart, runner should be 28" diameter, unless soil bearing capacity can be determined to be more than 1,500 lbs. per square foot.

Concrete Pier Footings, Runners — Must be protected from frost (typically 36"). For piers spaced 8' apart, footings must be 24' wide, unless soil bearing capacity can be determined to be more that 1,500 lbs. per square foot.

Main Beam 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 the 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).

## MOBILE HOMES AND MOBILE HOME PARKS

Support Pier Set — Generally openings in side wall and marriage wall 4' or larger require piers; includes patio doors, double gang windows, certain doors with side lights. Some manufacturers require piers for all entry doors.

Full Foundation — Plan and specifications required. Verify that all imposed structural loads are properly supported.

### **ANCHORING** (any of the following types)

#### Auger and Strap Type:

Within 2' of the end of the home

Full depth

Below frost line

Above water table

Stabilizing plates required (unless auger is in-line with strap)

Strap attached to top of I-Beam, completely wraps beam 20 to 45 degrees.

NOT embedded in concrete footing.

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

Maximum Anchor Spacing (auger type) — 11" unless a greater spacing is required by the manufacturing specifications.

**If manufactured installation instructions are not available all set up requirements shall go through NCSBCS/ANSI A225.1-1994.**

All homes without skirting — Frost depth 48".

All concrete compression strength of 3,000 lbs. per square inch.

Any modification to the building frame — must be approved by either the manufacturer or a Professional Engineer

### **INSPECTION SCHEDULE**

1. Foundation (prior to placement of footings)
2. Concrete slab or under floor (prior to pouring concrete)
3. Anchorage (after installed and anchored)
4. Service Equipment — Electrical, Plumbing, Mechanical  
**(\*\*\*Electric service inspection is included in fee price. Power cannot be supplied until service inspection is approved.)**
5. Frame (any work performed in field)
6. Means of egress
7. Final (prior to occupancy)