

COMMONWEALTH CODE INSPECTION SERVICE, INC.

Submittal requirements to obtain a building permit for:

NEW MANUFACTURED / MODULAR HOME on
BASEMENT / CRAWLSPACE / PIERS
(includes - modular, sectional and house trailers)

- Completed two page application (make sure it is signed at the bottom of page)
- Permission from the municipality in the form of a checklist (signed and sealed)
- Installer's certificate (sectional and house trailer)
- Foundation plan, include the following on the drawing:
 - Footer size
 - Type of wall, either block or poured and wall thickness with rebar
 - The wall height and show the emergency escape and rescue opening
 - Pier footing size
 - If applicable, beam size and span between posts
- Site plan (must contain setback dimensions in four directions)
- Deck plan if over 30" high
- DAPIA approved installation manual (if available)
- Driving directions
- Proof of workman's compensation insurance, sole proprietorship or religious exemption

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- After submitting all required documents your application will be reviewed.
 - CCIS will contact you with approval or denial within 2 weeks.
 - If approved, your permit will be issued and the inspection fees are due before the permit is released to you.

9528 Lincoln Highway, Suite 3, Bedford, PA 15522
Phone - 814-624-0224 Fax - 814-624-0524

APPLICATION FOR BUILDING PERMIT / USE CERTIFICATE
2009 INTERNATIONAL BUILDING CODE SERIES IS ENFORCED

Application Date _____ Application No. _____

1. PROPERTY OWNER'S INFORMATION

Tax Map _____ Owner _____

Parcel No. _____ Site Address _____

Zone: Agricultural _____ Commercial _____ Conservation _____ Industrial _____ Residential _____

2. BUILDING OWNER'S INFORMATION

First Name: _____ Mi.: _____ Last Name: _____ Phone No.: _____

Street Address: _____ City: _____ State: _____ Zip: _____

3. BUILDING PERMIT APPLICATION

Description of Work: *(provide details on plot plan along with existing structures on lot)* _____

Total Lot Area _____ Acres/Sq. Ft. ESTIMATED COST OF CONSTRUCTION:\$ _____

ICC Use Group: _____ ICC Construction Type: _____

ESTIMATED START DATE ____/____/____ ESTIMATED COMPLETION DATE ____/____/____

4. MUNICIPAL INFORMATION

Municipality _____ Use Permit No. _____

Permits Required:

Sewage Certificate Type: Public _____ On Lot _____ Permit No. _____

Driveway Certificate Type: Twp. _____ PennDot _____ Permit No. _____

Type of Water System: Public _____ Well _____ Other _____

Storm Water Management ? _____

Soil Erosion Plan ? _____ Soil Conservation Review ? _____

5. CERTIFICATION

I hereby certify that I am the owner of record 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 authorized agent and I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction, and agree to conform to all applicable laws of this jurisdiction. I further certify that this information is true and correct to the best of my knowledge.

APPLICANT SIGNATURE _____ DATE _____

Address _____ Phone No _____

(TURN PAGE OVER)

6. CONTRACTOR INFORMATION

Please list additional general contractor information on additional sheet(s) if applicable

Name of Contractor _____ Phone No _____

Chief Executive Officer _____ Phone No _____

Person in Charge of Work _____ Phone No _____

Contractor Address _____

City _____ State _____ Zip _____

Home Improvement Contractor Registration # _____

Proof of "Workman's Compensation" Insurance _____

7. SUBCONTRACTOR INFORMATION

Please list subcontractors for major trades, use additional sheet(s) if applicable

Contractor _____ City, State, Zip _____ Phone No _____

Contractor _____ City, State, Zip _____ Phone No _____

Contractor _____ City, State, Zip _____ Phone No _____

Contractor _____ City, State, Zip _____ Phone No _____

Contractor _____ City, State, Zip _____ Phone No _____

7. OFFICE INFORMATION

APPLICATION FEE: \$ _____ ISSUANCE DATE ____/____/____

PERMIT FEE: \$ _____ EXPIRATION DATE ____/____/____

INSPECTION FEES \$ _____ EXTENSION DATE ____/____/____

TOTAL FEES \$ _____

APPLICATION IS: GRANTED _____ DENIED _____

SIGNATURE OF PERMIT OFFICER _____ DATE _____

APPLICANT OR AUTHORIZED AGENT IS RESPONSIBLE FOR CONTACTING BUILDING INSPECTOR FOR REQUIRED INSPECTIONS.

Building Permit # _____

MANUFACTURED HOME INSTALLATION NOTIFICATION

The undersigned does hereby certify and guarantee to Commonwealth Code Inspection Service that the manufactured home **will be installed** in accordance with the manufacturers approved design and will comply with all applicable standards, including the Uniform Construction Code, for activities and processes not covered by the Manufactured Home Construction and Safety Standards.

Owners Name: _____ Phone # _____

Current Address: _____

Job Address: _____

Make of Manufactured Home: _____ Year of Manufactured Home: _____

Size of Manufactured Home: Length _____ Width _____ Serial # Of Manufactured Home: _____

This is a:

- New Manufactured Home
- Used Manufactured Home Manufactured Prior To 1976
- Used Manufactured Home Manufactured after 1975 **(The Habitability Guide Checklist must be completed and installation must be certified by a DCED qualified home installed prior to issuance of the Certificate of Occupancy)**

Will the Manufactured Home Be Installed On:

- Piers
- Crawl Space
- Full Basement

AC Unit Included:

- Yes
- No

Deck Size: _____ X _____

Detailed deck drawings are required for decks larger than 4' X 4'. No attachment to or support by the mobile home. All deck additions and porches must be self-supported without written approval from the manufacturer. All footers and foundations must be at least 36" below finished grade.

Installer: _____

Installer Address: _____

Telephone # _____ Fax _____

Installers License of Certification # _____

- I am not yet certified by the Department of Community and Economic Development.
- Check if installer is also the owner.

For all new units the Manufacturers Installation or Setup Manual apply and must be onsite. For all used units you must follow the installation or setup manual for the unit, follow the guidance of ANSI A225.1 – 1994, or provide specific engineering signed and sealed by a licensed design professional.

Installation Checklist for Relocated Manufactured Homes

ATTENTION: Certified Pennsylvania Manufactured Home Installers must properly complete this checklist to assure proper installation. See page 2 of the DCED Installation Guide for other information regarding installer responsibilities.

Owners Name: _____ Phone No. _____

Current Address: _____

Job Site Address: _____

Municipality: _____ County: _____

Manufactured Home Stats

Make of Man. Home: _____

Year of Man. Home: _____

Size of Manufactured Home: _____ X _____

Serial # of Man. Home: _____

Foundation Support

- Footings are properly sized and constructed for the soil conditions.
- Piers are spaced and constructed according to the tables provided.
- Perimeter blocking is provided (if necessary).
- Piers at each side of openings four feet or larger (side wall and marriage line).
- Shims are in place and tight.
- Home is level.

Anchors

- Approved anchors are used.
- Anchor spacing is correct.
- Anchors are installed to full depth.
- Straps are installed at correct angles.
- Straps are protected at the sharp corners.
- Stabilizing plates are installed.

Under the Home

- Site is properly graded.
- Ground moisture barrier is installed.
- No holes or tears are present in the bottom board.
- Skirting is properly installed.
- Crawl space is properly ventilated.

Exterior

- Roof shingles are free from damage.
- Roof ridge vent is installed correctly (if applicable).
- Any penetration in the roof is properly sealed.
- Siding is free from damage.

Interior

- Ceilings, walls and floors are free from major defects.
- Windows operate properly.
- Exterior doors operate properly.
- Marriage line is properly sealed from air infiltration.

Systems

- Electrical fixtures operate properly (Operational / Polarity).
- Water lines are free from defects (leaks).
- Drainage system is free from defects (leaks).
- Gas system is free from leaks.
- Smoke alarms operate properly.

Appliances

- Appliance venting is in accordance with manufacturer's instructions.
- Fireblocking is complete.
- Fresh air intakes are properly installed.
- Appliances are working properly.
- Fireplace chimney stack and combustion air intake are completed properly.
- Anti-tip device for the cooking range is properly connected.

Whereas, Pennsylvania DCED, through Act 40 -2012, the Manufactured Housing Improvement Act (35 P.S. 1658) as amended and the regulations promulgated thereunder, require that a Certified Installer submit this checklist and that the manufactured housing unit described herein has been inspected by me and found to meet the installation and habitability guidelines for relocated manufactured housing as promulgated by the PA - DCED Manufactured Housing Standards Division November 2013, or the most recent revision thereof. I agree to conform to all applicable local, state, and federal laws governing the execution of this project. I certify that I am the owner of record or have the authority of the owner of record to grant that the Code official or his representative shall have the authority to enter the property and the manufactured housing unit, at any reasonable hour during the installation process, to enforce the provisions of the Codes governing this project. I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction, and agree to conform to all applicable laws of this jurisdiction. I further certify that this information is true and correct to the best of my knowledge and belief

INSTALLER SIGNATURE: _____ DCED I.D.# _____ DATE: ____/____/____

PRINT NAME (legibly): _____ Phone No.: _____

Address: _____

Habitability Checklist for Relocated Manufactured Homes

Use this checklist to aid in confirming compliance with the habitability guide for relocated manufactured homes. All items must be correct prior to occupancy. A completed checklist must be submitted to the local building code official as part of the building permit process.

Home Address: _____

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 5.

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.

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.

Ventilation

- Clothes dryer exhaust ducts terminate outside of the skirting crawl space enclosure. See page 4.
- Kitchen, bath and toilet compartment fans are operational. For homes built after Oct 25, 1993, see page 4.

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 4.
- 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.

Electrical Systems

- All electric receptacles, switches, junction boxes, fixtures, etc. are properly installed with appropriate cover plates. See page 5.
- All electrical crossovers are properly assembled and secured. See page 5.
- Operational test assured that all electrical devices operate properly.
- Ground Fault Circuit Interrupters (GFCI) where required, test and reset properly. See page 5.
- All exposed metal parts likely to be energized have been bonded.
- Proper smoke detectors/alarms placement and operation. See page 3.
- Proper carbon monoxide alarm placement and operation, if applicable. See page 4.

MANUFACTURED (MOBILE) HOME REQUIREMENTS

1. A building permit is required before a mobile home can be installed upon a lot. The permit should be placed at the site where it can be seen by the inspector. Manufacturers Installation Instructions should also be on site if available. If available they take precedence.
2. Footings and missionary block supports must meet the minimum requirements of the building code. The attached information meets the minimum requirements; however, other methods may be acceptable.
3. Anchoring the mobile home (tie downs) must meet the minimum requirements of the code. Attached are suggested methods, however, others may be acceptable.
4. Adequate steps with handrail and guardrail must be installed at the main entrance before occupancy.
5. A minimum 3'x3' landing is required at all exterior doors.
6. Do not move into a mobile home until you have received a final inspection and a Use and Occupancy permit has been issued.

MINIMUM BLOCKING STANDARDS (EVERY 8 FEET AND WITHIN 2 FEET OF THE ENDS)

1. Except for corner piers, piers 36 inches or less in height may be constructed of masonry units, placed with cores or cells vertically. Piers shall be installed with their long dimension at right angles to the main frame member; the support shall have a minimum cross-section area of 128 square inches. Piers shall be capped with a minimum 4 inch solid masonry unit or equivalent.
2. Piers between 36 and 80 inches in height and all corner piers over 24 inches in height shall be at least 16 inches square consisting of interlocking masonry units and shall be fully capped with a minimum 4 inch solid masonry unit or equivalent.
3. Piers over 80 inches in height may be constructed in accordance with the provisions of Item No. 2 above and the pier shall be filled solid with grout and reinforced with 4 continuous No. 5 bars. One bar shall be placed in each corner cell of hollow masonry unit piers or in each corner of the grouted space of piers constructed of solid masonry units.
4. Cast-in-place concrete piers meeting the same size and height limitations of item Nos. 1, 2 and 3 above may be substituted for piers constructed of masonry units.

TIE DOWN STANDARDS (EVERY 11 FEET AND WITHIN 3 FEET OF THE ENDS)

1. All new mobile homes shall be anchored with tie downs at locations provided by the manufacturer.
2. All used mobile homes shall be anchored with tie downs at locations required by ANSI 225.1.
3. Ground anchors can be the screw auger type with a minimum double helix diameter of four (4) inches and sunk into stable soil a depth of at least thirty (30) inches. Steel rods set into at least twenty four (24) inches of concrete, shall have a minimum diameter of 5/8 inches, and have a forged or welded eye at the top and a yoke-type fastening and tensioning device or galvanized turnbuckle. Ground anchors shall be resistant to weathering deterioration and shall be capable of withstanding the vertical pull required by either the installation manual or ANSI 225.1

4. Tie-downs shall be fastened to ground anchors and drawn tight with $\frac{3}{4}$ inch galvanized turnbuckle or yoke-type fastening and tension devices. Turnbuckles shall be ended with jaws forged or welded eyes.
5. Cables shall be as required in the installation manual or ANSI 225.1

FOOTINGS

1. Pier foundations shall be a minimum of sixteen (16) by sixteen (16) by four (4) inches solid precast concrete pad, or sixteen (16) by sixteen (16) by six (6) inches concrete poured in place. Exact dimensions shall be determined by the installation manual for new units or ANSI 225.1 for units which do not have the installation manual available.
2. All piers for mobile homes shall have a minimum cover of soil of thirty-six (36) inches to the bottom of the pier footing.

ADDITIONAL REQUIREMENTS:

Clearances underneath manufactured homes must be maintained at a minimum of eighteen inches beneath at least seventy-five percent of the lowest member of the main frame (I-beam or channel beam) and the ground or footing. No more than twenty-five percent of the lowest member of the main frame of the home shall be less than eighteen inches above the ground or footing. **In no case** shall clearance be less than twelve inches **anywhere** under the home (exception to ANSI A225.1).

During the installation process, a ground cover must be installed under all manufactured homes. The ground cover must be a minimum of six-mil *black* polyethylene sheeting or its equivalent (exception to ANSI A225.1). The ground cover may be omitted if the under floor area of the home has a concrete slab floor with a minimum thickness of three and one-half inches.

NEW manufactured housing must be installed according to the manufacturer's approved installation instructions and be installed by a licensed installer.

A completed Certificate of Compliance form must be provided to CCIS within 5 days of completion of the installation of the home to obtain the certificate of occupancy.

WORKER'S COMPENSATION INSURANCE COVERAGE INFORMATION

(attach to building permit application)

A. The applicant is a contractor within the meaning of the Pennsylvania Worker' Compensation Law.
____ Yes ____ No

If the answer is "yes", complete Section B or C below.

If the answer is "no", complete Section C below.

B. Insurance Information:

Name of Applicant _____

Federal or State Employer Identification No. _____

Applicant is a qualified self-insurer for Workers' Compensation

____ Original Certificate attached.

Name of Workers' Compensation insurer _____

Workers' Compensation Insurance Policy No. _____

____ Original Certificate attached.

Policy Expiration Date _____

C. Exemption... **MUST BE NOTARIZED...**

Complete Section C if the applicant is a contractor or homeowner claiming exemption from providing Workers' compensation insurance. The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Worker' Compensation Law for one of the following reasons, as indicated.

____ **Contractor with no employees.** Contractor prohibited by Law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the Municipality.

____ **Homeowner** who elects to perform all of the work without contracting or hiring others to assist.

____ **Religious exemption** under Worker' Compensation Law.

Signature of applicant: _____

Address: _____

Commonwealth of Pennsylvania

County of _____

On this, the ____ day of _____, 20__, before me _____, the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name subscribed to the within instrument, and acknowledged that she/he executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

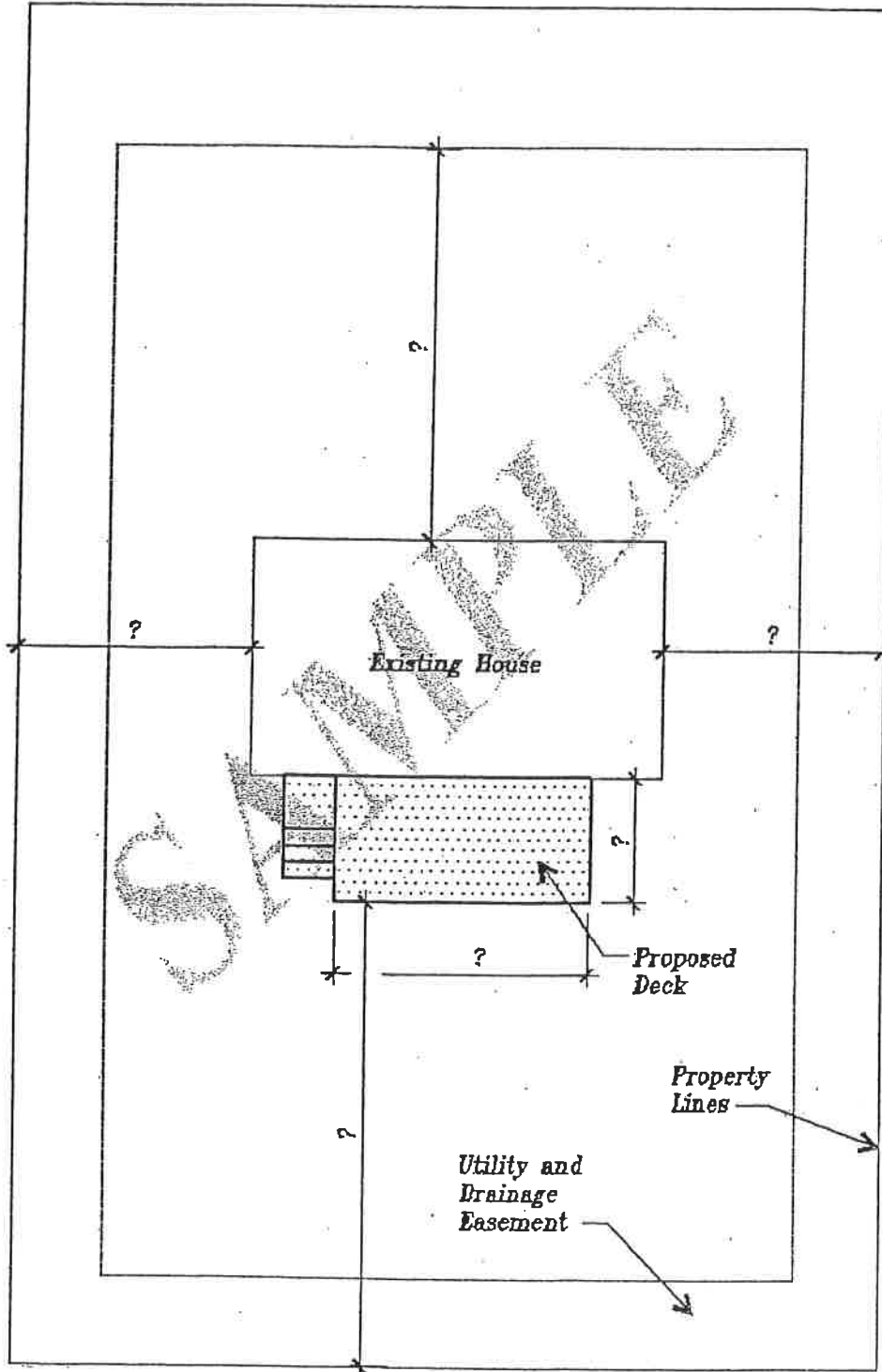
Notary Public

SAMPLE SITE PLAN

Roadway

Curb

Boulevard



Note:

Show any additional structures that exist on the property (i.e. Pool, Shed etc.)

DIRECTIONS

(to be filled in completely before permit will be issued)

Last name of owner: _____

Address of project:

Directions: _____

Please note

*Inspectors cannot inspect what they cannot find, please make directions clear.
Please use road or street names, distances between turn offs, whether traveling north, south,
east or west. Landmarks are very helpful.*