

MOBILE OR MANUFACTURED HOME PERMIT APPLICATION

150 Ash Ave Akron, CO 80720
970.345.2701ext 2 Fax: 970.345.2702
Email planning@co.washington.co.us
www.colorado.gov/washingtoncounty

Permit Number
MP _____

WASHINGTON COUNTY

STATE OF COLORADO

Date _____

Name of Applicant _____
(Name of owner if not applicant) Email _____

Address _____
City, St, Zip _____

Telephone number (s) _____
Phone(1) Phone(2) Fax _____

Is the applicant the property owner _____ or a contractor _____ Other _____

Legal description as defined by the quarter/quarter section (Example: property located in SW1/4 of SW1/4 Section 2, Township 5 North, Range 54 West)

Township _____ Range _____ Section _____ 1/4 - 1/4 Section _____

Indicate your access from a County Road or State Highway to the property _____

Do you intend to set building on permanent foundation or basement?

Intended use of building _____ Yes _____ No _____

Reason for application: _____ new _____ addition _____ alteration _____ repair _____ move

Type of building: _____ Mobile Home _____ Manufactured Home Year built _____

Size of Unit or Square Footage of Home _____ Size of acres/lots _____
(If less than 35 acres a subdivision exemption may be required)

Sewer facility _____

Water source _____ Water well # _____

Are there currently any other dwellings and/or structures upon the property for which this building permit application is being made? _____ yes _____ No

I understand and agree that placement and proper licensing (inspection) for this unit will be completed within six (6) months of the date this application is signed.

Signature _____ Date _____
Property owner

Approved by: _____ Date _____
Commissioner Chairman

Evidence of value of unit or home needs to be attached to this application

FEES:

Washington County Permit Fee -\$100.00

Division of Housing fees for inspection and placement of insignia on Manufactured Home \$415.00 See 'Additional Criteria for Mobile or Manufactured Home Permits' information sheet.

To Calculate Use Tax:

(a) Permit Fee _____

(b) Total Value of M-Home _____

(Total value of completed building including labor)

(c) Value of (b) x 0.48 _____
48% of value of M-Home

Use Tax: 1.5%
(d) Value of (c) x 0.015 _____

Add Use tax Plus Permit Fees _____
Plus State Inspection and Sticker Fees \$415.00

TOTAL FEES \$ _____

Make check payable to: Washington County, mail to address above.

ADDITIONAL CRITERIA FOR MOBILE OR MANUFACTURED HOME PERMITS

1. The State of Colorado has requirements for locating and setting a mobile home or a manufactured home within any jurisdiction of the State as stated in resolution 38 under Division of Housing, including Rules and Regulations. These requirements are not imposed by Washington County but the County must adhere to these regulations.
2. The State requires a temporary permit be placed upon the mobile home or manufactured home after you apply for a building permit and pay the necessary fees to the County. You should place a copy of the executed permit on the structure.
3. The County will then provide the contact information to the county building inspector. It will be your responsibility to contact the inspector to make arrangements for inspection of your property prior to occupancy. The inspector will complete the checklist forms. The examples are attached hereto. After all the inspections are satisfactorily completed by the inspector, an installation insignia sticker will be issued and placed upon the unit as required by the State. An example of the sticker is included herein.
4. Note that applicants will also be required to have evidence of a water source or well permit and the necessary Northeast Colorado Health Department septic permit or they must show they have started the application process with the appropriate agencies prior to obtaining building permit.
5. If the building is to be set on a foundation or basement a foundation permit must be obtained separately or in conjunction with this application. The form can be obtained from the Planning & Zoning department of Washington County at the address listed on the application or on the Washington County website, www.colorado.gov/washingtoncounty. The foundation must be inspected prior to setting the home. The same inspector does the foundations as well as the mobile/mfg home inspection.
6. Failure to comply with the State or County requirements will result in zoning enforcement action by Washington County.
7. Manufactured Home includes mobile homes, manufactured homes built to HUD standards and factory built units built to the building code standards adopted by the Division of Housing. (See Building Definitions)
8. Evidence of Washington County use tax collected (1.5%) at the time of purchase may be brought to the Planning & Zoning Department with the application for adjustment on the fees. Only the current purchase is applicable.

Fee for Mobile /Manufactured Homes \$100.00

Inspection Fee for Inspections as required by State **\$375.00**

State of Colorado Dept. of Housing Insignia required by State and Collected by County **\$40.00**

Total for Permit \$515.00 (of which \$415.00 is required by the State of Colorado i.e.)

Fee for foundation permit (separate permit), if applicable. **\$100.00**

Foundation Permit with inspection is required if you plan to set home on foundation or basement You may include foundation permit fees with Mobile/Mfg Home permit fees on one check. See #5 above.

Make check payable to Washington County, mail to address on form.

ADDITIONAL CRITERIA FOR MOBILE OR MANUFACTURED HOME PERMITS

1. The State of Colorado has requirements for locating and setting a mobile home or a manufactured home within any jurisdiction of the State as stated in resolution 38 under Division of Housing, including Rules and Regulations. These requirements are not imposed by Washington County but the County must adhere to these regulations.
2. The State requires a temporary permit be placed upon the mobile home or manufactured home after you apply for a building permit and pay the necessary fees to the County. You should place a copy of the executed permit on the structure.
3. The County will then provide the contact information to the county building inspector. It will be your responsibility to contact the inspector to make arrangements for inspection of your property prior to occupancy. The inspector will complete the checklist forms. The examples are attached hereto. After all the inspections are satisfactorily completed by the inspector, an installation insignia sticker will be issued and placed upon the unit as required by the State. An example of the sticker is included herein.
4. Note that applicants will also be required to have evidence of a water source or well permit and the necessary Northeast Colorado Health Department septic permit or they must show they have started the application process with the appropriate agencies prior to obtaining building permit.
5. If the building is to be set on a foundation or basement a foundation permit must be obtained separately or in conjunction with this application. The form can be obtained from the Planning & Zoning department of Washington County at the address listed on the application or on the Washington County website, www.co.washington.co.us. The foundation must be inspected prior to setting the home. The same inspector does the foundations as well as the mobile/mfg home inspection.
6. Failure to comply with the State or County requirements will result in zoning enforcement action by Washington County.
7. Manufactured Home includes mobile homes, manufactured homes built to HUD standards and factory built units built to the building code standards adopted by the Division of Housing. (See Building Definitions)
8. Evidence of Washington County use tax collected (1.5%) at the time of purchase may be brought to the Planning & Zoning Department with the application for adjustment on the fees. Only the current purchase is applicable.

Fee for Mobile /Manufactured Homes \$100.00

Inspection Fee for Inspections as required by State **\$375.00**

State of Colorado Dept. of Housing Insignia required by State and Collected by County **\$40.00**

Total for Permit \$515.00 (of which \$415.00 is required by the State of Colorado i.e.)

Fee for foundation permit (separate permit), if applicable. **\$100.00**

Foundation Permit with inspection is required if you plan to set home on foundation or basement You may include foundation permit fees with Mobile/Mfg Home permit fees on one check. See #5 above.

Make check payable to Washington County, mail to address on form.

RESOLUTION #38

MANUFACTURED HOUSING INSTALLATIONS

BE IT RESOLVED BY THE STATE HOUSING BOARD OF THE STATE OF COLORADO;

THAT PURSUANT TO '24-32-3301 et seq C.R.S. as amended, the State Housing Board of the State of Colorado (the "Housing Board") repeals and readopts Resolution #37, Manufactured Housing Installations; and

THAT PURSUANT TO '24-32-3301 et seq C.R.S. as amended, the State Housing Board adopts the nationally recognized codes as cited in SCHEDULE "B" as the "Colorado Manufactured Housing Installation Code" that are the Division of Housing responsibility; and

THAT PURSUANT TO '24-32-3301 et seq C.R.S. as amended the State Housing Board states the basis and purpose of these rule changes is to update the current minimum construction and safety code for "Manufactured Housing Installations"; and

THAT PURSUANT TO '24-32-3301 et seq C.R.S. as amended, the State Housing Board establishes standards, to the extent allowed by the state constitution, Article 50 of the "State Personnel System Act", and the rules promulgated by the Personnel Board, for private inspection and certification entities to perform the Colorado Division of Housing' certification and inspection of Manufactured Housing Installations; and

THAT PURSUANT TO '24-32-3301 et seq C.R.S. as amended, the State Housing Board states that "Manufactured Housing Installation" installers shall have the option to contract with the Colorado Division of Housing or an authorized inspection agency to perform inspection and certification functions where a local jurisdiction does not have exclusive inspection agency rights; and

THAT PURSUANT TO '24-32-3301 et seq C.R.S. as amended, the State Housing Board establishes minimum training standards for installers and inspectors; and

The Colorado Housing Board repeals and readopts these rules and regulations to be administered and enforced by the Colorado Division of Housing (the Division of Housing).

*** MORE INFORMATION AND DETAILS OF RESOLUTION 38 CAN BE FOUND ON THE SECRETARY OF STATE'S WEBSITE, www.sos.state.co.us ,

OR THE DEPARTMENT OF LOCAL AFFAIRS WEBSITE, dola.colorado.gov

BUILDING DEFINITIONS

"Factory-Built Residential Structure" means a manufactured home constructed to the building codes adopted by the Housing Board and designed to be installed on a permanent foundation. This does not include homes constructed to the federal manufactured home construction and safety standards nor does this include any home designated as a mobile home.

"Manufactured Home" means any pre-constructed building unit or combination of pre-constructed building units, without motive power, where such unit or units are manufactured in a factory or at a location other than the residential site of the completed home, which is designed and commonly used for the occupancy by persons for residential purposes, in either temporary or permanent locations and which unit or units are not licensed as a vehicle. Manufactured home includes mobile homes, manufactured homes built to the HUD standards, and factory-built units built to the building code standards adopted by the Division.

"Mobile Home" means a manufactured home built prior to the adoption of the federal act.

"Modular Home" means a factory-built residential structure.

"Certificate of Occupancy" means a certificate issued by the Division of Housing for the installation of a manufactured home that is in compliance with the manufactured home installation requirement. The certificate of installation shall be referred to as the "Insignia."

Division of Housing/Installation Insignia

Every manufactured home (includes mobile homes, HUD homes and Factory Built Modular homes) that is installed in a temporary or permanent location and is designed and commonly used for occupancy by persons for residential purposes, must display an installation insignia (See figure 1.6) issued by the Division of Housing certifying that the unit is installed in compliance with the Rules and Regulations of the Division of Housing. All manufactured homes that are found to be in compliance shall have an installation insignia completed and permanently attached by the inspector making the inspection.

No permanent utilities will be released to the home prior to the affixing of the installation insignia! Temporary Utility connections are permitted for construction purposes when pertinent testing has been completed.

The installation insignia shall be affixed to the unit prior to occupancy of the home.

Shown below is an installation insignia. The insignia will be placed within 30" of the expected location of the electric meter housing, or electric service entry or on the meter housing.

THIS INSIGNIA IS THE PROPERTY OF THE
STATE OF COLORADO
DIVISION OF HOUSING/INSTALLATION CERTIFICATION

THE INSTALLER OF THIS UNIT CERTIFIES THAT TO THE BEST OF THE INSTALLER'S KNOWLEDGE THIS UNIT HAS BEEN INSTALLED IN ACCORDANCE WITH STATE OF COLORADO DIVISION OF HOUSING REQUIREMENTS IN EFFECT AT THE TIME OF INSTALLATION

LOCATION

INSTALLER(S) NAME INSTALLER(S)' NO

INSTALLER(S)' PH# ZADR

INSPECTOR(S) NAME INSPECTOR(S)' NO

INSPECTOR(S)' PH#

DATE OF INSTALLATION INSIGNIA NO. 27069

THE INSIGNIA IS VOID IF ANY INFORMATION IS ALTERED

COLORADO DIVISION OF HOUSING 303/866-4653
1313 SHERMAN STREET, ROOM 321
DENVER, COLORADO 80203

FIGURE 1.6 -Installation Insignia

Example of DOH Manufactured Home Installation Checklist		
Info	PROJECT INFO	
	Project ID: Address	u iests J or, sine.; rar Hub's or NFP 225 if no marinas
	Length	
	Width	u if, s., e a. 5L., s
	Exterior wall height	anal RC for FB modulars
	I-beam spacing	
	Roof pitch	
	Marriage line opening dimensions	
	Marriage line support spacing	
Confirmed	Criteria	Reference
	ACCEPTANCE OF UNIT	NFPA typically shown, Use ARC for FB Modular
	Manufacturer Name:	
	New Home	
	Manufacturer's installation instructions available on-site	4.4.1
	Used Home	
	Manufacturer's installation instructions available on-site	4.4.1
	Alternative standard used and available on-site	Resolution 38
	All Homes	
	DOH MHIP Authorization has been posted	Resolution 38
	HUD or Factory-Built label has not been damaged, removed, or covered	
	No transportation damage is noted	Annex B.2
	Data Plate indicates correct wind zone (1), thermal zone (3), and roof load (30#-middle), FB CDOH label indicates correct wind speed and roof load for local jurisdiction requirements	4.4.4/ HUD 3280.5 Resolution 34
	<i>If minimum requirements are not met, do not set home. contact DOH.</i>	
	SITE PREPARATION	
	Soil density from a soils report and load capacity is documented on-site- 1500 PSF default <i>" Penetrometer readings may be substituted if a soils report is not available</i>	5.5.2
	Completed site grading allows water to drain away from the home (site is crowned below home)	
	Foundation drainage system installed when site conditions require	5.7
	Vapor barrier installed when underfloor area is enclosed	5.8
	BLOCKING, FOOTINGS, PIERS	
	Organic material is removed from under the home	5.5.1
	Footings are of correct size and construction for soil and climate conditions	6.3
	Pier spacing and construction is completed to the Manufacturer's Installation instructions or NFPA amendments	6.2
	Shims, when required, are of an acceptable material and correctly installed	6.2.3.2.3
	Perimeter, marriage line, and other required blocking is installed to the Manufacturer's Instructions or NFPA amendments	6.2
	ANCHORING	
	Temporary Set	
	Confirm anchoring components/system is listed for manufactured homes and allowed for Colorado use, and is installed to the Anchor and Home Manufacturer's Instructions* or NFPA amendments	7.5
	<i>* Includes number & location and correct angles, # of wraps, tensions and tightness against the stabilizer plates.</i>	
	Permanent Set	
	Foundation walls meet all local codes, ordinances and covenants	LOSS requirements Cr engineer requirements
	Sill plate is designed and installed based on approved design	Approved plan
	Sill bolt anchors are installed correctly including: spacing, tightness, and hole size	Approved plan
	Engineered foundations are installed to the design specifications	Approved plan
	STRUCTURAL CONNECTIONS	
	Ridge beam is installed securely in accordance with the Manufacturer's Instructions	7.3
	Floors, walls, ceilings are correctly aligned, level, secure	7.3
	Hinged roof mechanisms are installed to the Manufacturer's Instructions	7-3
	EXTERIOR	
	Bottom board material is intact and repaired as necessary to prevent tears/rips	7.7.5
	Exterior siding damage is repaired and site installed siding is correctly installed	7.7.2
	Required gaskets between boxes are installed to Manufacturer's Instructions	7.7.1.3

EXTERIOR Continued		
	Completed roof is installed to Manufacturer's Instructions	8.2
	Gutter and downspouts when installed, divert water away from home	5.7.4
	Windows and doors operate and seal properly	HUD-3280 103. 103.106 IRC-8310. 8311, H812
	Skirting (where installed) is installed in accordance with the Manufacturer's Instructions	8.8

	Roof penetrations from shipping strap attachment are repaired	7.7.1.2
	WATER SUPPLY	
	Water supply lines are the correct listed material & size, and are properly connected, supported, insulated & protected from freezing. Water heater pan drain and TIP valve are properly completed and routed to exterior	10.2, 10.3
	Main water supply shut-off and pressure reducing device (if required by locals) are installed correctly	10.2.2.1 & 10.2.1
	Required water supply tests are confirmed through on-site documentation	10.2.4
	SANITARY CONNECTION	
	Sewer connection lines are the correct listed material & size and are properly sloped, connected, and supported	10.3
	Positive connection between home and site sewer connection	10.3.3
	Required sewer connections tests are confirmed through on-site documentation	10.3.5
	GAS SUPPLY	
	Gas supply lines are the correct listed material & size and are properly connected and supported	10.4
	<i>Gas supplied to home is compatible with the installed furnace, water heater, and/or kitchen</i>	10.4.1
	Flexible gas supply connectors used to connect gas supply between home sections, the home and the site connection, and installed appliances are the correct listed material, size and are properly connected, supported and accessible	10.4.4.1
	Low pressure gas supply line test completed	10.4.3
	High pressure gas supply line test completed	10.4.3
	ELECTRICAL SUPPLY	
	Electrical supply lines are the correct listed material & size and are properly connected, supported and provide the correct polarity. continuity, arc fault and circuit size	10.6
	Electrical supply connectors used to connect electrical supplies between home sections and the home and the site are the correct listed material. size and are properly connected, supported and accessible	10.6.2
	Shipped loose electrical fixtures are installed or electrical boxes have been covered	8.5
	Home sections and the electrical supply are properly grounded	10.6.2
	Bonding wire correctly installed between home and gas line between chassis	10.6.3.1(1)
	Installed electrical appliances are correctly connected to the electrical systems	10.6.3.1(2)
	MECHANICAL SYSTEMS	
	Water heater and furnace are listed for the correct use and site gas type	
	Mechanical systems are operational within the manufacturer's specifications	
	Combustion air systems are identified for correct size, location, and free air-flow to exterior of home	9.3.7, 9.7 IRC G2407
	Orifice(s) have been adjusted as necessary to provide the correct gas supply for altitude and gas type of the installed furnace, water heater and/or kitchen range	10.4.2
	Mechanical system vents are of the correct size, distance to combustibles, and termination	9.3, 9.7
	Clothes dryer vent is attached to the appliance and terminates at the exterior of the home using a listed material of the correct size	9.118.8.4
	Crossover ductwork is of the correct listed material & size and is properly connected, supported (duct not restricted & not touching ground), insulated and sealed	7.4.2
	ENERGY	
	Factory Built Units constructed to the 2012 IECC_ Blower Door test completed and less than 3 air changes per hour. Whole House mechanical ventilation provided and working-	IECC R402.4.1.2. IRC R303.4
	LIFE/SAFETY	
	Smoke detectors are operational and installed correctly	11.1
	Carbon monoxide detectors are operational and installed correctly	CRS 38-45
	OTHER	
	INSTALLATION INSIGNIA	
	The installation insignia has been issued and affixed only after confirmation of the above criteria, applicable standards and codes and approved plans	DOH