

Requirement checklist to obtain a building permit for a:

**MANUFACTURED HOME / MODULAR HOME  
ON A  
FOUNDATION, CRAWLSPACE, OR PIERS**

- 2 Completed copies of the two page application (must be legible and signed)
  - Land Use Permit (signed/approved by the Municipality)
  - 2 sets of foundation plan (elevation, footer size, foundation details, beams, etc.)
  - 2 copies of site plan (include all existing structures, proposed structure and their distances to all lot lines)
  - Deck plan (if over 30" high at any point around the perimeter, measured from ground to top of finished floor additional permitting and inspections are required).
  - Installation manual (if available)
  - Installer's Certificate (new manufactured homes only)
  - Habitability checklist (if used manufactured home to be complete at time of application)
  - Installer's checklist (if used manufactured home completed by installer after home set-up)
  - Certificate of Compliance (completed by installer after home set-up)
  - Copy of the Contractors Certificate of Liability Insurance if contracting out the work  
**OR**  
If doing the work yourself submit a signed Workers Compensation Certificate of Liability
  - Driving directions from a known landmark or intersection
- ✓ After submitting all required documents your application will be reviewed.
  - ✓ PMCA will contact you to let you know if your application has been approved or denied.
  - ✓ When the project is approved you will be notified the Building Permit is ready. Prior to obtaining the building permit all charges (i.e. administrative, inspections fees) must be paid.
  - ✓ Be advised additional fees may be applied, throughout the project, for failed or missed inspections.

More detailed guidance on Foundation Systems – please ask our staff for the:  
PHRC PA Field Guide FOUNDATION SYSTEMS FOR RELOCATED MANUFACTURED HOMES (26 pages)



Chambersburg Office: 405 Wayne Ave. Chambersburg, PA 17201 Phone: 717 496-4996  
 Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 Phone: 814 310-2326  
 Somerset Office: 318 Georgian Place, Somerset, PA 15501 Phone: 814 444-6112  
 Email: [pmca@pacodealliance.com](mailto:pmca@pacodealliance.com) Website: <http://pacodealliance.com/>

**APPLICATION FOR BUILDING PERMIT / USE CERTIFICATE**  
 Applicable Codes: 2009 IBC/IRC, 2012 IBC Chapter 11, 2009 ICC A11 7.1

Please print legibly – failure to do so may result in a denial, delay or rejection of this application.

Permit Application Date \_\_\_\_\_ Permit Application No. \_\_\_\_\_

**1. PROPERTY / SITE INFORMATION**

Owner: \_\_\_\_\_ Tax Map: \_\_\_\_\_

Site Address: \_\_\_\_\_ Parcel No.: \_\_\_\_\_

Municipality: \_\_\_\_\_ County: \_\_\_\_\_ Use Permit No. \_\_\_\_\_

Use:  Single-Family Dwelling / Duplex  Multi Family  New Manufactured Home  Relocated Manufactured Home

Commercial  Other \_\_\_\_\_ Floodplain present:  Yes  No

Improvement Type:  New  Addition  Alteration  Repair/Replacement  Relocation  Other \_\_\_\_\_

**2. BUILDING OWNER'S INFORMATION**

First Name \_\_\_\_\_ Mi. \_\_\_\_\_ Last Name \_\_\_\_\_ Phone No: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**3. BUILDING PERMIT APPLICATION**

Provide below description of Work: *(Also provide details on plot plan: Show all improvements on lot & approx. distances to lot lines)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

ICC Use Group: \_\_\_\_\_ ICC Construction Type: \_\_\_\_\_

ESTIMATED START DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ ESTIMATED COMPLETION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**4. CERTIFICATION**

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record. 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 local, state, and federal laws governing the execution of this project. I certify that the Code official or his representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project. I further certify that this information is true and correct to the best of my knowledge and belief. Ref. 18 Pa. Cons. Stat. § 4903.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINT NAME *(legibly)*: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**5. CONTRACTOR INFORMATION**

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

Additional sheet(s) attached

Name of Contractor: \_\_\_\_\_ Phone No: \_\_\_\_\_

Contractor Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Person in Charge of Work: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Workman's Compensation Insurance:  Provided  On Record  Exempt PA Home Improvement Contr. Reg. # \_\_\_\_\_

**6. PROJECT DETAILS**

Trades:  Building  Electrical Work  Plumbing Work  Mechanical Work (HVAC)  Fire Suppression/Fire Alarm System

Heat Source (if applicable): \_\_\_\_\_ Fuel Type: \_\_\_\_\_

Foundation Type:  Crawlspace  Foundation  Slab at Grade  Piers  Other: \_\_\_\_\_

**7. SUBCONTRACTOR INFORMATION**

Please list subcontractors for major trades. Use additional sheet(s) if needed.

Additional sheet(s) attached

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone No \_\_\_\_\_ Pa HIC # \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone No \_\_\_\_\_ Pa HIC # \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone No \_\_\_\_\_ Pa HIC # \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone No \_\_\_\_\_ Pa HIC # \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone No \_\_\_\_\_ Pa HIC # \_\_\_\_\_

For official use only

**9. OFFICE INFORMATION**

APPLICATION FEE: \$ \_\_\_\_\_

ISSUANCE DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

PERMIT FEE: \$ \_\_\_\_\_

EXPIRATION DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

INSPECTION FEES \$ \_\_\_\_\_

EXTENSION DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

TOTAL FEES \$ \_\_\_\_\_

APPLICATION IS:  GRANTED  DENIED  INCOMPLETE: \_\_\_\_\_

SIGNATURE OF PERMIT OFFICER: \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

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

## GUIDANCE FOR RELOCATED MANUFACTURED HOMES

- A. One set of approved drawings must be on site during construction. Manufacturer's installation manual to be on site at all times and available to the inspector. Without Manufacturer's installation manual piers and tie downs must meet the following minimum specification: Frost depth is 36". Wind load is 90 mph. All piers must be 8' on center maximum and within 2 feet of the ends. Tie downs must be 11" on center maximum and within 2' of the ends. Unit is to be installed according to manufacturer's installation manual. If manual does not exist contact our office for spacing of support, tie downs and so forth before beginning construction.
- B. Except for corner piers, piers 36" or less in height may be constructed of masonry units, placed with corner cells vertically. Piers shall be installed with their long dimension at right angles to the main frame member they support and shall have a minimum cross sectional area of 128 sq. in. Piers shall be capped with minimum 4-inch solid masonry units or equivalent.
- C. Piers between 36" and 80" in height and all corner piers over 24" in height shall be at least 16" by 16" consisting of interlocking masonry units and shall be capped with minimum 4-inch solid masonry units or equivalent.
- D. Piers over 80" in height may be constructed in accordance with the provisions of the second paragraph {36" – 80"}, provided the piers shall be filled solid with grout and reinforced with four 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.
- E. Cast – in – place concrete piers meeting the same size and height limitations of the items above may be substituted for piers constructed of masonry units.
- F. Ground Anchors shall be designed and installed to transfer the anchoring loads to the ground. The load carrying portion of the ground anchors shall be installed to the full depth called for by the manufacturer's installation directions and shall extend below the established frost line into undisturbed soil. Ground anchors shall be capable of resisting an allowable working load of at least 3,150 pounds in the direction of the tie plus a 50% overload without failure.
- G. Any code related items not specified on plans will be field verified by the inspector.
- H. Notify our office for all inspections. Please plan ahead and call ahead.
- I. Do not proceed beyond an indicated inspection without first obtaining the necessary inspection.
- J. Footings and foundation walls must be adequate to support the proposed structure as defined by the 2009 IRC/IBC Codes. All concrete on grade will have a minimum of 6 mil vapor barrier underneath.
- K. *All stairs, porches, decking, etc. must be built to 2009 IRC/IBC standards and be in place at time of final inspection.*

# Habitability Checklist 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.

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

Description/Size of Home: \_\_\_\_\_ Serial #: \_\_\_\_\_

## **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.

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this checklist and that the manufactured housing unit described herein has been inspected by me and found to meet the habitability guidelines for relocated manufactured housing as promulgated by the 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 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.

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINT NAME (legibly): \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

Complete: Street / State / Zip

## DIRECTIONS TO THE SITE LOCATION

Please give directions to the work site from a known landmark and/or intersection. Use a directional drawing also in the space provided below if that would assist.

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Street Address: \_\_\_\_\_

Directions: \_\_\_\_\_

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Use this space if needed to further clarify the site location:

Please Note: Inspectors cannot inspect what they cannot find, Be certain the directions are clear. Use Road or Street names, distances between turn offs, and the direction of that travel (North South East or West). Landmarks are very helpful.



Chambersburg Office: 405 Wayne Ave. Chambersburg, PA 17201 Phone: 717 496-4996

Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 Phone: 814 310-2326

Somerset Office: 318 Georgian Place, Somerset, PA 15501 Phone: 814 444-6112

Email: [pmca@pacodealliance.com](mailto:pmca@pacodealliance.com) Website: <http://pacodealliance.com/>

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### When applying for a building permit you need the following:

- Fill out the appropriate application answering all question applicable to your job. Application must be legible and signed. (2 copies)
  - A Site Plan showing the location of the existing improvements/structures on your property and approx. distances to all property lines, well, septic system, driveway, etc. Also show the location of the proposed construction. (2 copies)
  - Drawings showing details of the construction you want to do. (2 copies)
  - If you are doing the work please fill out the Workers Comp Cert of Liability OR if you will be contracting out the work PMCA needs a copy of the contractor's certificate of liability insurance.
  - A copy of the signed Land Use Permit from the Municipality (Borough or Township)
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### After Building Permit Application is submitted:

- After submitting all required documents your application will be reviewed.
  - PMCA will contact you with an approval or denial.
  - If approved, your permit will be issued and the inspection & administrative fees are due when you pick up the permit. You will also obtain a copy of your original application and stamped set of plans.
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### After the Building Permit is issued:

- The Building Permit placard and municipal placard are to be visible on site at all times during the construction process.
- To schedule and inspection call the office where your permit was submitted to schedule an inspection. Be prepared to have your Permit Number, address and type of inspection you are requesting. If you call on a work day and provide all the needed information prior to 3:00 p.m. every effort is made to schedule the inspection for the following work day.
- The copy of your application and approved plans are to remain on site when the building inspectors come for inspections. Be advised: we cannot inspect if these are not on site and you may incur additional costs due to extra trip(s) by the inspector.

**✓ Checklist for the Site Plan to be provided with the Building Application**

1. Site plans are essential and must be clearly legible and reproducible regardless of the reason for requesting the permit.
2. Use an 8 ½" X 11" sheet of paper at minimum.
3. After locating all the structures on your property show distances in feet to the lot lines and between the structures.

**Provide dimensions of the property getting the proposed improvement**

- Drawing of approx. property layout (Can use hand drawing, photocopy of survey, etc.)
- Acreage (Refer to deed or survey drawing)
- Approx. boundary dimensions (Can be from the deed, field measurement, or a survey drawing)
- Parcel Number (Not mandatory – obtained from deed or property tax notice)

**Existing Buildings / Structures with Corresponding Dimensions**

- Houses
- Sheds
- Barns
- Swimming Pools
- Deck / Patios
- Other buildings or structures on the property
- Location of on lot well and septic IF applicable

**Proposed Improvement(s)**

- Proposed Structure Dimensions (House, Shed, Barn, Addition, Deck, etc.)
- Location of Proposed Driveway and Sidewalk

**SAMPLE SITE PLAN ►**

