

MANUFACTURED HOMES INFORMATION PACKET

TO APPLY FOR ANY PERMITS YOU WILL NEED:

- An approved Zoning Clearance (1994 HUD MH or newer)
- Approval from Environmental Health Department

ADDITIONAL APPROVALS AND PERMITS YOU MAY NEED:

- Driveway Permit from Road Commission for any new drive cut
- Drain Commission Approval
- DEQ Approval
- Approval from Soil Erosion Department if within 500 ft of water

PERMITS YOU WILL NEED:

- Building Permit
- Electrical Permit
- Plumbing Permit
- Mechanical Permit

Building Permits are issued Monday and Thursday 7:30 am to 3:30 pm

INSPECTIONS REQUIRED (BEFORE MOVING INTO HOME)

- Footing Inspection, prior to pouring cement
- Electrical Inspection, after unit is completely wired to service
- Plumbing after water and sewer are connected to the unit
- Final Building Inspection/Issuance of certificate of occupancy (After inspection and approval of Electrical, Mechanical and Plumbing Permits. Proper posting of address on home and mailbox and installed skirting.)

TOM BERG, Building Inspector

Office hours Monday and Thursday 7:30 am to 3:30 pm

DAVE GRANT, Electrical Inspector

Inspects: Tuesday (mornings)

JIM RAAB, Plumbing Mechanical Inspector

Inspects: Tuesday and Thursday (mornings)

(See Attached Requirements)

MOBILE HOME SET UP REQUIREMENTS:

IMPORTANT: ALL MANUFACTURED HOMES BEING PLACED OR RELOCATED WITHIN BIG RAPIDS TOWNSHIP, MUST BE SET UP ACCORDING TO MANUFACTURES FOUNDATION SPECIFICATIONS FOR THE HOME OR HAVE A 4" CONCRETE SLAB WITH A 12" PERIMETER FOOTING.

TIE DOWNS:

- MUST BE ¼" CABLE OR BETTER
- SINGLE WIDE: A MINIMUM OF 3 TIE DOWNS PER SIDE, TOTAL OF 6.
- DOUBLE WIDE OR MODULAR: 3 TIE DOWNS PER SIDE, PER UNIT FOR A TOTAL OF 12.

SKIRTING:

- APPROVED TYPES OF SKIRTING: STAINED OR PAINTED WOOD, TREATED WOOD, METAL, VINYL OR FIBERGLASS.
- UNAPPROVED TYPES OF SKIRTING: HAY, STRAW OR WOOD THAT IS NOT PAINTED OR STAINED.
- SKIRTING MUST BE VENTED. A MINIMUM OF 2 VENTS, EACH 8 X 16: REQUIRED.
- SKIRTING MUST BE COMPLETELY INSTALLED PRIOR TO FINAL INSPECTION AND OCCUPANCY.

EVERY UNIT IS REQUIRED TO HAVE A **FIRE EXTINGUISHER** AND A **MINIMUM OF ONE SMOKE DETECTOR INSIDE EACH BEDROOM + ONE OUTSIDE EACH SLEEPING AREA.**

IF YOU HAVE, ANY QUESTIONS ABOUT THE ABOVE REQUIREMENTS PLEASE CONTACT:

TOM BERG, BIG RAPIDS TOWNSHIP BUILDING INSPECTOR
231-796-3603

EMAIL: building@bigrapidstownship.net.

BUILDING INSPECTIONS AND PERMITS ARE ISSUED
MONDAY AND TUESDAY 7:30 AM TO 3:30 PM

Phone: 231-796-3603 Fax: 231-796-2533

(Permit applications are available on our website
www.bigrapidstownship.net)

BIG RAPIDS TOWNSHIP MH PERMIT WORKSHEET

SIZE _____ FT X _____ FT YEAR BUILT _____ BOCA OR HUD APPROVED
 (circle one) a HUD approved home is 1994 or newer
 BRAND _____ MODEL _____

SETUP PARAMETERS

Manufacturers specifications 4" slab with 12" perimeter footing (rat wall)
 All manufactured homes being placed or relocated within Big Rapids Township, must be set up according to the manufacturers foundation specifications for the home, or have a 4" concrete slab with a 12" perimeter footing.

TIE DOWNS

- 1/4" or larger cable
- Single Wide:** minimum of 3 tie downs per side, for a total of 6 tie downs.
- Double Wide or Modular:** a minimum of 3 tie downs per side, per unit, total of 12.

SKIRTING All skirting must be installed prior to final inspection. Hay, straw, or unpainted wood are not approved for skirting.

- stained or painted wood metal fiberglass vinyl block other
- _____ **number of vents** - All skirting must have a minimum of two (2) vents 8" X 16". All skirting must be installed prior to final inspection.

STAIRS AND EXIT PLATFORMS All units must have a securely attached set of **stairs**, or a **combination of exit platform and stairs** to serve each exit. Fill out and complete a DECK/BALDONY WORK SHEET for all platforms larger than 100 square feet.

GUARDRAIL If the exit platform surface is more than 30" above finished grade, a guardrail must be provided ON BOTH SIDES with a minimum height of 36" and a minimum distance between intermediate rails not to exceed 4" between them.

1. Height of platform above grade _____ inches.
2. Height of guardrail _____ inches.
3. Intermediate rails are _____ inches on center.
4. Top rail material 2" X 4"s OTHER _____

Every unit is required to have at least one fire extinguisher detector plus a smoke detector in each bedroom and one outside each sleeping area:

- FIRE EXTINGUISHER AND** **SMOKE DETECTOR**

GUIDELINES FOR MOBILE HOME ELECTRICAL HOOK-UPS

4 WIRES ARE REQUIRED FROM SERVICE POLE TO THE MOBILE HOME (**THE FEEDER**). THESE WIRES MUST BE **INSULATED AND COLOR CODED**.

GREEN - FOR EQUIPMENT GROUNDING WIRE

WHITE - FOR GROUNDED WIRE

BLACK - FOR HOT WIRES (2)

Wires **must be identified** white for grounded conductor (neutral) other conductors to be black or some other suitable color at all terminations.

Terminations = service panel, meter base and at the weather head on top of the pole.

- MINIMUM OF #2 ALUMINUM WIRE SIZES ON A 100 amp SERVICE.
 - * MINIMUM OF #4 COPPER, OR
 - * MINIMUM OF #2 ALUMINUM
- FEEDER WIRES MUST BE IN A PIPE OR DIRECT BURIED. THIS INCLUDES THE SPACE BENEATH THE MOBILE HOME.
- USE AN APPROVED COMPOUND ON ALL ALUMINIUM WIRE TERMINATIONS.
- WIRE FROM GROUND ROD SHOULD TERMINATE ON GROUNDED BAR IN THE SERVICE PANEL ON POLE.
- GROUNDED BAR IN SERVICE PANEL MUST BE BONDED TO THE SERVICE PANEL (**GREEN SCREW**).
- EQUIPMENT GROUNDING CONDUCTOR IN THE FEEDER FROM SERVICE TO TRAILER PANEL BOARD MUST BE A #8 CU. OR #6 AL. GREEN INSULATED CONDUCTOR FOR A 100 AMP FEEDER.
- BACK FEED BREAKERS MUST BE SECURED WITH SCREW OR STRAP. CHECK YOUR PANEL LABELS FOR DETAILS.
- DISCONNECT WILL BE REQUIRED OUTSIDE.
- IF SERVICE IS MOUNTED ON UNIT, MANUFACTURER SPECIFICATION FOR SERVICE MOUNTING MUST BE INCLUDED WITH APPLICATION FOR PERMIT.
- MOBILE HOME SERVICE PANELS MUST BE WIRED ACCORDING TO MANUFACTURERS LABELING AND LISTING.
- MOST INSTALLATIONS REQUIRE CONDUCTORS FROM METER TO SERVICE PANEL TO BE CONNECTED TO A MAIN BREAKER **NOT TO LUGS**.

USE ONLY ELECTRICAL CONDUET FITTINGS

IF YOU HAVE ANY QUESTIONS ABOUT THE ABOVE REQUIREMENTS PLEASE CONTACT;

BIG RAPIDS TOWNSHIP: 231-796-3603 AND LEAVE A MESSAGE FOR DAVE GRANT ELECTRICAL INSPECTOR AND HE WILL CONTACT YOU

INSPECTIONS: TUESDAY

GUIDELINES FOR MODULAR OR MOBILE HOME Mechanical Hook-Ups

OBTAIN PROPER PERMITS BEFORE STARTING ANY WORK.

A homeowner may do his own work, in a single-family dwelling, in which he **owns and is living in or about to occupy.** Any other type of work including rentals, small in home commercial (i.e.: Beauty Shop), must be done by a **licensed Master Mechanic.** If you are in doubt, please call and check.

1. All gas piping must be supported with a proper hanger, wire is not acceptable.
2. You must size the gas piping according to the total BTU input of the appliances served.
3. Only mobile home approved fuel appliances may be installed in a mobile home. This rule applies to all mobiles, including double wides.
4. Tubing type gas lines that you bury must be at least 18" deep. If you bury black pipe it must be coated with an approved material, such as tar or mastic.
5. All gas lines installed must be pressure tested
6. We prefer to let qualified people hook-up gas equipment, if you have doubts, **DON'T TRY!**

IF A CONTRACTOR IS DOING THE WORK, MAKE THEM SECURE THE PERMIT. IF YOU HAVE ANY QUESTIONS, PLEASE CALL US BEFORE YOU START THE WORK.

**ANY QUESTIONS CONTACT:
JIM RAAB, BIG RAPIDSD TOWNSHIP
PLUMBING & MECHANICAL INSPECTOR
231-796-3603**

Email: zoning@bigrapidstowship.net
(If you need code information, you can leave a message for Jim at this number)
INSPECITONS: TUESDAY AND THURSDAY

**AFFIDAVIT OF GAS LINE TEST
BIG RAPIDS TOWNSHIP BUILDING DEPARTMENT**

14212 Northland Dr, Big Rapids, MI 49307

Phone: 231-796-3603 Fax: 231-796-2533 Email: zoning@bigrapidstowship.net

Date: _____ Mechanical Permit No. _____

Property Owner's Name: _____

Contractor Company Name: _____

On the above date, a gas pipe system air test was conducted on the

CONCEALED PIPING

and was tested at a minimum of 3 lbs/sq. in. for 10 minutes (according to the procedures set forth in the International Mechanical Code of 2003) by:

Agent Name: _____
Signature

Witnessed by: _____
Signature

Mechanical Inspector: _____

On the above date, a gas pipe system air test was conducted on

EXPOSED PIPING

and was tested at a minimum of 3 lbs/sq. in. for 10 minutes (according to the procedures set forth in the International Mechanical Code of 2003) by:

Agent Name: _____
Signature

Witnessed by: _____
Signature

Mechanical Inspector: _____

GUIDELINES FOR MODULAR OR MOBILE HOME Plumbing Hook-Ups

OBTAIN PROPER PERMITS BEFORE STARTING ANY WORK.

A homeowner may do his own work, in a single-family dwelling, in which he **owns and is living in or about to occupy**. Any other type of work including rentals, small in home commercial (i.e.: Beauty Shop), must be done by a **licensed Master Plumber**. If you are in doubt, please call and check.

1. You must use Wyes and 45's, not tees on the horizontal drainage lines. Where the sewer line exits the building, it must be covered by 8" of fill and cemented at the septic tank.
2. You must install a clean out at the connection of the building entrance. If the sewer line is more than 10' long it may need additional clean outs.
3. You can not glue "white" PVC plastic to "black" A.B.S. You must use a neoprene boot or an approved adapter. You must use purple primer on PVC plastic.
4. You must support the plastic pipe every 4'. Wire is not acceptable.
5. The water service line must be at least 160# P.S.I. It must be buried at least 5" deep.

IF A CONTRACTOR IS DOING THE WORK, MAKE THEM SECURE THE PERMIT. IF YOU HAVE ANY QUESTIONS, CALL US BEFORE YOU START THE WORK.

**ANY QUESTIONS CONTACT:
JIM RAAB, BIG RAPIDSD TOWNSHIP
PLUMBING & MECHANICAL INSPECTOR
231-796-3603**

Email: zoning@bigrapidstownship.net
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INSPECITONS: TUESDAY AND THURSDAY