

(1/24/17)

MANUFACTURED HOMES (new 2017)



Procedures and General Information for Building Permits

- The home-owner is ultimately responsible for complying with all codes on his/her property. The Codes Office will be happy to answer any code-related questions you may have, but we cannot monitor every detail of construction, nor can we design your project. If you have doubts about your experience level in this regard, you should consider either consulting with and/ or hiring a professional Architect, Engineer, or builder.
- Permits will be issued 7 working days after receipt of properly completed Permit Application Packets (PAP).
- Every item listed in the PAP as applicable to the project at hand *must be provided in its entirety*.
- The building specification section of the PAP must be completed in its entirety as it relates to your project, *size of project notwithstanding. (Sheds 144 sq. ft. and larger included, MH in parks no size restriction)*
- Permits will only be issued in the name of the owner of record of the property.
- The building permit fee must be paid in full at the time of issuance of permit. For the purposes of calculation of fees for permits, “occupied space” square footage will be calculated based on all space within the living area of a home to include hallways, bathrooms, closets, and kitchens.

IT IS UNLAWFUL TO OCCUPY A RESIDENCE PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY. DOING SO CAN RESULT IN FINES, EVICTION OR BOTH.

Permits expire in one year. Permits may be renewed before the expiration date for half the original fee. Permits that have expired will be renewed at full price only.

NOTE: All reconditioned manufactured homes require a THIRD PARTY ELECTRIC ON THE HOME & ON THE SERVICE TO THE HOME.

I have read and understand my obligations as outlined on this page

Signature _____ **Date** _____



CODES DEPARTMENT

820 COUNTY ROUTE 8

FULTON, NY 13069

(315) 598-6989

Fax: (315) 592-9270

New Manufactured Home(Private Property)
Permit Application Information

This Page must be completed in its entirety

Items 1 thru8 are mandatory!

Property owner's name _____ Home Phone () _____

Property owner's address _____ Work Phone () _____

City _____ State _____ Zip _____ Tax Map Number _____

Property Address (if different from above) _____

Owner signature _____ Date _____

Installing Co. Name _____

Installation Co. Address _____ Office Phone () _____

City _____ State _____ Zip _____ Cell Phone () _____

New York State Certification number of Installer: _____ Mechanic: _____

1. Application for installation of manufactured home
2. Manufactured home structural installation system design sheet (form *TG Form CE 110*) & MH requirement (form *TG Form CE 110a*).
3. Survey map of property showing all existing structures, septic, and well. Proposed structure must be depicted with setback dimensions to property lines.
4. Proof of Septic design approval by Oswego County Health Department.
5. Copy of purchase agreement (Contract between home buyer and home seller).
Project Cost \$ _____
6. Copy of deed to the property on which structure is proposed. This property must be in the name of the person applying for the permit. Otherwise, a written, notarized document by the owner giving permission for structure must be provided.
7. Proof of Installer's NY State Workers' Compensation Insurance.

NOTE: All reconditioned manufactured homes require a THIRD PARTY ELECTRIC ON THE HOME & ON THE SERVICE TO THE HOME.

Building Permit Application for Installation of a
Manufactured Home:
General Information

Owner Information

Name: _____
Address: _____
Phone Number: _____

Manufactured Home

Year: _____
Manufacturer: _____
Size _____ No. Bedrooms _____ No. Bathrooms _____
Model Number/Designation: _____
New Home or Relocation: _____
Installation Manual Available: _____
HUD/Serial Number: _____
Mobile Home Cost _____

Retailer

Name: _____
Address: _____
Phone Number: _____

Installer

Name: _____
Address: _____
Phone Number: _____
Installer NY Certification Number _____

Location of Installation: _____

Plot Plan Submitted: _____ **Zoning Acceptable:** _____

Proposed Installation/Delivery Date: _____

MOBILE HOMES **Building Permit Application** **Structural Installation System Design Approach**

Method of support/ System Design

- ☐ Manufacturer's Installation ☐ ANSI specification

Type of Support System

All support methods require engineering drawings OR footings below frost line. Must meet newest codes even on replacement of existing MH.

- ☐ Block piers _____ (describe)
 - ☐ Concrete piers & blocks _____ (describe)
 - ☐ Pad with blocks _____ (describe)
 - ☐ Pad with tripods _____ (describe)

Method to Resist Wind Loads

- ☐ Ground Anchors and
Ties _____
- ☐ Ties to Concrete Deadmen, Footings or
Foundation _____
- ☐ Other Engineered
Design _____

Town of Granby
New Driveway Application

Highway Superintendent

Office: (315) 592-7842

Fax: (315) 592-9270

Home: (315) 598-8535

Date: _____

Applicants:

Name: _____

Address: _____

Telephone: _____

Address of proposed driveway: _____

Procedure:

- Stake road shoulder where driveway is desired.
- Complete application and return it to the Highway Superintendent or the Town Clerk.
- The Highway Superintendent will contact you.

Information:

- If a culvert pipe is required, it is the homeowner's responsibility to purchase and deliver to the driveway location.
- Only corrugated galvanized steel or corrugated smoothbore polyethylene pipe will be allowed.
- Minimum driveway width is 30' and the maximum is 40'.
- This application is only for a driveway abutting a town highway (any driveway abutting a County highway or State highway is beyond the Towns jurisdiction.)

Department use only

Received: _____

Contacted: _____

Comments: _____

Installed: _____

Town of Granby Mobile Home Requirements

To be eligible for a building permit, the manufactured home and its installation must comply with Section VII, Subsection B of this Ordinance and with all of the following criteria:

- ☐ *The manufactured home must have a minimum of 960 square feet of living space.*
- ☐ *The manufactured home must have no holes, cracks, excessive rusting, peeling of paint, broken windows or doors.*
- ☐ *The manufactured home must have a HUD number and data specification plate.*
- ☐ *The manufactured home must have a finished floor no less than 24 inches, and no more than 40 inches above finished grade at the principal point of entry.*
- ☐ *The manufactured home must have continuous, vented level skirting constructed of actual or simulated brick, block, stone, or masonry, or of vinyl material specifically manufactured for use as manufactured home skirting. Skirting must be applied before a certificate of occupancy will be issued, but in no case, later than sixty days after setting of Mobile Home.*
- ☐ *The roof of the manufactured home must be of original construction, have a minimum pitch of 3/12, and be made of a type of material commonly used in residential construction.*
- ☐ *The exterior siding of the manufactured home must be of a type of material commonly used in residential construction.*
- ☐ *All towing devices, wheels, axles, and hitches must be removed from the manufactured home immediately after final installation.*
- ☐ *The manufactured home must be provided with its own distinct septic/sewage system, or be connected to a public sewage system.*
- ☐ *The manufactured home must be installed in compliance with the New York State Uniform Fire Prevention and Building Code.*
- ☐ *The foundation must be constructed in compliance with manufacturer's recommendation or a method approved by the governmental authority having jurisdiction.*
- ☐ *Septic/sewage system design and installation must comply with County of Oswego Health Department regulation, and with New York State Public Health Law.*
- ☐ *The manufactured home must be sited to provide for adequate drainage away from the foundation.*
- ☐ *All manufactured home must comply with the Use and Regulation set forth for "mobile homes" contained in Section III, Subsection A, of the Town of Granby Zoning Ordinance.*
- ☐ *Except within an approved manufactured housing community, all manufactured homes being installed without basement or garage shall have an outbuilding for storage. Outbuildings shall:*
 - a) have a minimum 144 sq. ft. of floor space*
 - b) be constructed, roofed, and sided with materials intended for exposure to the elements and for said purposes [tarps, painted OSB, particle board, or plywood (other than T-111) are expressly forbidden for exterior use.*
 - c) be true, square, level, and plumb in construction*
 - d) be equipped with a lockable, exterior-quality door*

Note: Soft-sided membrane-style structures do not comply with the requirements of this section.

Note also that the 144 square foot shed is included in the price of the permit. Larger structure will require an additional permit fee.

**When an existing mobile/manufactured home is replaced with another manufactured home, the replacement must comply with the requirements set forth above.*

**NO mobile or manufactured home may be used for any purpose other than a one-family dwelling unit.*

**Except in the instance of Mobile Home Parks, there shall be only one mobile home on an individually owned parcel of land.*