



ELECTRONIC MANUFACTURED HOME PLACEMENT IN MOBILE HOME PARK CHECKLIST

You must submit an electronic copy along with a paper copy

Note: This checklist is considered part of the application.

- 1. Complete the application form
 - Legal Landowner Signature-Manager of Mobile Home Park
 - Landowner Representative Affidavit (if applicable)

- 2. Provide the following required Virginia State Contractors License:
 - VA State Contractors License with MHC Classification
 - Electrical License-A/B/C
 - Electrical Tradesman License and Statement
 - HVAC (Mechanical) License-A/B/C
 - HVAC Tradesman License and Statement
 - Tradesman License LP Gas and Tank Statement-if applicable
 - Landownership Affidavit if landowner is performing the work him/herself

- 4. Payment for the permit is due at the time the application is submitted
 - Single Wide Fee = \$367.87
 - Double Wide Fee = \$491.55

NOTES:

1. If you are placing a housing unit that was manufactured prior to 1976, the unit will have to be pre-inspected by our Inspection Staff before you may apply for your permit.
2. If you are proposing to build any structures in addition to the Manufactured Home that are larger than a 5x5 stoop (such as decks, screened porches, etc.). You will have to apply for regular review and you will need to submit One (1) complete set of Building Plans for the additional structures.
3. Your permit will be processed while you wait or by the next business day depending on available staff. Any application received after 2:00 will be completed by 2:00 the following business day

- This manufactured home meets the requirements for Thermal Zone 3.**

Applicant's Signature

Date

If you have any questions, please contact the Permit Intake Office at (540)507-7222

For Office Use Only

Signature of Processing Technician: _____

Date Applications Received: _____

Comments:

DEFINITIONS

Licenses:

Class A: Project value is up to \$120,000.00 and or more

Class B: Project value not to exceed \$120,000.00

Class C: Project value is over \$1,000.00, but less than \$10,000.00

Landowner Affidavit: This affidavit is used when the landowner is performing the work him/herself and not hiring a contractor.

Dwelling-Manufactured Home Definition: Dwelling, manufactured home, means a structure subject to federal regulation, which is transportable in one (1) or more sections; is eight (8) body feet or more in width and forty (4) body feet or more in length in the traveling mode, or is three hundred twenty (320) or more square feet when erected on-site; is built on a permanent chassis; is designed to be used as a single-family dwelling, with or without a permanent foundation, when connected to the required utilities; and includes the plumbing, heating, air-conditioning, and electrical systems contained in the structure.

Dwelling-Modular Unit Definition: Dwelling, modular unit, means a factory-fabricated Transportable building designed to be used by itself or to be incorporated with similar units at a building site into a modular structure that will be a finished building in a fixed location on a permanent foundation. The term is intended to apply to major assemblies, and does not include prefabricated panels, trusses, plumbing trees, and other prefabricated supplements incorporated into a structure on the site. For the purpose of this chapter, a modular unit shall be deemed a single-family dwelling and shall not be deemed a manufacture home.

Mobile Home Park: A site containing spaces with required improvements and utilities that are leased for the long-term placement of manufactured houses and facilities for the residents.