Manufactured Home Permit Requirements

1. **Move Permit** - issued by the Traffic and Transportation Division:
   [http://www.dmgov.org/Departments/Engineering/Pages/Traffic.aspx](http://www.dmgov.org/Departments/Engineering/Pages/Traffic.aspx)
   Contact Mike Berry at 515-283-4086 with questions.

2. **Electrical Permit** - Required to connect home to the power pedestal. State licensed manufactured home installers may pull electrical permits to connect homes to power pedestals. State licensed electrical contractors are required to pull electrical permits for moving power pedestals. Contact electrical inspectors at 515-283-4925 with questions.

3. **Plumbing Permit** - Required to relocate sewer and water stubs, and must be pulled by a State licensed plumbing contractor. Typical home installations that involve connecting a home to existing sewer and water stubs do not require a plumbing permit. Contact plumbing inspectors at 515-283-4961 with questions.

4. **Mechanical Permit** - Home installations that involve connecting a home to the gas service using a flexible connection do not require permits. Homes that require additional gas piping to make the connection require a mechanical permit. This permit can be pulled by a licensed home installer. Contact mechanical inspectors at 515-283-4946 with questions.

5. **Building Permit** - Required to set homes in parks. Building permits can be pulled by installers or park managers. The following shall be provided to obtain a building permit:
   a. HUD Certificate number (not required for homes manufactured before 1976, see sample below)
   b. Data Plate information (required for all homes) - identify:
      i. Serial number (location 4 on sample Data Plate)
      ii. Thermal zone (minimum thermal zone 3 required, location 7 on sample)
      iii. Wind zone (minimum wind zone 1 required, location 8 on sample)
   c. Site Plan - show the following:
      i. Lot number (park map must be provided identifying lot locations/numbers)
      ii. Distance to adjacent structures:
         1. Homes
         2. Garages
         3. Storage Buildings
         4. Decks
      iii. Distance to exterior property lines
      iv. Location and size of decks serving the home
      v. Location of utility connections:
         1. Electric Meter
         2. Gas Meter
   d. Deck Plans - show the following:
      i. Size of decks that will serve the structure
      ii. Location & size of joists, beams, and footings

Sample Data Plate

Located in master closet, by electric panel, or on cabinet door under kitchen sink
# Manufactured Home Building Permit Application

## Location

<table>
<thead>
<tr>
<th>Park Name:</th>
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<tbody>
<tr>
<td>Park Address:</td>
<td></td>
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<tr>
<td>Lot Number:</td>
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</table>

## Contact Information

### Applicant:

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>Address:</td>
<td></td>
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<tr>
<td>Phone:</td>
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<td>Email:</td>
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</table>

### Installer:

<table>
<thead>
<tr>
<th>Name:</th>
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<tr>
<td>Address:</td>
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<td>Phone:</td>
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### Park Manager:

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>Address:</td>
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<tr>
<td>Phone:</td>
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</table>

## Structure Information

<table>
<thead>
<tr>
<th>HUD Certificate Number (not required for pre-1976 homes):</th>
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</thead>
<tbody>
<tr>
<td>Data Plate Serial Number (required for all homes):</td>
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<tr>
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<tr>
<td>Wind Zone (minimum zone 1 required):</td>
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</tr>
<tr>
<td>Number of Decks:</td>
<td></td>
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<tr>
<td>Size of Decks:</td>
<td></td>
</tr>
</tbody>
</table>

*Provide site plan on following page*
**Manufactured Home Site Plan—Show the Following:**

- Distances to park property lines (if located on an exterior lot)
- Distances to neighboring structures—decks, sheds, and other homes
- Home dimensions
- Location of utility connections

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**Manufactured Home**

Length: __________

Width: __________

Show location of:
- Decks (identify size)
- Electric Meter
- Gas Meter

Which direction is north?

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Distance to Nearest Structure (on this side):
Pre-Approved 4’X4’ Freestanding Deck Layout

2X6 Joists 16” on Center

Double 2X6 Beam

Footings- 12” Diameter or 12” X 12” Square Minimum 12” Deep

Double 2X6 Beam

6” Maximum Cantilever on All Beams & Joists
Pre-Approved 4’X6’ Freestanding Deck Layouts

2X6 Joists 16” on Center

Footings- 12” Diameter or 12” X 12” Square Minimum 12” Deep

Double 2X6 Beam

1’

4’

6” 36” 6”

2X6 Joists 16” on Center

Footings- 12” Diameter or 12” X 12” Square Minimum 12” Deep

Double 2X6 Beam

1’

4’

6” 36” 6”