



City of Duluth
Construction Services & Inspections Division

411 West First Street • Room 210 • Duluth, Minnesota • 55802-1194
218-730-5300 • Fax: 218-730-5901 • www.duluthmn.gov/onestop/

An Equal Opportunity Employer

Manufactured Homes: Submittal Requirements for Manufactured Homes in Parks

A building permit is required prior to initiating any work for the installation of a new manufactured home or for the re-installation of a used manufactured home. To obtain a building permit the owner or MN licensed manufactured home installer must first complete and submit a building permit application. Every building permit application for the installation of a manufactured home is to be accompanied by plans, drawings, manufacturer's instructions and specifications for the manufactured home. Work related to the installation of a manufactured home shall not commence until permits have been issued.

Please use the checklist below to prepare the plans, drawings, and specifications for the building permit applications which must be submitted for review.

- TWO (2) COPIES OF a Manufactured Home in Park Installation Permit & Plan Review Application.
- TWO (2) COPIES OF a dimensioned site plan that details:
 - Building size(s) for all existing and proposed buildings and structures on the lot including decks, stoops, sheds and garages,
 - Distance from the proposed home and means of egress to the other structures on the lot and to structures on adjacent lots,
 - An indication of drainage patterns for the finished lot.
- ONE COPY OF the manufactured home manufacturer's installation manual. If you do not have the manufacturer's installation manual for the home, check the MN DOLI CCLD Manufactured Homes Section website at <http://www.dli.mn.gov/CCLD/ManufacturedPrintoutsInstallation.asp>, where many manuals may be accessed, or, contact the manufacturer. When the manufacturer's installation manual is not available the installation shall comply with the Federal Installation Standards 24 CFR 3285 and CFR 3286, or Minnesota Rule 1350 and the Minnesota State Building Code (MSBC). A COPY OF THE MANUAL MUST ALSO BE MADE AVAILABLE TO THE INSPECTOR AT THE JOB SITE.
- TWO (2) COPIES OF support and Anchoring Plans, forms attached. Choose the support and anchoring plan formats in this packet that most accurately reflects the home to be installed. Unless a soils test is submitted, the assumed soil bearing capacity is 1500 psf.
- TWO (2) COPIES OF the anchoring manufacturer's instructions. A copy must also be made available to the inspector at the job site.
- TWO (2) COPIES OF a Frame Support Pier Section drawing, form attached. The information required for the frame height will need to be obtained from the home manufacturer. The frame pier constructed at the site may be configured differently than the one shown on the CCLD's drawing, but must provide a minimum 12" from the lowest frame member to the grade or slab under the home.
- TWO (2) COPIES OF a Foundation Plan prepared by a Minnesota licensed engineer for a foundation slab designed to resist the effects of frost and support the home, or,
- TWO (2) COPIES OF a Frost-Depth Pier Section drawing, form attached, that best fits the pier that will be constructed for this installation, or,
- If a ground set is permitted in accordance with Minnesota Statute 327.32 Subd. 1e, a fully completed NOTICE OF REINSTALLING OF A SINGLE-SECTION USED MANUFACTURED HOME ABOVE FROST-LINE WHICH MAY VOID WARRANTY must be submitted prior to issuance of a building permit. A sample form is attached.
- TWO (2) COPIES OF Deck/Landing/Stair plans, details and specifications, forms attached.

See next page for additional information.

Please note the following:

When the under-floor area is enclosed or “skirted” it must be ventilated and provided with a minimum 18” wide by 24” high access opening.

Site installed and manufacturer constructed, water piping, drain waste piping, and fuel supply piping are required to be pressure tested in accordance with the home manufacturer’s requirements and MN Rules Chapter 1350.3400 prior to connecting them to the site’s utility services;

Water piping installed below the bottom board of the home is to be protected from freezing. If heat tapes are used they must be listed for this use and installed according to their installation instructions;

Drain waste fittings and piping that are “shipped loose” (provided by the manufacturer) are to be installed and supported as detailed in the designs or instructions provided by the manufacturer and the requirements of 24 CFR 3280.608. When the shipped loose fittings and piping are not installed in accordance with the manufacturer’s instructions, the piping shall then be installed and supported in accordance with MN Rules Chapter 4715—the Minnesota State Plumbing Code;

- Electrical work completed on the site and in the completion of the home requires a separate electrical permit and inspection and operational testing prior to occupancy;

The permit for the means of egress must be issued at the same time as the installation permit.



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Manufactured Home in Park Installation Permit and Plan Review Application

Home and Site Information

- New Home
- Reinstall Used Home
- Single Section
- Multi-Section

Address of Installation _____

Home Manufacturer's Name _____ Size _____ Date of Manufacture _____

Foundation Type: Engineered Slab Frost Depth Footings Ground Set

Applicant Information

Applicant Name _____ Address _____ City State Zip _____

Applicant is:

- Licensed Installer _____ Email _____ Daytime Phone _____ Fax _____
- Owner of Home

Installer Information

Same as Applicant

Installer Name _____ Address _____ City State Zip _____

Applicant is:

- Licensed Installer _____ Email _____ Daytime Phone _____ Fax _____
- Owner of Home

Installer is responsible for: Foundation Anchoring Support Plumbing Mechanical

Means of Egress (Landings, Steps, Guards and Handrails Required)

Plans must be submitted and reviewed and a separate permit issued at the same time the installation permit is issued.
Who is responsible for construction of the Means of Egress? Licensed Contractor Owner of Home

Name _____ Address _____ City State Zip _____

Attach Plans for Means of Egress

Email _____ Daytime Phone _____ Fax _____

Plumbing, Electrical and Mechanical Who is responsible for the following work (Separate permits required)?

Plumbing

Licensed Installer Owner of Home Plumber _____
Name _____ Daytime Phone _____

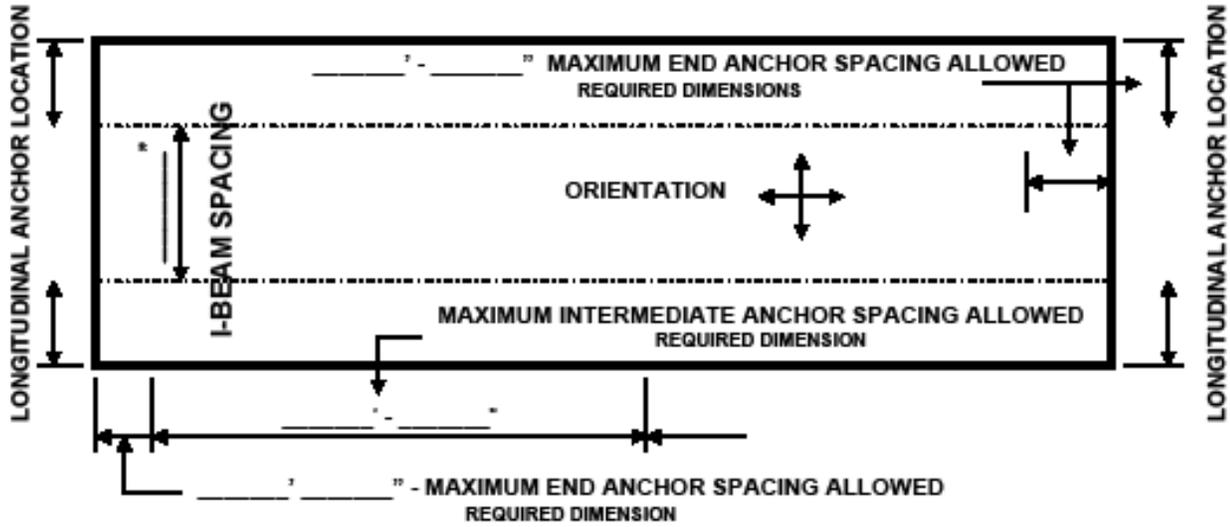
Electrical (Must be MN licensed electrician)

_____ Name _____ Daytime Phone _____

Mechanical

Owner of Home Mech Contractor _____
Name _____ Daytime Phone _____

SINGLE-WIDE ANCHORING PLAN (TYPICAL)



MANUFACTURER INFORMATION

Name _____
 Home Size _____
 Maximum I-Beam Spacing _____
 Maximum Anchor Spacing _____

SOIL INFORMATION

Classification No. _____
 Soil Bearing Capacity _____

ANCHORING INFORMATION

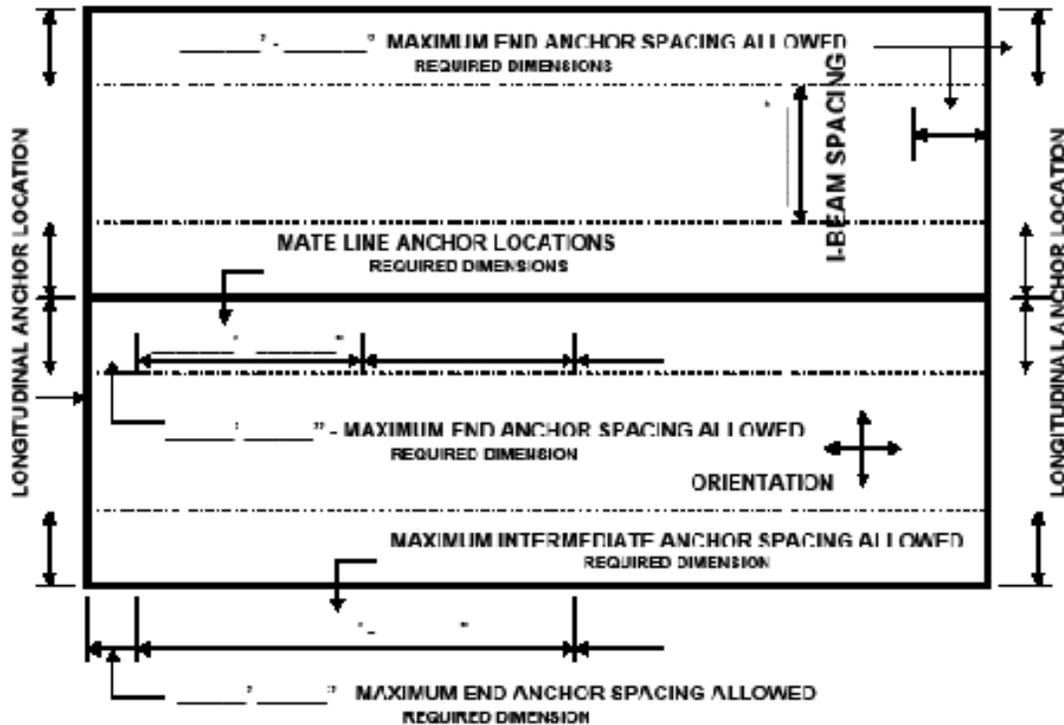
Ext. Wall Height _____
 Roof Pitch _____
 Height From Ground to
 Frame Connection _____

ANCHORING INFORMATION Cont.

Anchor Manufacturer _____
Lateral Anchors Req'd YES or NO
 Anchor P.N. _____
 Connector P.N. _____
Longitudinal Anchors Req'd YES or NO
 Anchor P.N. _____
 Connector P.N. _____
 No. Per End _____

* P.N. = Part or Product Number

DOUBLE-WIDE ANCHORING PLAN (TYPICAL)



MANUFACTURER INFORMATION

Name _____
 Home Size _____
 Maximum I-Beam Spacing _____
 Maximum Anchor Spacing _____

SOIL INFORMATION

Classification No. _____
 Soil Bearing Capacity _____

ANCHORING INFORMATION

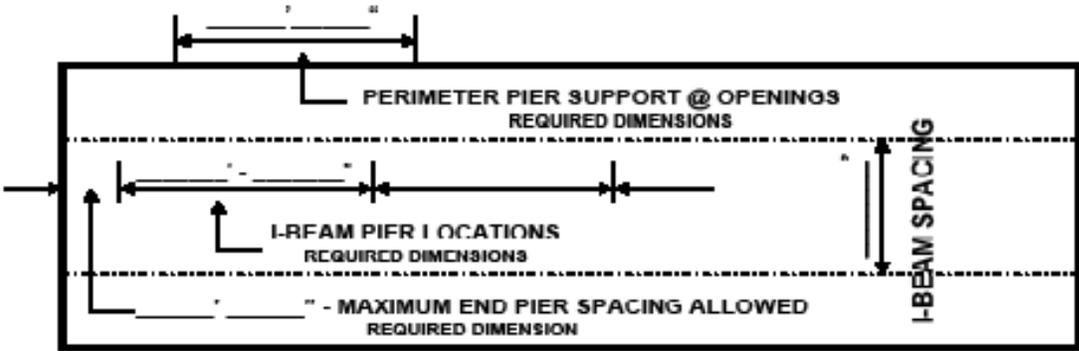
Ext. Wall Height _____
 Roof Pitch _____
 Height From Ground to
 Frame Connection _____

ANCHORING INFORMATION Cont.

Anchor Manufacturer _____
 Lateral Anchors Req'd YES or NO _____
 Anchor P.N. _____
 Connector P.N. _____
 Longitudinal Anchors Req'd YES or NO _____
 Anchor P.N. _____
 Connector P.N. _____
 No. Per End _____
 Mate Line
 Lateral Anchors Req'd YES or NO _____
 Anchor P.N. _____
 Connector P.N. _____

* P.N. = Part or Product Number

SINGLE-WIDE SUPPORT PIER PLAN (TYPICAL)



MANUFACTURER INFORMATION

Name _____
 Home Size _____
 Maximum I-Beam Spacing _____
 Door Openings _____
 I-Beam Loading PLF _____
 Maximum End Support (I Beam) _____
 Ground Moisture Control ___ Yes ___ No
 Grading to Slope **AWAY** From Home _____

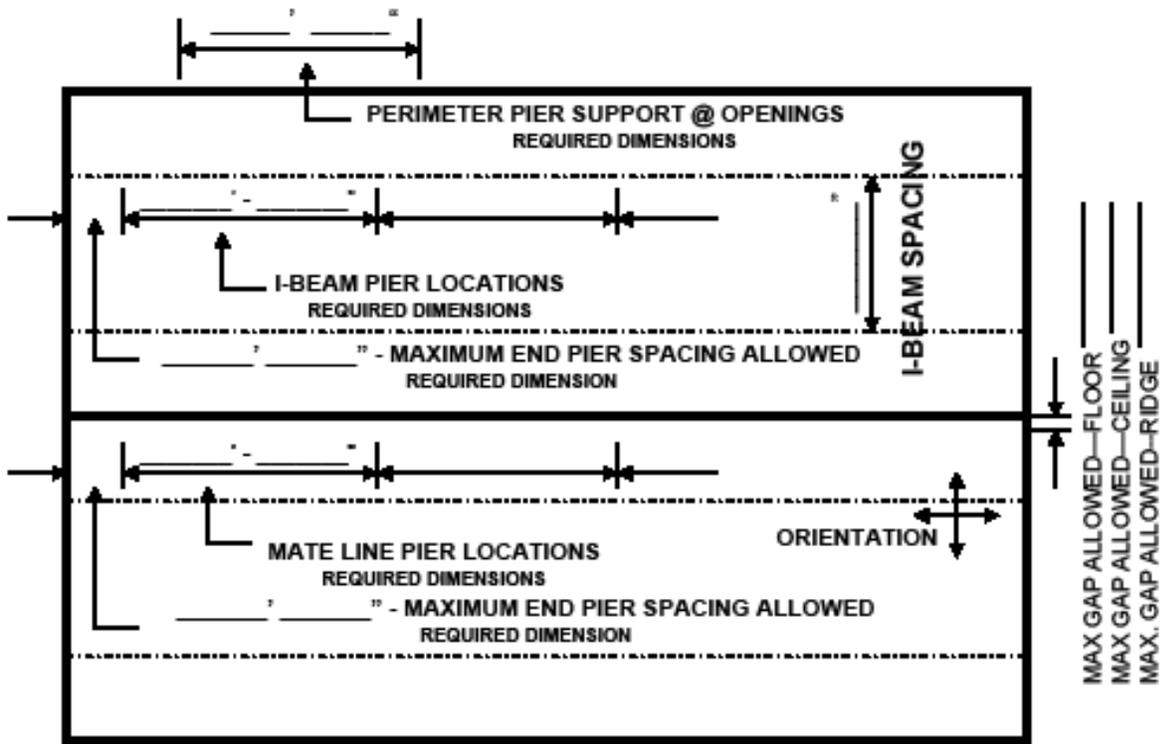
SOIL INFORMATION

Classification No _____
 Soil Bearing Capacity _____

FOOTING INFORMATION

I-Beam _____ x _____ x _____

DOUBLE-WIDE SUPPORT PIER PLAN (TYPICAL)



MANUFACTURER INFORMATION

Name _____
 Home Size _____
 Maximum I-Beam Spacing _____
 Door Openings _____
 I-Beam Loading PLF _____
 Maximum End Support (I-Beam) _____
 Ground Moisture Control Yes No
 Mate Line Loads _____
 Grading to Slope **AWAY** From Home _____

SOIL INFORMATION

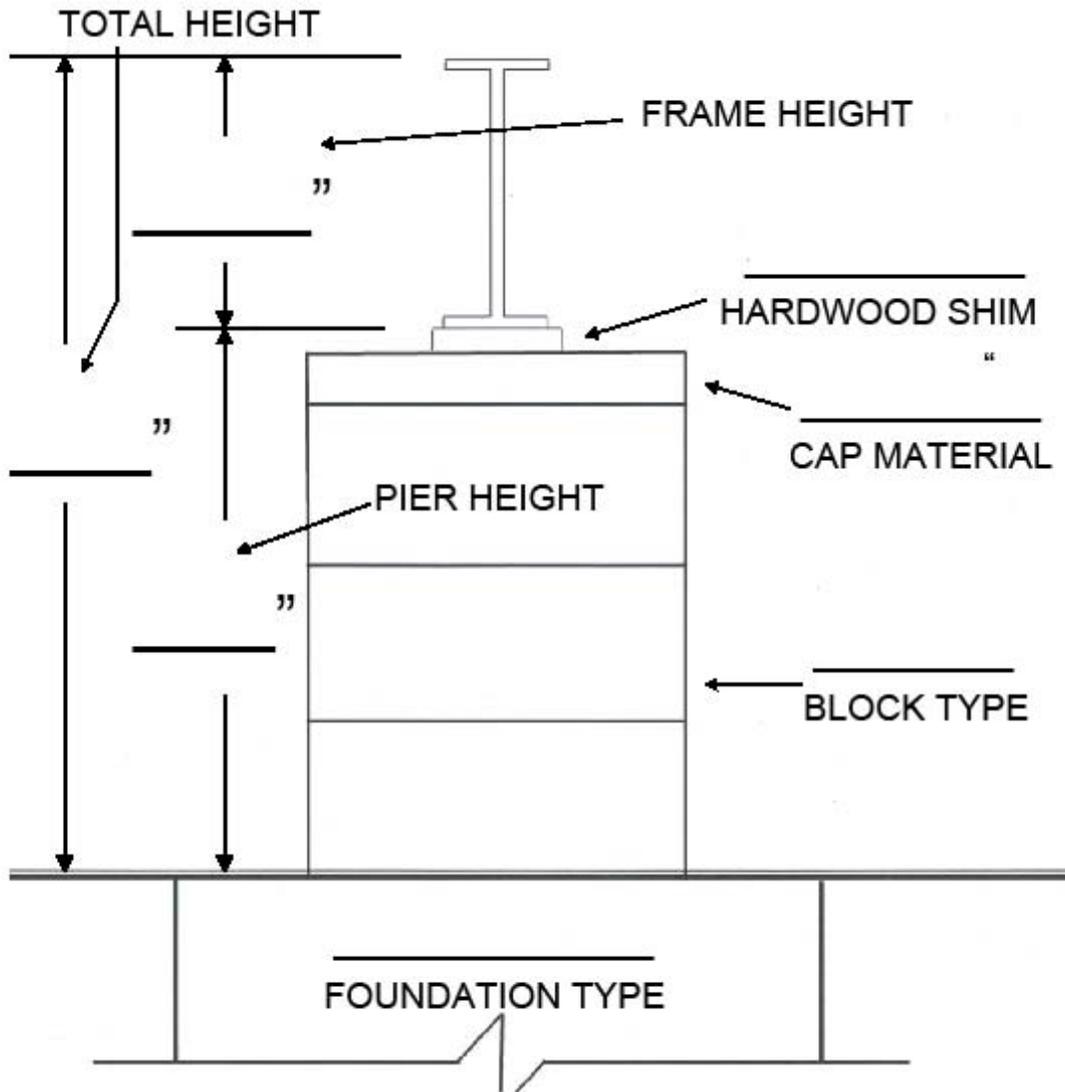
Classification No. _____
 Soil Bearing Capacity _____

FOOTING INFORMATION

I-Beam _____ x _____ x _____
 Mate Line _____ x _____ x _____

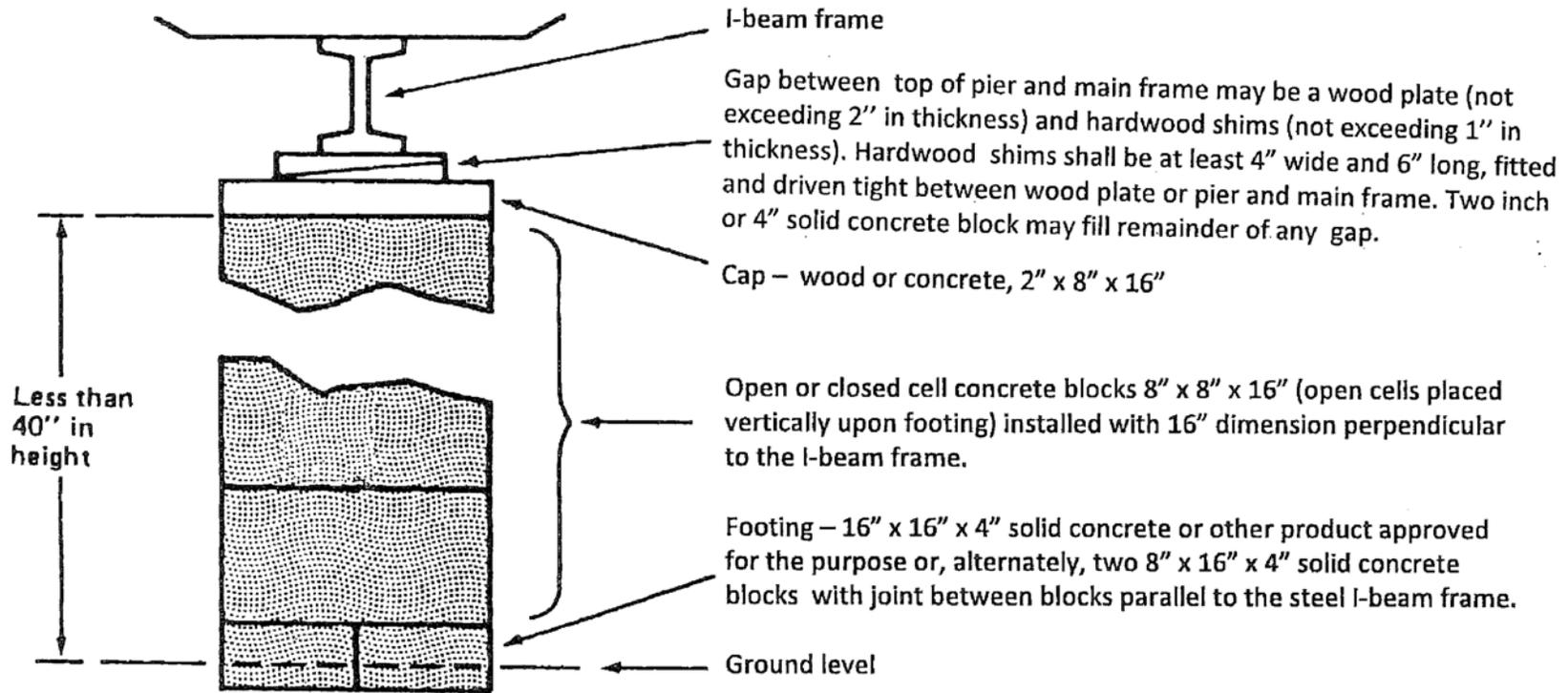
City of Duluth Building Safety
 Manufactured Home Application Packet

FRAME PIER SECTION VIEW



City of Duluth Manufactured Homes Frame Pier Support Section Form

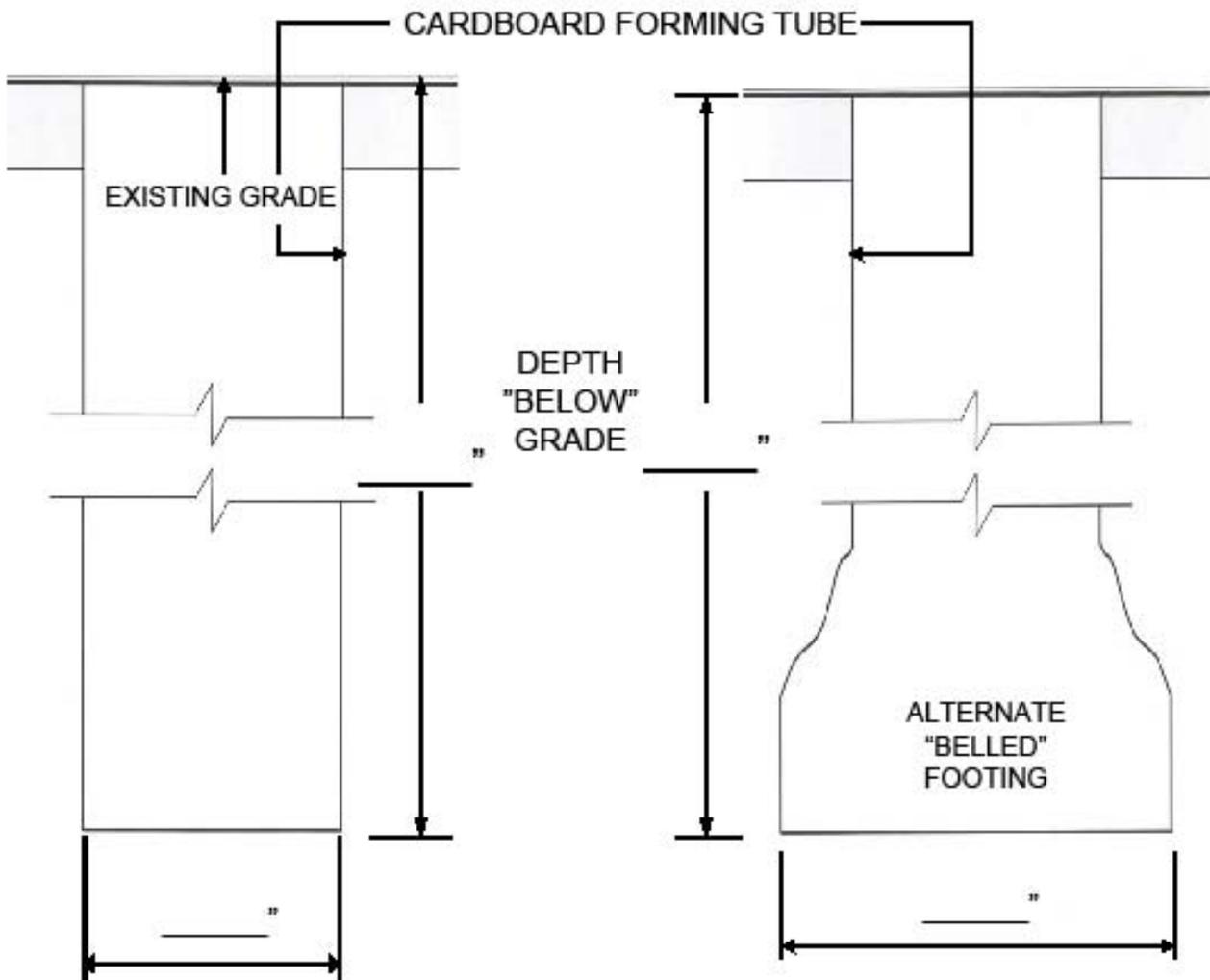
MN Rule 1350.3300
See rule for requirements for taller piers.



Footing placed on firm undisturbed soil or on controlled fill free of grass and organic materials compacted to a minimum load-bearing capacity of 2000 PSF.

For piers less than 40 inches in height (except corner piers over 3 blocks high). Piers shall be securely attached to the frame of the mobile home or shall extend at least 6 inches from the centerline of the frame member.

FROST DEPTH PIER SECTION VIEW



SOIL CLASSIFICATION _____

SOIL BEARING CAPACITY _____ PSF

FOOTING AREA _____ SQ. IN.

SOILS TOTAL LOAD CAPACITY _____

PSI CONCRETE _____

City of Duluth Manufactured Homes Installation Packet
Frost-Depth Footing Form

Notice of Reinstalling of a Single-Section Used Manufactured Home Above the Frost-Line

WHICH MAY VOID WARRANTY

It is recommended that the single-section used manufactured home being reinstalled follow the instructions in the manufacturer's installation manual. By signing this notice, the owner(s) or purchaser(s) are acknowledging they have elected to use footings placed above the local frost line* in accordance with the Minnesota State Building Code. The seller or installer has explained the differences between the manufacturer's installation instructions and the installation system selected by the owner(s) or purchaser(s) with respect to possible effects of frost on the manufactured home.

The owner(s) or purchaser(s) acknowledge by signing this notice that there is no manufacturer's original warranty remaining on the home and recognize that any other extended or ancillary warranty could be adversely affected if any applicable warranty stipulates that the home be installed in accordance with the manufacturer's installation manual to remain effective.

After the reinstallation of the manufactured home, it is highly recommended that the owner(s) or purchaser(s) have a licensed manufactured home installer recheck the home's installation for any re-leveling needs or anchoring system adjustments each freeze-thaw cycle.

The owner(s) or purchaser(s) of the used manufactured home described below that is being reinstalled acknowledge they have read this notice and have been advised to contact the manufacturer of the home and/or the Department of Labor and Industry if they desire additional information before signing this notice.

It is the intent of this notice to inform the owner(s) or purchaser(s) that the owner(s) or purchaser(s) elected not to use a frost-protected foundation system for the reinstallation of the manufactured home as originally required by the home's installation manual.

**In Duluth, required footing depth for frost protection is 60 inches (5 feet)*

Plain language notice

I understand that because this home will be installed with footings placed above the local frost line, this home may be subject to adverse effects from frost heave that may damage this home.

Owner(s) or Purchaser(s) initials: _____

I understand that the installation of this home with footings placed above the local frost line could affect my ability to obtain a mortgage or mortgage insurance on this home.

Owner(s) or Purchaser(s) initials: _____

I understand that the installation of this home with footings placed above the local frost line could void my warranty on the home if any warranty is still in place on this home.

Owner(s) or Purchaser(s) initials: _____

Printed name(s) of Owner(s) or Purchaser(s)

Signatures of Owner(s) or Purchaser(s)

Date

Street address and City of reinstallation of manufactured home

Name of Home Manufacturer _____

Model number _____ Year of Manufacture _____

Serial Number _____

Name of licensed installer or homeowner responsible for installation

Installer license number _____