



## MANUFACTURED HOME PERMIT APPLICATION

Park Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ Lot \_\_\_\_\_  
Dealer/Homeowners \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Installer Name \_\_\_\_\_ Installers License # \_\_\_\_\_  
Phone (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_  
Make \_\_\_\_\_ Serial no. \_\_\_\_\_ Date of Manufacture \_\_\_\_\_

### Required Home Information:

1. Single wide home **or** double wide home (circle one)
2. Home size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq.ft.
3. Approved Zone Location \_\_\_\_\_
4. Location of State Seal \_\_\_\_\_
5. Serial Number on home \_\_\_\_\_
6. Detailed deck or stair design (see deck information sheet)

### Required Lot Information:

1. Lot size \_\_\_\_\_ front, \_\_\_\_\_ back, \_\_\_\_\_ side, \_\_\_\_\_ side. = \_\_\_\_\_ sq.ft.
2. Driveway width \_\_\_\_\_ driveway length \_\_\_\_\_ = \_\_\_\_\_ sq.ft.
3. Location of driveway on lot \_\_\_\_\_
4. Indicate distance to all lot lines; street (include side street if on corner lot), existing structures on property, existing structures on neighboring lots and tree location, deck or stairs. These items must be indicated on the site plan provided by the City. Provide additional information if needed.

**Note:** If there are no property line pins, monument pins must be installed per City requirements. The building and driveway locations must be staked off before a site inspection is conducted. A site inspection will be conducted before a building permit is issued.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Community Development Director \_\_\_\_\_ Date \_\_\_\_\_  
Building Inspector \_\_\_\_\_ Date \_\_\_\_\_

# SITE PLAN

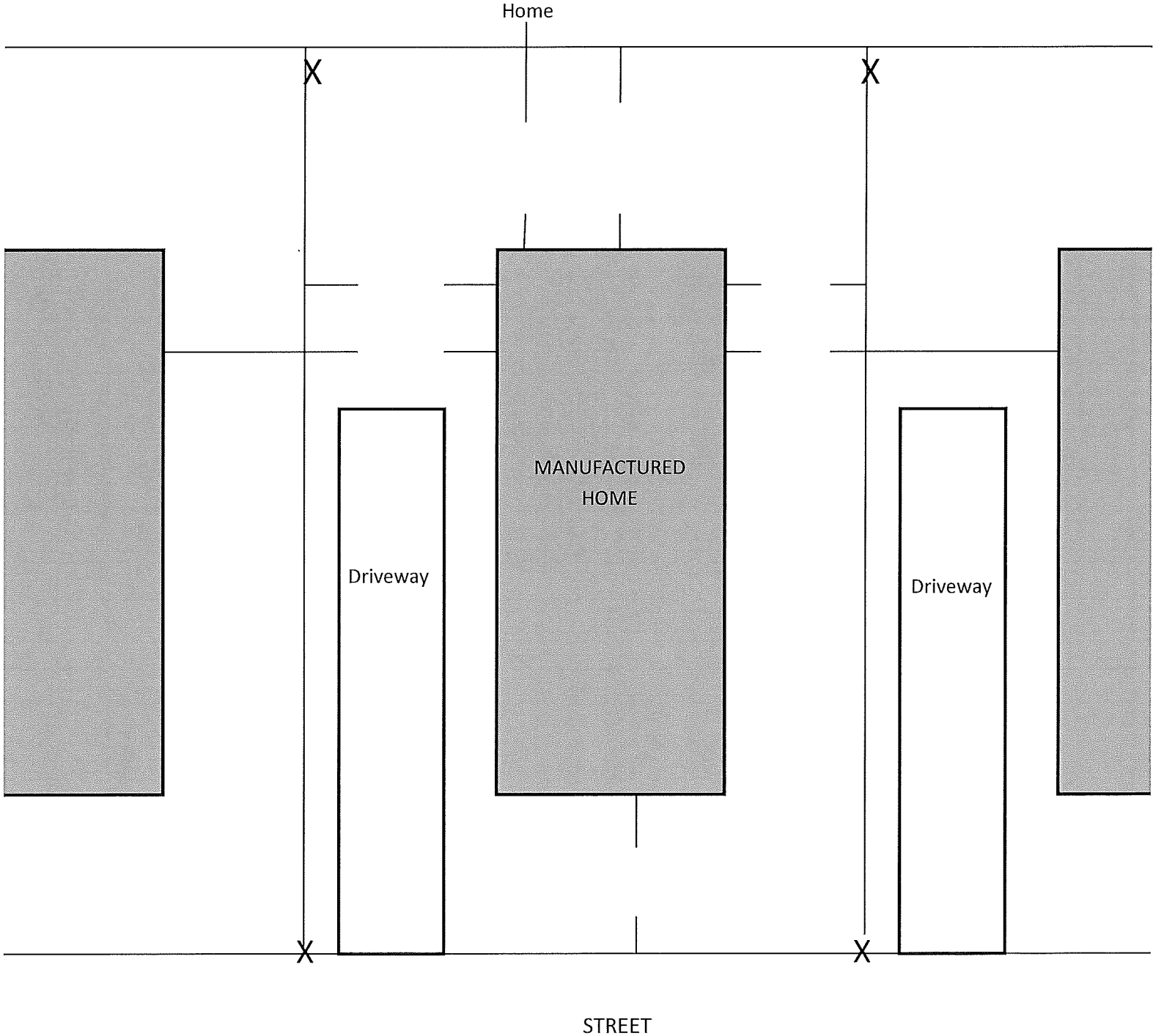
Address: \_\_\_\_\_ Lot: \_\_\_\_\_

Installer: \_\_\_\_\_ Phone \_\_\_\_\_ Date: \_\_\_\_\_

Fill in all setback information for the home, driveway, any other buildings on the lot, buildings and homes adjacent to the lot, street, proposed trees (indicate size) or existing trees on the lot.

X= Monument pins. Pins must be installed and a site inspection conducted before a building permit is issued. Monument pins must be installed per City requirements.

The proposed house and driveway locations must also be staked off before the site inspection is conducted. A site inspection is required before a building permit is issued.



## MANUFACTURED HOME INFORMATION

**City Ordinance:** These are some of the requirements for the City of East Bethel's Manufactured Home Parks. To help in the permitting process and to avoid unnecessary cost and delay we have attached some of the requirements for your review and conveyance.

**Minimum lot sizes:** Chapter 38 section 38-25.

**Single lot:** The minimum lot size of a single lot is 7,800 sq.ft. Minimum width of 60 feet (corner lots 70 feet) and a minimum depth of 130 feet. And shall meet all setback requirements.

**Double lot:** The minimum lot size of a double lot is 11,700 sq.ft. Minimum width of 90 feet and a minimum depth of 130 feet. And shall meet all setback requirements.

**Front setback:** Minimum 30 feet from the curb face. On corner lots the setback shall be observed on both frontages.

**Rear setback:** Minimum 20 feet from the rear lot line.

**Side yard:** Minimum 15 feet from the lot line.

**Minimum distance:** Minimum of 30 feet between manufactured homes in all directions.

**Area occupied:** No more than 25 percent of each lot may be occupied by a dwelling or structure.

**Accessory buildings:** Maintain a minimum of 8 feet from the home.

## ADDITIONAL LOT REGULATIONS

**Off-Street parking:** Two off-street parking spaces providing a minimum of 440 square feet of parking area shall be provided for each manufactured home lot. No off-street parking shall be closer than five feet to a manufactured home nor closer than five feet to any lot line.

**Sidewalks required:** Sidewalks of at least 36 inches in width and four inches in thickness shall be constructed on both sides of all streets, parallel with streets and on the unit side of the curb.

**Paving required:** All streets, parking spaces on lots, guest parking and overload parking areas within the park shall be paved with bituminous or concrete surfacing material to seven-ton.

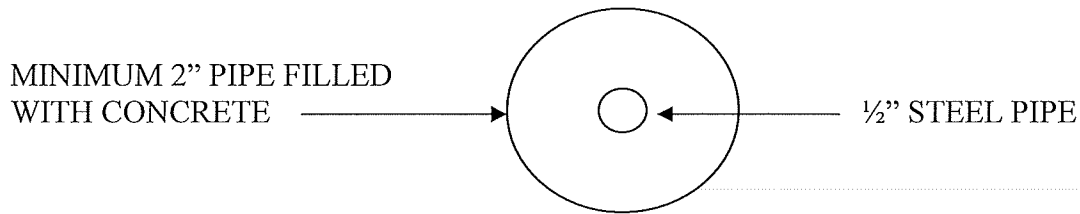
**Concrete patio required:** Each lot shall have a concrete patio adjacent to each home in addition to the off-street parking area. Each patio shall be not less than 300 square feet and a minimum of four inches thick reinforced with wire mesh.

**Adjoining sidewalk required:** Each patio shall be connected to the front sidewalk by a concrete sidewalk of a minimum of 24 inches in width and four inches in thickness.

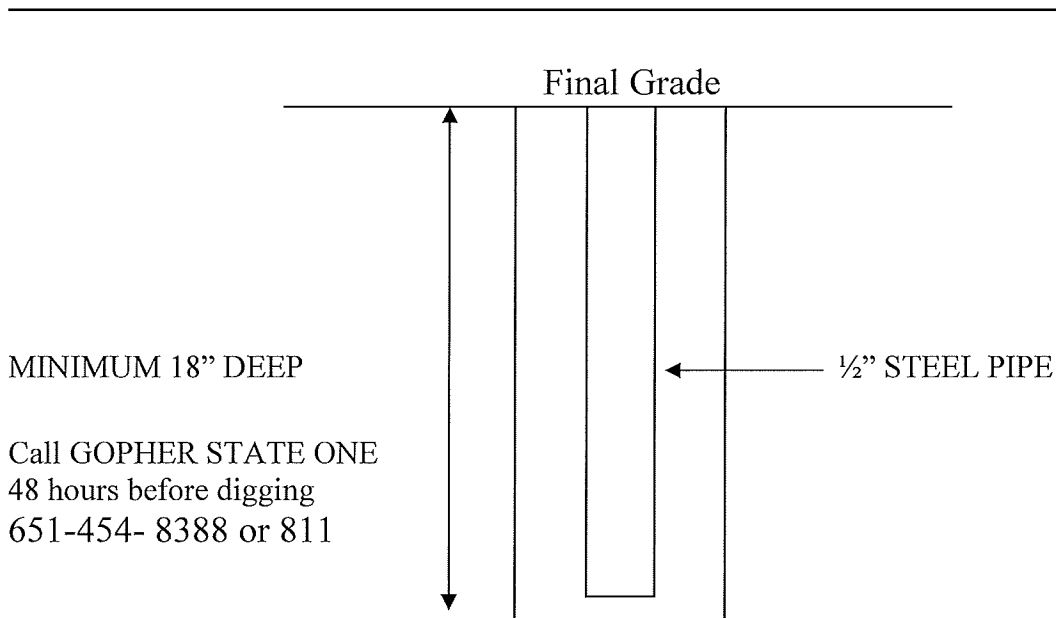
**Shade tree required:** Each lot shall have at least one shade tree with a minimum trunk diameter of 1.5 inches at the time of planting and shall be installed and maintained. All dead trees must be replaced within 90 days.

## MONUMENT PINS

If monument pins which have been installed by a certified surveyor cannot be located or if pins have never been installed then they can be permanently installed per these instructions. The pins must be installed by the owner of the park or the owner agent. The pins are to mark the lot line or an assumed lot line. The lot lines must be identified on all sides of the lot. Once the monument pins have been installed they cannot be removed. When the pins are installed they must meet the required setback of the homes and driveways on each side of the lot lines.



TOP



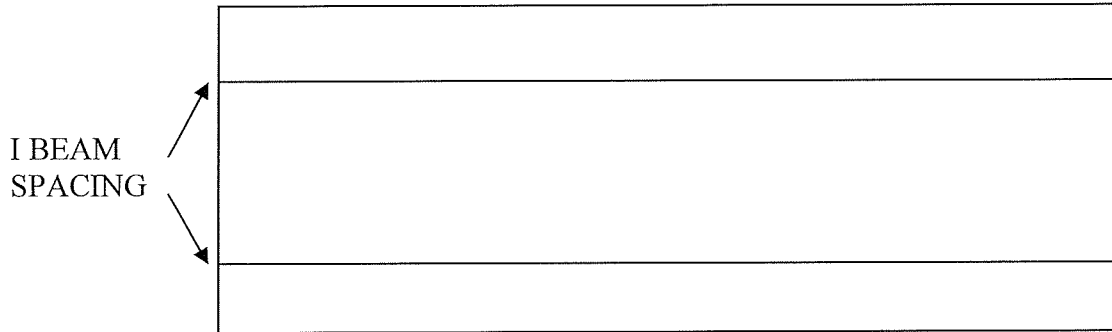
SIDE

# SINGLE-WIDE PIER PLAN

Address \_\_\_\_\_ Date \_\_\_\_\_

Dealer/Homeowner \_\_\_\_\_ Phone \_\_\_\_\_

Indicate on this plan the locations of the piers



## MANUFACTURED HOME INFORMATION

1. Name \_\_\_\_\_
2. Year constructed \_\_\_\_\_
3. Home size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq.ft.
4. Ground moisture control \_\_\_\_\_
5. Grading sloping away from the house \_\_\_\_\_

## FOOTING AND PIER INFORMATION

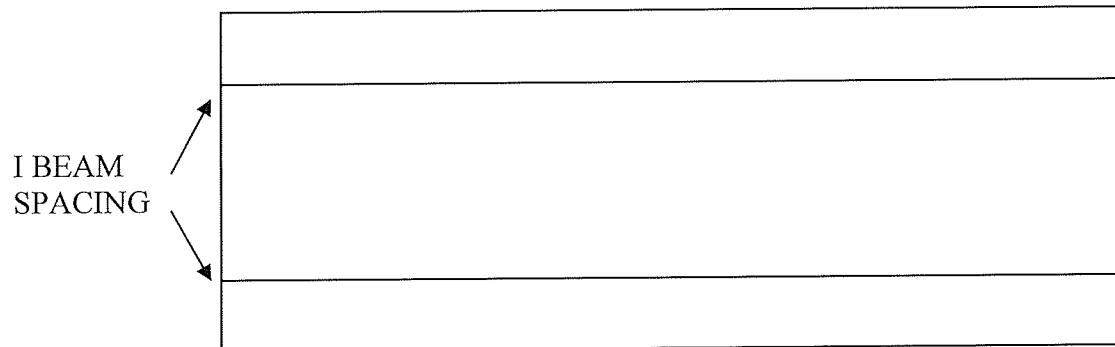
1. Footing type \_\_\_\_\_
2. Footing depth \_\_\_\_\_
3. Footing size \_\_\_\_\_
4. Footing spacing \_\_\_\_\_
5. Pier type \_\_\_\_\_
6. Pier size \_\_\_\_\_
7. Pier spacing \_\_\_\_\_
8. Soil type \_\_\_\_\_

# SINGLE-WIDE ANCHORING PLAN

Address \_\_\_\_\_ Date \_\_\_\_\_

Dealer/Homeowner \_\_\_\_\_ Phone \_\_\_\_\_

**Indicate on this plan the locations of the anchors**



## MANUFACTURED HOME INFORMATION

1. Name \_\_\_\_\_
2. Year constructed \_\_\_\_\_
3. Home size; width \_\_\_\_\_ length \_\_\_\_\_ = \_\_\_\_\_ sq.ft.

## ANCHORING INFORMATION

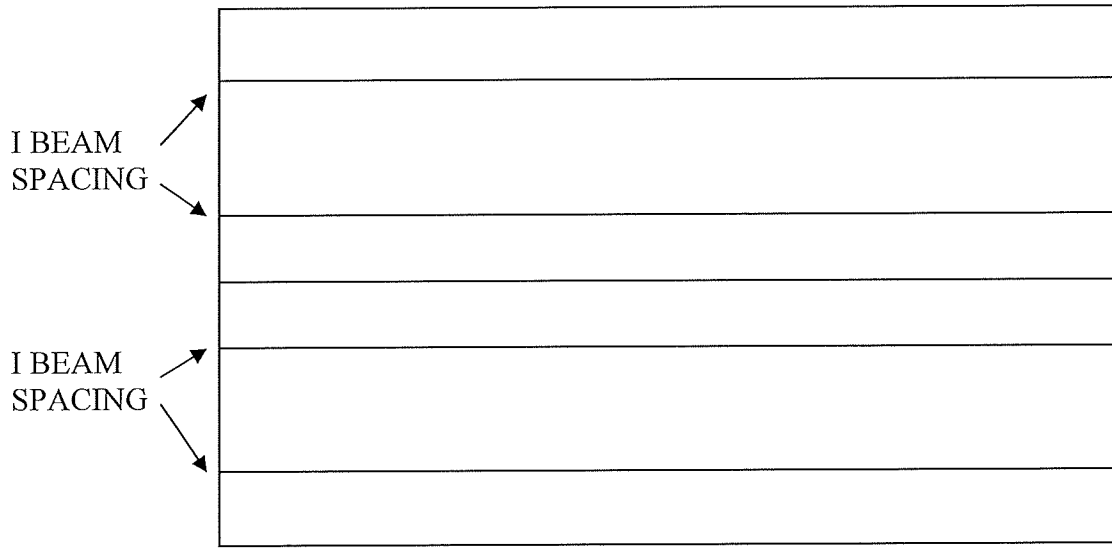
1. Anchor Manufacture \_\_\_\_\_ Part no. \_\_\_\_\_
2. Soil type \_\_\_\_\_
3. Spacing required \_\_\_\_\_
4. Proposed spacing \_\_\_\_\_
5. Maximum end spacing \_\_\_\_\_
6. Proposed end spacing \_\_\_\_\_

# DOUBLE-WIDE PIER PLAN

Address \_\_\_\_\_ Date \_\_\_\_\_

Dealer/Homeowner \_\_\_\_\_ Phone \_\_\_\_\_

**Indicate on this plan the locations of the piers**



## MANUFACTURED HOME INFORMATION

1. Name \_\_\_\_\_
2. Year constructed \_\_\_\_\_
3. Home size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq.ft.
4. Ground moisture control \_\_\_\_\_
5. Grading sloping away from the house \_\_\_\_\_

## FOOTING AND PIER INFORMATION

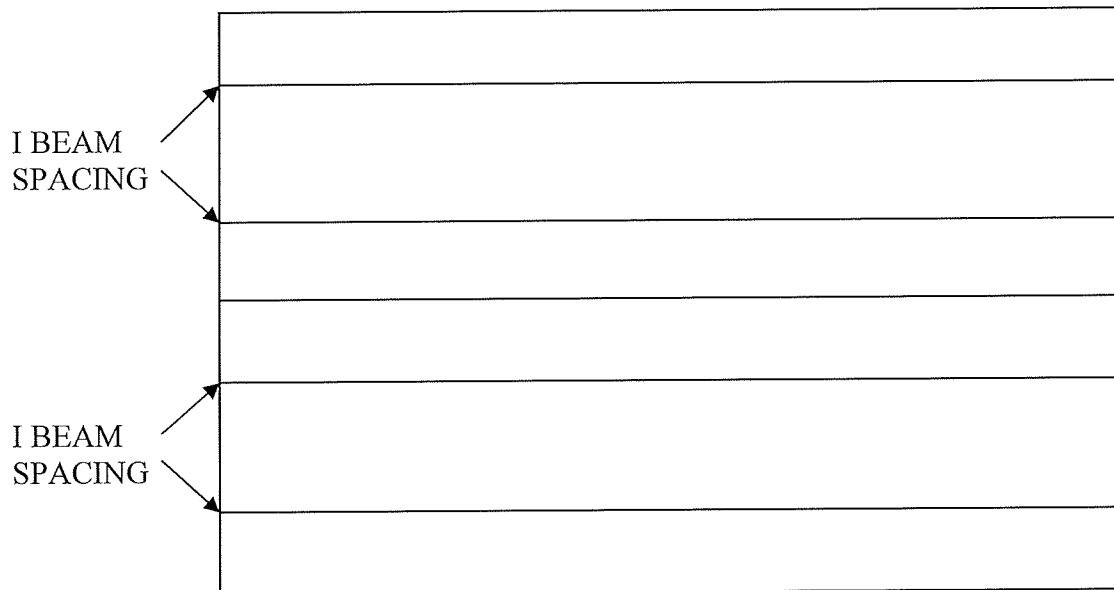
1. Footing type \_\_\_\_\_
2. Footing depth \_\_\_\_\_
3. Footing size \_\_\_\_\_
4. Footing spacing \_\_\_\_\_
5. Pier type \_\_\_\_\_
6. Pier size \_\_\_\_\_
7. Pier spacing \_\_\_\_\_
8. Soil type \_\_\_\_\_

# DOUBLE-WIDE ANCHORING PLAN

Address \_\_\_\_\_ Date \_\_\_\_\_

Dealer/Homeowner \_\_\_\_\_ Phone \_\_\_\_\_

**Indicate on this plan the locations of the anchors**



## MANUFACTURED HOME INFORMATION

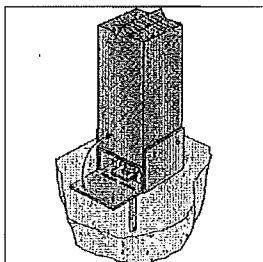
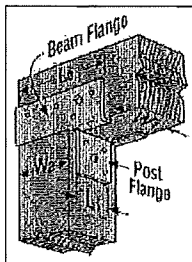
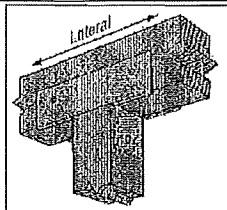
1. Name \_\_\_\_\_
2. Year constructed \_\_\_\_\_
3. Home size; \_\_\_\_\_ = \_\_\_\_\_ sq.ft.

## ANCHORING INFORMATION

1. Anchor Manufacture \_\_\_\_\_ Part no. \_\_\_\_\_
2. Soil type \_\_\_\_\_
3. Spacing required \_\_\_\_\_
4. Proposed spacing \_\_\_\_\_
5. Maximum end spacing \_\_\_\_\_
6. Proposed end spacing \_\_\_\_\_



# Landing/Deck Section



## BEAMS (Typical)

\_\_\_ # of plys. \_\_\_ " x \_\_\_ "

(Check One of the Following)

- .40 ACQ Pressure Treated Wood
- Cedar
- Redwood
- Post to Beam Connector \_\_\_ P.N.
- Post to Footing Connector \_\_\_ P.N.

## SUPPORT POSTS (Typical)

\_\_\_ " x \_\_\_ "

(Check One of the Following)

- .40 ACQ Pressure Treated Wood
- Cedar
- Redwood

## JOIST (Typical)

\_\_\_ " x \_\_\_ "

(Check One of the Following)

- .40 ACQ Pressure Treated Wood
- Cedar
- Redwood

## OTHER REQUIRED JOIST INFO.

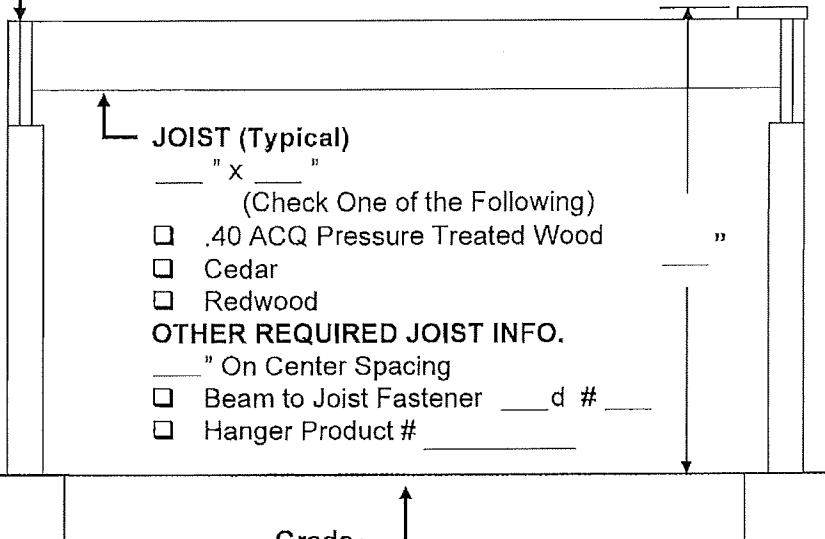
- \_\_\_ " On Center Spacing
- Beam to Joist Fastener \_\_\_ d # \_\_\_
- Hanger Product # \_\_\_\_\_

## FOOTING CONFIGURATION

\_\_\_ " x \_\_\_ " x \_\_\_ "

Grade

P.N. = Product Number



# Plan View Landing or Deck

**Additions, i.e. porches, decks, or entry landings constructed on-site shall be *self-supporting* and shall *not be attached* to manufactured homes. MSBC Chapter 1350.0400, Subp. 3**

## BEAMS (Typical)

- \_\_\_\_ # of plys. \_\_\_\_ " x \_\_\_\_ "  
 (Check One of the Following)
- .40 ACQ Pressure Treated Wood
  - Cedar
  - Redwood
  - Post to Beam Connector \_\_\_\_ P.N.

## SUPPORT POSTS (Typical)

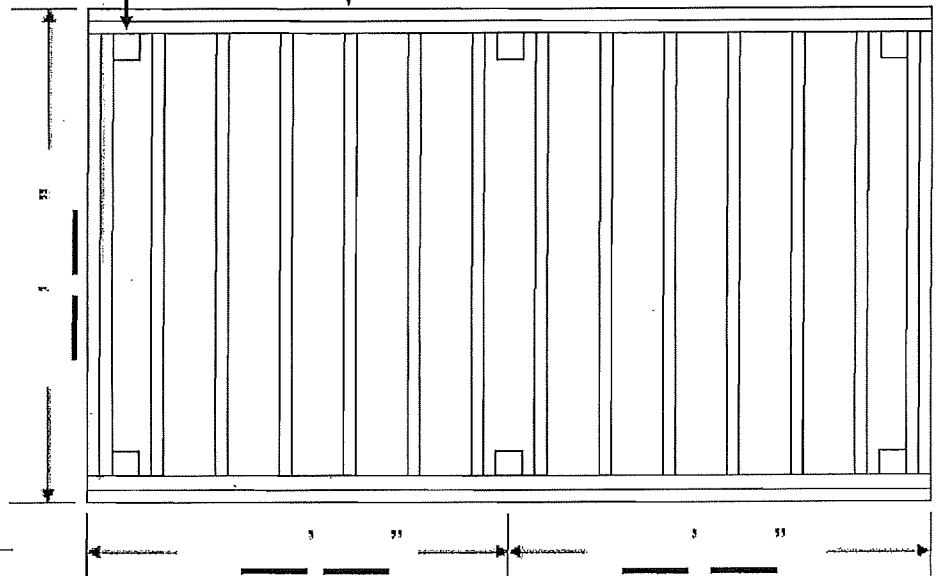
- \_\_\_\_ " x \_\_\_\_ "  
 (Check One of the Following)
- .40 ACQ Pressure Treated Wood
  - Cedar
  - Redwood

## JOIST (Typical)

- \_\_\_\_ " x \_\_\_\_ "  
 (Check One of the Following)
- .40 ACQ Pressure Treated Wood
  - Cedar
  - Redwood

## OTHER REQUIRED JOIST INFO.

- \_\_\_\_ " On Center Spacing
- Beam to Joist Fastener \_\_\_\_ d # \_\_\_\_
  - Hanger Product # \_\_\_\_



P.N. = Product Number

# Residential Stairs and Guards Information Sheet

## Width

Stairways shall not be less than 36 inches wide. The handrail may enter a maximum of 4-1/2 inches into this dimension. If placing two handrails on a stairway, maintain a minimum of 27 inches.

## Dimensional tolerances

The largest tread depth or riser height within any stairway shall not exceed the smallest by more than 3/8 inch.

## Risers

Open risers are permitted, provided that the opening between treads does not exceed 4 inches. This does not apply if less than 30 inches above floor or grade.

## Headroom

Every stairway shall have a headroom clearance of not less than 6 feet 8 inches. The minimum headroom in all parts of the stairway may not be less than 6 feet 8 inches. This is measured vertically from the sloped plane adjoining the tread nosings or from the floor surface of the landings.

## Handrails

*Required at four or more risers.*

The top shall be placed not less than 34 inches, nor more than 38 inches, above the nosing of the treads. Ends shall be returned or terminated in newel posts or safety terminals.

All required handrails shall be continuous for the full length of the stairs from a point directly above the top riser of the flight to a point directly above the lowest riser of the flight.

Exceptions:

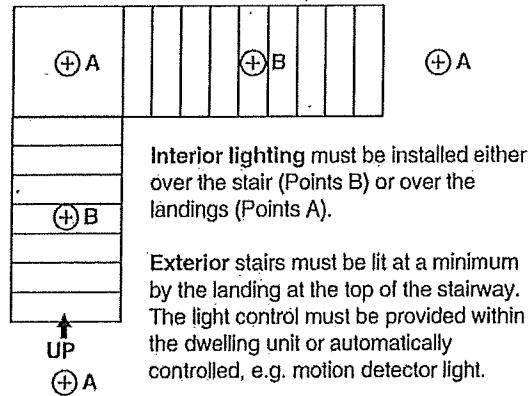
1. Handrails may be interrupted by a newel post at a turn
2. A volute, turnout or newel post is allowed over the lowest tread.

The outside diameter of a circular handrail may be no less than 1-1/4 inches and no greater than 2 inches. A non circular must have a perimeter dimension of at least 4 inches and no greater than 6-1/4 inches. The maximum cross section is 2-1/4 inches. See page 2.

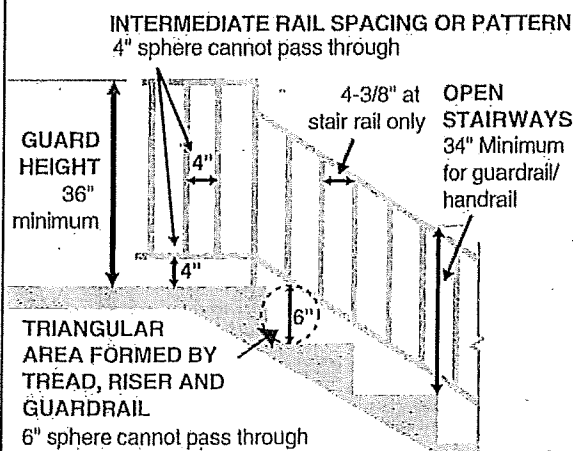
## Illumination

All interior and exterior stairways must be illuminated.

### Stairway lighting



### Guard opening limitations



### Occupant load less than 10 (Private stairway)

If stairway has closed risers and stair tread is less than 11 inches, a nosing of 3/4 inch depth by no greater than 1-1/4 inch is required.

