



## MANUFACTURED/MODULAR PLAN REVIEW CHECKLIST

- Completed and Signed Application
- Minimum of one (1) set of plans, drawn to scale, must be submitted. Upon issuance of the permit, one stamped set of plans will be returned.
- A site plan or survey, showing setbacks, drawn to scale on paper (no smaller than 8.5"x11") must be submitted that includes the following: Engineer Site Plan (Exception—5 acre lots may be hand drawn)
- If over a basement:
  - Footing size, depth, and location of rebar if required (include all grade beams and piers)
  - Foundation wall thickness and location of rebar, if required
- Manufactured Home-New: Floor plan and foundation or basement plan & certified installer's ID#, name, and address
- Manufactured Home-Used: B-Seal Unit Inspection sheet, picture of exterior, floor plan and foundation or basement plan & certified installer's ID#, name, and address.
- Modular Home- Manufacturer's package plan with foundation or basement plan & KIBS letter from the state
- Location & size of all decks, porches, retaining walls, etc. Additional deck permit needed if larger than 4'x4' egress landing.
- Proof of Workers Comp Insurance and Unemployment Insurance
- Completed Contractor List Form

### Approval Requirements

In some instances, approvals from departments aside from Building Inspection are required. These approvals must be obtained prior to issuance of a building permit.

- Health Department: Property that uses a septic tank system must obtain prior approval from the Health Department. (A copy of the site permit and septic permit must be used with the application)
- 911 Address Letter
- Road Department Culvert Letter and/or Encroachment/Entrance Letter
- Floodplain Letter from Floodplain Coordinator
- Electrical Permit
- Waterline/Plumbing Permit or Farmstead Exemption

**NOTE: APPLICATION MUST BE COMPLETED IN FULL AND SUBMITTED WITH ALL ADDITIONAL PAPERWORK AS REQUIRED ON CHECKLIST.**