



MANUFACTURED HOME INSTALLATION PERMIT

MANUFACTURED HOME INFORMATION

In order to locate a manufactured home within unincorporated Madison County, a property owner must apply for a Manufactured Home Installation Permit and have the proper zoning designation. Manufactured homes are only permitted within (R-6) Manufactured Home Park Districts or as a Special Use Permit (SUP) within an Agriculture District or Single Family Residential District. A SUP requires a zoning hearing and typically takes two (2) months to complete. A Manufactured Home Installation Application will not be issued if a property does not satisfy the zoning requirements.

PROPERTY INFORMATION

Submittal Date: _____
Site Address: _____
Park Name (if applicable): _____
Lot Number (if applicable): _____
Floodplain: _____

Office Use Only
Intake Clerk: _____
Fee Amount: _____
Cash: _____ Check: _____
Credit Card: _____
File No: _____

CONTACT INFORMATION

Home Owner: _____
Address: _____ Telephone # _____
Fax # _____ Cell # _____ E-mail: _____

Contractor / Installer: _____ Contact Name: _____
Address: _____ Telephone # _____
Fax # _____ Cell # _____ E-mail: _____

Manufactured Park Name: _____ Contact Name: _____
Address: _____ Telephone # _____
Fax # _____ Cell # _____ E-mail: _____

HOME SPECIFICATIONS

Type of Manufactured Home: Single Wide Double Wide Other: _____

Manufactured Year of Home: _____ Total Square Feet: _____

Size: _____ (width) x _____ (length) Exterior Material & Color: _____

Fireproofed Skirting: Yes No 100-amp Electrical Service or Greater: Yes No

Foundation Type: Concrete Pad Concrete Runners Piers Other _____

Foundation Thickness: _____

Water Supply Entity _____ Plumbing Type (ABS or PVC) _____

Sanitary Sewers: Public Private If public, which Sewage Entity: _____

If private, a septic permit shall be submitted concurrently.

SUBMITAL REQUIREMENTS

The follow are required for each preliminary plat application:

- Completed application.
- Application fee of \$0.15 per square foot of the home, \$50 for electrical inspection, and \$30 for a final inspection (certificate of occupancy). Additional fees will be assessed if a private sewage system is utilized.
- Plot plan identifying placement of the new home and setbacks from the nearest property lines. In addition, the location of off-street parking area, accessory structures, cabanas, patios, or porches shall be identified.
- Structural Plans of the manufactured home.

Additional Requirements

- All manufactured homes within a manufactured home park shall provide two (2) off-street parking spaces with a minimum pad size of 20' x 20' or 10' x 40' and shall be of poured concrete at least four (4) inches thick.
- All manufactured homes shall be tied down in a safe and secure manner. The manufactured home owner and the manufactured home park owner shall be responsible for the safe and secure tie down for each home.
- A certificate of occupancy must be issued to the lot or piece of property in question prior to its usage.
- No permanent additions shall be attached to any manufactured home.
- Accessory buildings are permitted so long as they are entirely enclosed. Accessory building size shall not exceed 2.5% of the mobile home space or 200 square feet in size, whichever is greater.
- Cabanas, patios, or porches are permitted, but at least one side must be open except for screening for insects.
- All manufactured homes are required to have fireproofed skirting which completely encloses the otherwise exposed underneath portion of the manufactured home.
- All homes shall meet the American Standards Institute's A119-1 requirements, as periodically revised.
- Any manufactured home placed within floodplain shall submit a flood elevation certificate sealed by an Illinois Licensed Surveyor that identifies the home being elevated at least two (2) feet above the base flood elevation (BFE).
- Any manufactured home in a manufactured home park shall have a minimum of 100-amp service.

Inspections

A series of inspections will be required to ensure the placement of the new manufactured home is safely installed. Applicants will be required to contact the Department to schedule the following inspections:

- Footing inspection of an approved foundation prior to the placement of the home.
- Tie downs upon placement of the home.
- Electrical Service hookup.
- Private sewage system installation (if necessary)
- Final Inspection, including skirting and parking areas.

Review and Approval

All submittals must be in compliance with the Madison County Mobile Home Parks Code and the Madison County Zoning Ordinance. No permit will be issued if any element of the permit is not satisfactory. In addition, no permit will be issued for any manufactured home parks that are not licensed with the State of Illinois.

AUTHORIZED SIGNATURE

By signing this application, the applicant takes responsibility for all activities, any damages caused by these activities, and adherence to the Madison County Code of Ordinances.

Print Name: _____

Signature: _____ Date: _____

For Office Use Only

Review Date: _____ Permit Issuance Date: _____

Reviewer Signature: _____ Assigned Site Inspector: _____

Building Fees: _____ Accessory Building Fees: _____

Electrical Fees: _____ Plumbing Fees: _____

Sew. Disposal System Fee: _____ Final Inspection/ C of O Fee: _____

Total Fees _____