



**MINNESOTA DEPARTMENT OF
LABOR & INDUSTRY**

443 Lafayette Road N.
St. Paul, Minnesota 55155
www.dli.state.mn.us
(651) 284-5000
1-800-DIAL-DLI
(342-5354)

INSTALLATION INSPECTION/AUDIT

Installer Name: _____ License Number: _____ Date: _____
 Installation Address: _____
 Homeowner name: _____ Phone: _____
 Manufacturer: _____ Serial #: _____
 D.O.M.: _____ HUD Label #: _____

Description

Subpart A General

3285.2 Manufacturers Installation Instructions

	Yes	No	Status
Manufacturers Installation Instructions On-Site.			

Subpart B Pre Installation Considerations

	Yes	No	Status
Zoning approval and permits from local jurisdiction.			
Manufacturing installation instructions or engineering documents on site.			
Plan approval from the Local Authority Having Jurisdiction (LAHJ).			
Does the home conform to the Alternate Construction Instructions <i>(if applicable)</i> ?			

3285.101 Fire Separation

	Yes	No	Status
LAHJ has approved Fire Separation Distance and Setbacks.			

3285.102 Installation of manufactured Homes in Flood Hazard

	Yes	No	Status
Is the home site wholly or partly in a flood hazard area.			
If in a flood zone, is the foundation engineered to minimize flood damage.			

3285.103 Site Suitability with Design zone Maps (HUD labeled units)

	Yes	No	Status
The home is designed for wind zone 1.			
The home is designed for a roof snow load of 30 PFS (Middle Zone).			
The home is designed for thermal zone .079 or less (Zone 2 before 10-25-94, Zone 3 after 10-25-94).			

Subpart C Site Preparation

3285.201 Soil Conditions

	Yes	No	Status
Foundation constructed on firm, undisturbed soil or fill compacted to at least 90% of its maximum relative density.			
All organic material such as grass, roots, twigs, and wood scraps must be removed from areas where footings are to be placed.			

3285.202 Soil Classifications and bearing capacity

	Yes	No	Status
Soil classification and bearing capacity must determined before the foundation is constructed and anchored, using one of the following six methods, indicate which was used: 1) Soil tests; 2) Local soil records; 3) Soil bearing capacity based on Soil Classification; 4) A pocket penetrometer; 5) Torque Probe; 6) Dyanmic Cone Penetrometer; 7) In lieu of determining the soil bearing capacity, an allowable pressure of 1500 psf may be used, unless the site-specific info requires the use of lower values; 8) If the soils appear to be composed of peat, organic clays, uncompacted fill or appears to have unusual conditions, an Engineer, Geologist or Architect must determine the bearing capacity.			

3285.203 Site Drainage

	Yes	No	Status
Drainage provided to direct surface water away from the home to protect against erosion of the foundation supports and to prevent water build-up under the home.			
Drainage diverted away from the home at a minimum of 1/2" per foot for the first 10'			
Vapor Retarder provided under the home if enclosed by skirting.			
Home is protected from surface runoff from surrounding area.			
Gutters and Downspouts installed per Manufacturers Instructions and diverted away from home.			

Description

Subpart D Foundations

3285.301 General

	Yes	No	Status
Footings at Frost Depth (Southern MN 42" Northern MN 60")			
Foundations designed and constructed based on site conditions, home design features, and the loads the home was designed to, and in accordance with the "approved" plans.			

Subpart E Anchorage Against Wind

3285.401 Anchoring Instructions

	Yes	No	Status
Manufacturers Installation Instructions or an approved alternate designed by a Professional Engineer or a Registered Architect.			
Home is being installed in the wind zone for which it was designed. (Listed on Data Plate)			

3285.402 Ground Anchor Installations

	Yes	No	Status
Ground Anchors installed full depth.			
Ground Anchors installed per Manufacturers Instructions.			
Straps are a minimum of 1 1/4 inch x 0.035 inch or larger.			
Straps must have a minimum capacity of 4,725lbs and a working capacity of 3,150lbs.			
Straps Installed/Spaced per Installation Instructions.			
Longitudinal anchoring installed according to the manufacturers instructions (if required).			

3285.403 Sidewall, over-the roof, mate-line, and shear wall straps

	Yes	No	Status
If any of the above listed straps are installed by mfg., were they connected to an anchoring assembly.			

3285.404 Severe Climatic Conditions

	Yes	No	Status
In frost-susceptible soil locations, Ground anchors must be installed below frost line			

OR

Foundation is Frost protected in accordance with acceptable engineering practices.			
--	--	--	--

Subpart F Optional Features

3285.504 Skirting

	Yes	No	Status
Skirting of weather-resistant materials or protected against weather deterioration.			
Skirting installed correctly as to not trap water or damage home.			

3285.505 Crawlspace ventilation

	Yes	No	Status
Required crawlspace ventilation provided--1/150 square feet within 3 feet of each corner.			
Ventilation placed as high as possible on skirting/foundation.			
Ventilation openings protected from rodent infestation.			
Access opening provided (minimum of 18" wide and 24" high, not less than 3 sq ft clear			
Dryer exhaust vents and other combustion air inlets vented through the skirting.			

Subpart G Ductwork, Plumbing and Fuel Supply Systems

3285.603 Water Supply

	Yes	No	Status
An identified and accessible Shut-off valve provided between water supply and inlet to home.			
Shut-off valve is located under or adjacent to home (circle one).			
Exposed sections of the water supply lines, shut-off valves, pressure reducers, and pipes in water heater compartments are insulated or otherwise protected from freezing.			
Pipe heating cable (if used) shall be listed for use in Manufactured Homes and installed per the Cable Manufacturers Instructions.			
Water system inspected and tested for leaks per Installation Instructions.			
Water piping supported at not more than 3' intervals			

3285.604 Drainage System

	Yes	No	Status
Drain lines have a slope of not less than 1/4" per foot (unless otherwise noted on the DAPIA schematic diagram)			
Drain lines Supported at not more than 4' intervals.			
Drainage system inspected and tested for leaks after completion at site. (see systems testing section)			

3285.605 Fuel Supply System

	Yes	No	Status
The flexible connector, direct plumbing pipe or "Quick Disconnect" device is protected from mechanical and impact damage and is located to minimize the possibility of tampering.			
Gas system inspected and tested for leaks after completion at the site.			

3285.606 Ductwork Connections

	Yes	No	Status
Ductwork connections sealed to prevent air leakage.			
Ducts supported above the ground at not more than 4' intervals or per mfg. installation instructions.			

Ducts outside of the Thermal Envelope insulated with a minimum of R-4.0 with continuous Vapor Barrier.			
--	--	--	--

Description

Subpart H Electrical Systems and Equipment

3285.702 Miscellaneous lights and fixtures

	Yes	No	Status
All site installed lighting fixtures are installed per the mfg listing.			
After completion of all electrical wiring and connections, including crossovers, electrical lights, and ceiling fans, the electrical system was tested and inspected using all of the following three methods :			
1) A continuity test to assure that metal parts are properly bonded.			
2) Operational tests of all devices and utilization equipment except water heaters, electric ranges, electric furnaces, dishwashers, clothes washers/dryers and portable appliances to demonstrate that they are connected and in working order,			
3)Electrical equipment installed or completed during installation, electrical polarity checks must be completed to determine that connections have been made properly. Visual verification is an acceptable electrical polarity check.			

3285.703 Smoke Alarms

	Yes	No	Status
Smoke alarms installed where required by this chapter and are functional.			

Subpart I Exterior and Interior Close-Up

3285.801 Exterior Close Up

	Yes	No	Status
Exterior siding and roofing necessary to join all sections of the home installed according to the product manufacturers installation instructions. Wind strips on roof removed and holes sealed.			
Exterior close up strips/trim fastened securely and sealed with exterior sealant.			
All joints and seams that were disturbed during location of home made weatherproof.			
Polyethylene sheeting removed prior to siding.			
Any holes in the roofing have been made weatherproof and sealed with a sealant or other material suitable for use with the roofing in which the hole is made.			
Mate-Line gasket installed per installation instructions.			
Hinged roof and eaves completed in accordance with this section			

3285.802 Structural Interconnection of Multi-Section Homes

	Yes	No	Status
Structural Interconnection of the sections is complete in accordance with the mfgs instructions.			
No gaps are present between the structural elements. Verify allowable gaps at ridge and floor lines.			

OR

Gaps are present but are sealed by the gasket, are shimmed with dimensional lumber and the fastener length has been adjusted accordingly.			
---	--	--	--

3285.803 Interior Close-Up

	Yes	No	Status
All shipping blocking, strapping, or bracing has been removed.			
Wall panels for joining sections of the home are installed using adhesive and 1 1/2" nails or staples @ 6" o.c. on edges and 12" o.c. in the field or per installation instructions.			

3285.804 Bottom Board Repair

Any missing or damaged insulation has been replaced (R-value same as orginal)			
Any splits or tears in the bottom board resealed with approved tape or patches			
Plumbing P- Traps checked to ensure proper insulation coverage.			

Corrections Required:

1)
2)
3)
4)
5)
6)
7)
8)
9)
10)
11)
12)
13)
14)
15)

Inspectors Signature: _____

Date: _____

NA=Not Applicable, N/C=Not Completed at Time of Inspection, N/V=Not Visible at Time of Inspection, P/R=Verified at Time of Plan Review

Correction Notification

Customer Name: _____

Dealer or Installer Name: _____

Installer's Responsibility- (MI XXXX)

ACTION REQUIRED by Installer: (1.) The installer is required to notify the home owner, manufacturer, retailer, and CCLD of each failure to comply in accordance with CFR 3286.405. (2.) The Installers must decline to install the home until the site and the home both comply with the construction and safety standards. (3.) Provide the installers notification to the home owner, manufacturer, retailer, and CCLD for the non-compliance of the installation site. Do NOT install the installation certificate on this home until all proposed repairs have been completed, and re-inspected by CCLD.

HOME OWNERS RESPONSIBILITY (Name) _____

The repair of the non-compliant items listed in this report which have been identified as the responsibility of the homeowner, shall be completed within 40 days of receiving this order for correction in accordance with MS § 327.34, Subd. 1 (d). Please be advised failure to install the home in accordance with the manufacturers approved installation instructions may result in the loss of the home manufacturers warranty, and/or the affected component warranty. Re-inspection of non-compliant items will be required. You will be invoiced for the re-inspection upon verification of compliance. This invoice will cover all expenses associated with the re-inspection. Upon the completion of the repairs; (1.) Sign the "Correction Completion" section below. (2.) Requests a re-inspection. (3.) Return a photo copy of this report to DLI-CCLD - Manufactured Structures - 443 Lafayette Road

CORRECTION COMPLETION

I certify the non conforming item (s) listed in the "Corrections Required" section of this report have been corrected and are now ready for re-inspection.

Authorized Signature: _____ **Date:** _____ **Ph#** _____

SYSTEMS TEST VERIFICATION

Description	In Compliance	
	Yes	No
Drainline: Pursuant to CFR 3280.602 Date of test:		
Water Line: Pursuant to CFR 3280.612 (a) Date of test:		
Fixture Test: Pursuant to CFR 3280.612 (c) Date of test:		
Gas Test: Pursuant to CFR 3280.705 Date of test:		
Electrical Operational: Pursuant to CFR 3280.810 Date of test:		
Electrical Polarity: Pursuant to CFR 3280.810 Date of test:		
Electrical Continuity: Pursuant to CFR 3280.810 Date of test:		
Smoke Alarm Test: Pursuant to CFR 3280.208 Date of test:		

Place a check mark in the boxes above to identify which test have been successfully completed, sign and date the certification below. Return a photo copy to CCLD - Manufactured Structures-443 Lafayette Road North-Saint Paul MN 55155.

I certify the above systems testing has been completed and was found to be in compliance with the provisions identified for each systems test.

Signature: _____ Date: _____