

Manufactured Home Plan Review Submittal Requirements

In Minnesota, 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 an owner or MN licensed manufactured home installer (installer) must first complete and submit a building permit application to the local authority having jurisdiction (Building Official), or, in areas of Minnesota where the Minnesota State Building Code (MSBC) isn't being administered or enforced locally, to the State of Minnesota's Construction Codes and Licensing Division (CCLD). Every building permit application for the installation of a manufactured home is to be accompanied by plans, drawings, and specifications for the manufactured home's installation and by a letter or certificate of local zoning approval. In areas of MN where the MSBC isn't being locally administered the building permit application, plans, drawings, and specifications and a letter or certificate of local zoning approval are to be mailed to the CCLD at 443 Lafayette Road North, St. Paul, MN, 55155, to the attention of the Manufactured Structures Section. Upon the owner or installer's receipt of a building permit card or approval letter, work completed for the installation of a manufactured home may commence.

The CCLD has developed the plans, drawings, and specifications checklist below for building permit applications submitted to it for review. This checklist outlines only a portion of the installation requirements for a manufactured home. A more complete list of a manufactured home's installation requirements is found in the manufactured home manufacturer's installation manual or when the manufacturer's installation manual is no longer available the Federal Installation Standards 24 CFR 3285 and CFR 3286, or Minnesota Rule 1350 and the MSBC. To complete the CCLD's manufactured home checklist the following information must be submitted:

A dimensioned site plan that details: (a) lot size; (b) property lines; (c) building size(s) for all buildings and structures on the property; (e) set-backs of the home to the property lines and to the other structures on the site; (f) existing and proposed elevations of the area where the home is to be installed; and (g) grading and drainage plans for the site;

A CCLD support and anchoring plan. Choose the CCLD support and anchoring plan that most accurately reflects the home to be installed. For information specific to soil bearing, it is recommended that at least 2 soil bearing tests be completed to establish the site soil's maximum bearing capacity; and that the two tests be completed at opposite ends of the area where the home is to be sited;

A CCLD Frost Depth Pier Section drawing, if applicable, that best fits the pier that will be constructed at the site of installation;

A CCLD Frame Support Pier Section drawing. 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; and

A CCLD Deck/Landing/Stair Construction Packet--is a 3 page document.

NOTE: Each of the required forms developed by the CCLD are laid out in a "fill in the blank" format; and requests the minimum information necessary for the CCLD to complete its review of the proposed installation for compliance with the MSBC. This means that each form must be completed accurately, legibly and in its entirety.

For your information:

- 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 MN 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;
- For the installation inspection requirements of the home, please contact the local building official or the CCLD.
- The applicant is responsible for securing all other local permits, fees, inspections and approvals for, but not limited to, Zoning, Sewer and Water Access, Wells, and On-Site Sewage Disposal Systems.