

Manufactured Housing Plan Review Check List

To help expedite your application, please make sure that you have the following information before submitting your **APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT**.

- Mobile Home Removal/Placement Permit form with the following information about the home: year of manufacture, manufacturer's make and model, size, color(s), serial number.
- Plot Plan (2 copies to scale) showing:
 Lot size, proposed driveway, property metes and bounds, easements, set back lines.
 Dimension the proposed structure with front, rear and side yards.
 - *For mobile homes not in a mobile home park:* Show existing/proposed sewage disposal system (tanks & field) and water well locations.
- Construction/Erection Plan(s) & Specifications (2 copies of all; one set will be returned with approved permit and one will remain in the inspection file) drawn to scale of 1/4" or 1/8", preferably, per foot showing:
 - 1) Unit floor plan by manufacturer or personal sketch plan showing rooms and baths.
 - 2) Design of exterior landing and steps to grade, including all handrails and guardrails, at egress door(s) and emergency door.
 - 3) Foundation pier sizes, number, location and height from grade to support framing according to manufacturer's requirements for FOUNDATION AND SUPPORT REQUIREMENTS. For crawl spaces and/or basements, submit foundation plan sealed by a Pennsylvania (PA) Professional Engineer, including structural steel cross-support framing members.
- One copy of the Manufacturer's Installation Manual for the home that will be installed. (This manual will not be returned.) The foundation and support requirements should be included in the manual; if not, please submit two copies of them.
- Copy of Installer's PA Certificate for The HUD-CODE Through On-Site Completion, if not already on file at the Township.

Allow up to 15 business days for plan review and issue of permits before the start of construction.

Small additions and alternations may have some of the requirements waived. Special structures may require additional information at the request of the Plan Review Examiner.

You may order a copy of the 2003 International Residential Code Book for \$50.00 through the Township. Please allow 3 to 4 weeks for delivery.

Please make all checks or money orders payable to WEST NOTTINGHAM TOWNSHIP.

Contact Information

<u>Question About?</u>	<u>Who to Call</u>	<u>Telephone</u>
Mobile Home Parks & Taxes	Patricia Vail Tax Collector & Assistant Zoning/Codes Enforcement Officer for Mobile Homes	610-932-4445
Zoning, Building & Other Ordinances	Martina Moore Codes Enforcement Officer	610-932-3164
Building Plan Review & Inspections	Charles C. Shock Building Codes Official	610-220-9294