



2401 Mounds View Boulevard
 Mounds View, MN 55112-1499
 763-717-4020 (Fax) 763-717-4019
 Email: Permits@moundsviewmn.org

MANUFACTURED HOME SUPPLEMENTAL

For new installations, re-installations, alterations,
additions, improvements, and demolitions

PROPERTY & HOME INFORMATION

Site address: Mounds View, MN 55112

Select type: New Home Used Home Single Section Home Multi Section: List tolerances on back

Manufacturer Date (as recorded on home's Data Plate): _____

Foundation type: Monolithic Slab Frost Piers Crawl Space Basement Ground Set

Describe work: Foundation Anchoring Support System Sewer & Water Lines* (above ground)

Gas/Mech Electrical* Decks, stairs, landings Accessory Structure Demolition**

Other. Describe: _____

*Plumbing, Mechanical, and Electrical require separate permits. See back for more information.

**Demolition requires a Ramsey County Demolition permit. See additional required documents section on back.

PARK MANAGER APPROVAL (Required for any type of installation or exterior work)

Park Manager: _____ Phone: _____

Cell: _____ Email: _____

Manager signature: _____ Date: _____

INSTALLER/CONTRACTOR INFORMATION

-- If only doing plumbing or mechanical work, skip to back --

Identify the person responsible for the installation. MN Licensed Installer/Contractor Homeowner***

Name: _____ Address: _____

City, State, Zip: _____ MN State License #: _____

Cell #: _____ Office #: _____ Fax #: _____

Email: _____

*****REQUIRED HOME OWNER ACKNOWLEDGEMENT FORM** (attached): Yes Dated: _____

NAME OF APPLICANT (please print) _____

APPLICANT SIGNATURE: _____ DATE: _____

I hereby apply for installation approval and I acknowledge that: the plan review submittals and the information above is correct, complete, and accurate; the work performed will be in conformance with the manufactured home's installation instructions, Minnesota Building Codes, Minnesota Rules Chapter 1350, and/or 24 CFR Part 3285 and 3286, and all City ordinances. I understand this application is not a permit and work is not to start without a Department approval, and that all work will be in accordance with the approved plan. (Mounds View Revision 09/10/2018)

Plumbing Work (Requires Mounds View Plumbing Permit Application)

Identify the person responsible for the plumbing work. Installer/Contractor Homeowner

Name: _____ Address: _____

City, State, Zip: _____ Office #: _____ Cell #: _____

MN State or Mounds View License #: _____ Email: _____

Mechanical Work (Requires Mounds View Mechanical Permit Application)

Identify the person responsible for the mechanical work. Installer/Contractor Homeowner

Mechanical Contractor: _____ Address : _____

City, State, Zip: _____ Office #: _____ Cell #: _____

MN State or Mounds View License #: _____ Email: _____

Electrical Work Note: Any electrical work performed on a manufactured home requires a MN electrical license.
State Electrical Permit & Inspector: www.dli.mn.gov or sawyerinspections@gmail.com

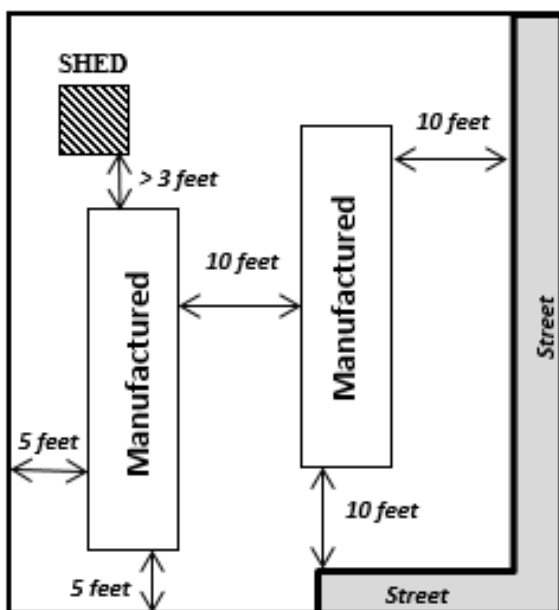
Additional Required Documents

- Site plan – Show distances to proposed structure from all property lines & neighboring homes (and structures).
- Building plans – Include support & anchoring plan, frame pier support plan, skirting, deck, stairs, guards, handrails.
- Electronic copy of both (if available) for all applications requiring plan review.
- DEMO Permits - Call Ramsey County @ 651-266-1199 and/or email permit to EHPreDemo@com.ramsey.mn.us .
- Submit a Manager Approval form signed by park manager for any installation, demolition, or exterior work on property.
- Owners & Tenants: submit "Acknowledgement of Homeowner" form if you are doing the work yourself (no contractor).
- Upon Completion: Send *Installation Compliance Certification* to the MN Dept of Labor & Industry.

List multi-section framing tolerances (per manufactured home's installation instructions; required by MN State Building Code)

_____ Maximum gap allowed between the sections of the structure _____ Floor
_____ Ceiling _____ Ridge

Required Setbacks



Required inspections for new installations or re-installations.

- Metal Installation Label
- Site Preparation, Grading, Drainage
- Slab-on-grade (*used homes only*)
- Footings
- Foundation
- Frame (Support), Pier Blocking
- Anchors, Straps
- Module Connections
- Gas Piping Air Test (30 PSI)
- HVAC Connections/Installations
- Drain-Waste Piping (water test, air test, or flood level test)
- Water Piping
- Electrical Final signed off
- Skirting
- Stairs, Decks, Landings, Handrails, etc.
- Smoke Detectors & CO Alarms
- MFG Home Compliance Cert
- Final Occupancy

