

MOBILE AND MANUFACTURED HOME SETUP PERMIT

BUILDING DEPARTMENT

1 Paul Parks Dr.
St. Clair, MO. 63077
(636)-629-0333 ext. 201

Permit no. _____

Date _____, 20__



FEES AND COSTS

Permit good for 30 days.

\$ 30.00 for pad and tie down inspection

\$ 50.00 for initial electric inspection

Inspections must be called in 24 hours in advance.

Applicant Information (Please Print):

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Signature: _____

Mobile Home Park Information (If Applicable)

Name: _____

Address: _____

Property ID # _____

Lot No: _____ Size of Electric Service: _____

Mobile, Manufactured, or Modular Home Information

Year of Home	Size of Home	Make of Home
_____	_____	_____

NTA Number: _____

If doing a setup, please submit floor plan of home (if available) and anchor and tie down system or foundation plans with this form. Consult manufacturer if home is used for recommended tie down system and submit those.

Transport Set-up

All homes must be inspected after setup before being occupied.

Transport Rules and Regulations

- Transporters must provide 48 hour notice, their intended route, and have at least one escort vehicle.
- Transport is allowed during daylight hours **only** Monday thru Friday.
- 16 foot or wider homes **cannot** be moved from 7am to 9am or from 3pm to 6pm during the work week.
- Permits are not valid for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
- All applicants that remove existing mobile homes are responsible to clean the area where the home was located and safely secure any loose plumbing, holes, safety issues, or electrical wires plus anything else previously stipulated by the City Inspector.

Name of Transporter: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Private Property- Manufactured and Modular Homes Only -NO MOBILE HOMES ARE ALLOWED.

1. Plans to be Submitted for Installation and Setup on Private Property:

- Copy of recorded deed to the property if purchased in the last 12 months.
- Site plan depicting proposed location of home, improvements, outbuildings, utilities, and setbacks.
- Foundations and basements require a plan on the footing and foundation wall, any beam and post placement, stair detail, doors and/or windows. Footing size, wall width, thickness, and height must be included on plans.
- Manufactured Homes on short wall foundation with footing and crawl space must be **30 inches deep**, from ground level to bottom of footing to prevent frost action. Foundations cannot be poured until they are inspected and approved by the Building Inspector.

This Section for City Use Only.

Proposed Address: _____ Current Zoning: _____

Property ID# _____

Total Paid \$ _____ Check No _____ Cash Credit Debit

Type of Setup: Short Wall/CrawlSpace Basement Foundation Park Tiedown Inspection Certificates attached

Signature: _____ Title: _____ Date: _____