

## **New Manufactured Home Installation:**

1. Allow eight to ten days for plan review and issuance of the permit.
2. An inspection of the lot is required before the permit will be issued.
3. An inspection of supports, tie-downs, and utility connections is required before installing skirting.
4. A final inspection is required when all work is complete. The electrical inspection must be completed before the City final inspection. Water hook up is included with the building permit.
5. Other structures that are in disrepair must be removed from the lot before the lot inspection. Other structures in good condition may remain on the lot as long as proper setbacks are maintained and they are not in violation of any other ordinance.
6. Separate permits may be required for other structures that you may want to install.
7. **Minimum setbacks: Setbacks are from any adjacent structure or attachment.**

<u>Front</u> - none	<u>Side</u> - 10 feet
<u>Rear</u> - 5 feet	<u>Other</u> - 5 feet from any storage shed.
8. Supply a copy of the manufacturer's installation instructions for all homes manufactured after June 14, 1976 or complete the attached waiver form.
9. Manager Approval Form must be signed by the park manager. Original signature is required.
10. On the drawing above, show the dimensions from your home to any adjacent homes or other structures and from curb to front of home or use the back of this application.

## **Alterations or Modifications to Existing Manufactured Homes:**

1. Allow eight to ten days for plan review and issuance of the permit.
2. Submit two copies of the construction plan. One copy will be returned to you with the notes from the inspector. Plans shall include a plan view and a section view of the structure. If the structure is commercially manufactured, include a copy of the manufacturer's informational brochure.
3. Submit a signed original of the Approval Form from the park manager approving the changes.
4. On the drawing, show the proposed location of the addition or accessory structure in relation to your home. Show dimensions between the addition or structure and the adjacent homes or other existing accessory structures.
5. Setbacks in front of the home are zero. From the side or rear of the home, the setback is 5 feet from any other home or structure. For attached additions, the side setback is 10 feet from any other structure. The rear setback is 5 feet from any home or structure. Attached additions also need to be setback 5 feet from any freestanding storage shed.
6. Attached additions include, but are not limited to, living space, stoops, decks, utility boxes, awnings, patio covers, carports, and screened porches.
7. Garages and carports shall be anchored to the ground by approved means.
8. Fences shall not exceed 6 feet in height.
9. Sheds shall be a maximum of one-hundred (100) square feet in area and shall not exceed ten feet in height.
10. Deck landings shall be built 8 inches below the threshold of the door and shall be a minimum of 36 inches by 36 inches.
11. Deck lumber shall be treated or naturally decay resistive.
12. Any alteration of a manufactured home may require removal of state seals. If seals must be removed, you may apply for replacement seals by contacting the State Building code Department, Manufactured Home Division.

This handout is written as a guide and shall not be considered a complete set of requirements.



**Apple Valley Estates Building Permit Application**

**7100 147<sup>th</sup> Street W, Apple Valley MN 55124**

**952-953-2588**

**ALL INFORMATION IS REQUIRED**

Site address \_\_\_\_\_ Lot # \_\_\_\_\_

Homeowner \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Contractor/Installer \_\_\_\_\_ Phone \_\_\_\_\_

Email Address (Required) \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

State of MN contractor license # \_\_\_\_\_ License Verification \_\_\_\_\_ (Office Use Only)

Specific Work to be completed:  
\_\_\_\_\_  
\_\_\_\_\_

\$ \_\_\_\_\_ Valuation of Work (Including Labor)  
(New Manufactured Home Install \$5,000 Valuation – Permit Fee \$171.00 plus \$2.50 surcharge)

A building permit is issued on the condition that all work shall be done in accordance with the Apple Valley City Code. Proper Inspections must be scheduled and completed for each project. Permits remain active for 6 months.

Applicant is: \_\_\_\_\_ Property Owner \_\_\_\_\_ Contractor \_\_\_\_\_ Other

**Signature of Applicant**

**Date**

**FOR CITY USE ONLY**

Building permit \$ \_\_\_\_\_ Plan Review \$ \_\_\_\_\_ Surcharge \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

Date paid \_\_\_\_\_ Check# \_\_\_\_\_ Permit # \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Manager Approval: \_\_\_\_\_

**Inspections Required**

- |                       |                          |                        |                    |                   |
|-----------------------|--------------------------|------------------------|--------------------|-------------------|
| _____ Anchor/Blocking | _____ Siding Wrap        | _____ Porch Footing    | _____ Deck Footing | _____ Final       |
| _____ Lot Inspection  | _____ Roof Ice and Water | _____ Porch Framing    | _____ Deck Framing | _____ Insulation  |
| _____ Miscellaneous   | _____ Fireplace Final    | _____ Porch Insulation | _____ Deck Final   | _____ Porch Final |

The following must be submitted with this application:

curb line

\_\_\_\_\_  
adjacent home  
\_\_\_\_\_

\_\_\_\_\_  
your home  
\_\_\_\_\_

\_\_\_\_\_  
adj. home  
\_\_\_\_\_

\_\_\_\_\_  
adjacent home  
\_\_\_\_\_

4. Length of home \_\_\_\_\_

5. Width of home \_\_\_\_\_

6. Manufacture date: \_\_\_\_\_

7. HUD seal number: \_\_\_\_\_  
A HUD seal is required on all homes manufactured after June 14, 1976.