

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 by the state 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. **Minimum setbacks:**
 - Front - Fifteen (15) feet from face of curb.
 - Side or rear - Twenty (20) feet from any adjacent home or other attached structure.
 - Other - Five (5) feet from any storage shed.
7. Supply a copy of the manufacturer's installation instructions for all homes manufactured after June 14, 1976.
8. Manager Approval Form must be signed by the park manager. Original signature is required.
9. On the attached drawing, 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. 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 Manager Approval from the park manager approving the changes.
4. On the attached 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. Attached additions include, but are not limited to, living space, stoops, decks, utility boxes, awnings, patio covers, carports, and screened porches. Additions shall be suitably anchored to the ground. **Setbacks are front - Fifteen feet from face of curb or set back the same distance as the front of the home unit, whichever is greater.**
6. Garages and carports shall be anchored to the ground by approved means. One garage or carport allowed per home. **Setbacks include 15 from face of curb or same as setback for home, whichever is greater. Side is 6 feet from your home and 10 feet from any adjacent homes or other structures.**
7. Fences shall not exceed 6 feet in height. **Minimum setbacks are 15 feet from face of curb.** A 3 foot wide gate may be required between homes to provide for emergency access to rear doors or yard areas. Latches on gates shall be operable from both sides of the gate and may not be locked.
8. Storage sheds shall be **setback in front - 30 feet from face of curb and side and rear - 5 feet from your home and 5 feet from adjacent homes or structures.** Maximum size for a shed will be 100 square feet and maximum height is 10 feet. Sheds shall be anchored to the ground by approved means. **One shed allowed per home.**
9. Deck landings shall be built 8 inches below the threshold of the door and shall be a minimum of 36 inches by 36 inches. Deck lumber shall be treated or naturally decay resistive. Setbacks are the same as the additions.
10. 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 Cedar Knolls Building Permit Application

7100 147th Street W, Apple Valley MN 55124

952-953-2588

ALL INFORMATION IS REQUIRED

Site address _____ Lot # _____

Homeowner _____ Phone _____

Address (if different from site address) _____

Contractor/Installer _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip _____ 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.

Signature of Applicant _____

Date _____

FOR CITY USE ONLY

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

Date paid _____ Check# _____ Permit # _____

Reviewed By: _____
Form: _____

Cedar Knolls Manager Approval

Inspections Required

- | | | | | |
|--|---|---|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Anchor/Blocking | <input type="checkbox"/> Siding Wrap | <input type="checkbox"/> Porch Footing | <input type="checkbox"/> Deck Footing | <input type="checkbox"/> Final |
| <input type="checkbox"/> Lot Inspection | <input type="checkbox"/> Roof Ice and Water | <input type="checkbox"/> Porch Framing | <input type="checkbox"/> Deck Framing | <input type="checkbox"/> Footing |
| | <input type="checkbox"/> Miscellaneous | <input type="checkbox"/> Porch Insulation | <input type="checkbox"/> Deck Final | <input type="checkbox"/> Framing |
| | <input type="checkbox"/> Fireplace Final | <input type="checkbox"/> Porch Final | | <input type="checkbox"/> Insulation |

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.