



Manufactured Home Installation Permit Checklist

Process Overview

1. Complete Application and upload Checklist and Plans at <https://web.mygov.us>
2. Plan review, with comments issued as needed
 - a. Plans are only accepted for review on Mondays.
 - i. If there are items required, we cannot accept the application for review until all items have been addressed
 - b. First review is approximately 10 working days but can take longer depending on the complexity of the project and Staff workload.
 - c. Applicant resubmits plans with corrections/changes based on review comments.
3. Staff Approval or Denial of plan
4. Applicant pays any/all utility fees and ensures a insurance is on file with the Planning Department
5. Permit issued
6. Inspections requested by contractors as progress is made. See [Inspection Procedures](#) for instructions.

Manufactured Homes within the Floodplain

Manufactured Homes:

A manufactured home is a moveable structure built after 1976 that is certified by the Department of Housing and Urban Development (HUD). These have a certification label (or HUD tag) located on or within the structure that provides the building date and specifications.

1. If you are moving a manufactured home into the city limits into an approved, licensed mobile (manufactured) home park that is within the floodplain:
 - a. An approved Floodplain Development Permit
 - i. No subsequent permits for the lot will be issued until this permit is approved

Submittal Package Checklist Items

Staff	Applicant	Item
<input type="checkbox"/>	<input type="checkbox"/>	Completed Manufactured Home Installation Application on https://web.mygov.us .
<input type="checkbox"/>	<input type="checkbox"/>	Completed Checklist (this list)
<input type="checkbox"/>	<input type="checkbox"/>	Project Description Letter
<input type="checkbox"/>	<input type="checkbox"/>	Foundation Plan for Manufactured Home
<input type="checkbox"/>	<input type="checkbox"/>	Approved Site Plan for the lot showing location and showing separation distance from other units