Manufactured Home Installation Permit Checklist

**Process Overview**

1. Complete Application and upload Checklist and Plans at [https://web.mygov.us](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**

<table>
<thead>
<tr>
<th>Staff</th>
<th>Applicant</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>Completed Manufactured Home Installation Application on <a href="https://web.mygov.us">https://web.mygov.us</a>.</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Completed Checklist (this list)</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Project Description Letter</td>
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<tr>
<td>☐</td>
<td>☐</td>
<td>Foundation Plan for Manufactured Home</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Approved Site Plan for the lot showing location and showing separation distance from other units</td>
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</tbody>
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