



BUILDING DEPARTMENT
 1584 Hadley Avenue N
 Oakdale, MN 55128
 Phone: 651-739-5150
 Fax: 651-730-2820
 E-Mail: permits@ci.oakdale.mn.us
www.ci.oakdale.mn.us

FOR OFFICE USE ONLY		
PAYMENT RECEIVED IN FORM OF		
<input type="checkbox"/> CHECK (#)	<input type="checkbox"/> CASH	<input type="checkbox"/> CC (#)
		<input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> Disc.
PERMIT NUMBER:		

MANUFACTURED HOME INSTALLATION PERMIT APPLICATION

JOB INFORMATION	
Job Address:	
Make of Home:	Size:
Home Serial Number:	Date of Manufacture:
Check One: <input type="checkbox"/> New <input type="checkbox"/> Reinstalled	
Required for re-installation homes only: <input type="checkbox"/> Windload Zone <input type="checkbox"/> Roof Load Zone <input type="checkbox"/> Heating/Cooling Zone	
SEE THE ATTACHED MANUFACTURED HOME INSTALLATION GUIDE FOR ITEMS THAT NEED TO BE SUBMITTED WITH THIS PERMIT APPLICATION.	

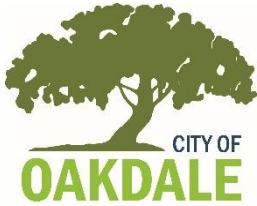
APPLICANT INFORMATION		
Applicant:		
Day Phone:	Cell Phone:	
Address:		
City:	State:	Zip:
Installer:	License #:	
Dealer:	License #:	

SIGNATURE	
Installer Signature:	Date:

Permits are issued on the express condition that all information is true and correct and all work shall be done in accordance with the ordinances of the City of Oakdale.

FOR CITY USE ONLY	
Permit Fee	\$
Escrow Fee (Separate Check - \$500 Each Unit) – Complete Escrow Deposit Form	\$
TOTAL	\$

APPROVALS	
Bldg. Dept.	Date



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MANUFACTURED HOME INSTALLATION GUIDE

PERMITS: Submit the following items

1. Complete the manufactured home installation permit application.
2. Site plan drawn to scale (not on graph paper) that includes lot size, front – side- rear setbacks from mfg home to property line. Include all accessory structures.
3. Homeowners cannot install manufactured homes.
4. Complete the approval letter from the manufactured home park.
5. Manufacturer's anchoring specifications, home and site specific and the anchoring equipment model # and installation instructions.
6. Manufacturer's support layout and spacing design, home and site specific.

The following checklist is only a partial listing of requirements for the installation of manufactured homes. For more detailed requirements and specifications refer to the Minnesota State Building Code Chapter 1350.

GENERAL:

1. Site preparation: The building pad under the home must allow for surface water to drain away from and not pond under the manufactured home. Remove all organic material.
2. Install a 6-mil poly vapor retarder or equivalent under the enclosed floor area.
3. Ground anchors and tie downs must be installed per the manufacturer's instructions and the MN State Building Code.
4. All skirting and skirting supports shall be of a weather resistive material. All skirting shall be vented as per the manufacturer's installation instructions. Provide a minimum 18" wide and 24" high access panel and for a double wide provide two access panels.
5. Wheels must be removed and placed under the home.
6. Installation contractor shall test the operation of all the smoke detectors.
7. Provide the heat tape manufacturer's specifications for installation of heat tape in the minus 20 to 40 Fahrenheit ranges.

PLUMBING & MECHANICAL – By Permit Only

1. Licensed manufactured home installers under Chapter 327B are NOT required to be licensed plumbers when connecting: The exterior building drain outlets to the sewer system and the exterior water lines to the ground water system.
2. Installers cannot make electrical connections.
3. The manufactured home fuel gas piping system shall be tested before it is connected to the gas supply. The manufactured home gas piping system shall be subjected to a pressure test with all appliance shutoff valves, except those ahead of fuel gas cooking appliances, in the open position. Appliance shutoff valves ahead of fuel gas cooking appliances shall be closed. (A) The test shall be consisting of air pressure at not less than 10 inches nor more than 14 inches water column. (B) The system shall be isolated from the air pressure source and maintain this pressure for not less than 10 minutes.
4. The gas piping from the gas meter to the manufactured home connection shall be pressure tested at 25 pounds at 30 minutes, dug in and installed 6 inches underground, with a protection sleeve at grade, near the gas meter to inside of home skirting.
5. Site installed and manufacturer constructed, water piping, and drain waste piping are required to pressure tested in accordance with the home manufacturer's requirements, MN Rules Chapter 1350.3400, and MN State Plumbing Code prior to connecting them to the site's utility services.
6. Horizontal waste piping shall be supported 32 inches on center when hung under the manufactured home.
7. Appliance vents and ducts, water heater pressure relief valves and furnace, or air conditioning condensation piping shall be directed to the exterior of skirting.
8. Chimney storm collars and caps are to be installed as part of the set-up.

INSPECTIONS

ROUGH-IN: Before the manufactured home is skirted call for these inspections.

1. Complete all blocking and tie downs.
2. Gas line test (see #3 and #4 under plumbing & mechanical requirements).
3. Sewer / water connected (see # 5 and #6 under plumbing & mechanical requirements).
4. Poly on the ground.
5. Heat tape, before it is covered by insulation.

FINAL: Complete to obtain a Certificate of Occupancy.

1. Skirting and access panel installed.
2. All doors are to have platforms, steps, guards, and handrails according to code.
3. Yard is clear of waste materials and no ordinance violations.
4. Address numbers on the home.
5. Attach MN State Seals A-1 & S-1 to the home.
6. Manufactured home shall have a data plate affixed in a permanent manner near the main electrical panel or other readily accessible place.
7. Dilapidated structures or other ordinance violations must be removed from the lot and all existing structures must conform to the ordinance setbacks before permit issuance.
8. Install smoke and carbon monoxide detectors in manufactured home.



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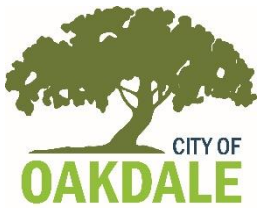
MANUFACTURED HOME PARK OWNER/MANAGER APPROVAL

This approval form must be signed by the park owner or manager before the City of Oakdale can approve your permit application and issue your permit.

JOB INFORMATION	
Name of Park:	
Address of Proposed Work:	Lot Number:
Name of Resident:	

SIGNATURE	
<i>THE UNDERSIGNED AGREES THAT HE/SHE HAS REVIEWED THE PROPOSED WORK FOR THE ABOVE MENTION ADDRESS, AND TO THE BEST OF THEIR KNOWLEDGE AGREES THAT THE PROPOSED WORK IS IN CONFORMANCE WITH ALL RULES OF THE MANUFACTURED HOME PARK.</i>	
Signature:	Title:
Print Name:	Date:

NOTE: Approval from park management does not give authorization to proceed with construction. Building permits must first be obtained from the City of Oakdale before any work may begin.



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MANUFACTURED HOMES EXTERIOR STAIRS REQUIREMENTS

- Any landing 30" or more above grade must have guardrails.
- Landing and stairs **NOT** to be attached to the home.
- Guardrails minimum 36" height.
- Handrail 34" to 38" height.
- Treads 10" minimum.
- Risers 7 ¾" maximum.
- All joist hangers used hanger nails.
- Stairs minimum 36" wide.
- Any openings to be a maximum 4" wide, such as between spindles.
- Treated lumber, cedar or composite material required.
- Piers with steel or treated plates required under all posts on the ground.
- **A LANDING AND STAIRS MUST BE AT BOTH EXTERIOR DOORS.**

