

# MOBILE HOME PERMIT APPLICATION & INSPECTION CHECKLIST

## Applicant

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 City, State Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

**Court Name:** \_\_\_\_\_ **Lot #:** \_\_\_\_\_

**Mobile Home:** Year: \_\_\_\_\_ Model: \_\_\_\_\_  
 HUD # \_\_\_\_\_ Size: \_\_\_\_\_ (length & width)

**Call the Inspection Services Department @ 494-7518 to schedule an inspection.**

**Fee Amount: \$25.00 Initial inspection fee \$50.00 Each subsequent inspection**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
 (Print Name)

## MINIMUM REQUIREMENTS

### HUD trailers only

### COMMENTS

<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Trailer set on proper stand. Footings 16"W x 24"D @ 8' o.c. Blocking perpendicular to frame with cells vertical and capped with 4" solid caps.	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Tie downs with proper ground anchors.	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Lot, dwelling, and premises are kept in a clean and sanitary condition.	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	20 feet side of trailer to side of trailer. (New lots only) 10 feet side of trailer to side of trailer. 8 feet to side of trailer to end of trailer to 6' end to end.	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Lot numbers shall be at least 2 1/2" in height attached to the trailer and plainly visible from the road.	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	2 1/2-ft. sidewalk to trailer.	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	2 off street parking spaces. Existing courts exempt.	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Skirting installed but not permanently attached to ground.	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	100 sq. ft. sheds located at least 3 ft if non-combustible material, 5ft if combustible material, from your trailer and 5' from any neighboring trailer measured from the closest edge of the shed.	State Fire Marshall Reg. 6.4
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	All egress doors shall be provided with proper steps and handrail. All decks 30" above grade shall be provided with proper guardrails.	

### COMMENTS

<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Proper water/sewer connection. Approved heat tape & GFCI plug-in for Ht tape.
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Minimum 115/230v, 100 amp. service to each trailer with properly sized over current device.
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	All exterior central air units must be properly wired with an exterior disconnect means & supported properly.
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Proper gas piping extended out to gas pedestal.

**All other trailers NOT bearing a HUD label** (include the above requirements)

<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Exterior walls and roof, weather tight, water tight, and in good repair.
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Roof shall be capable of supporting the normal loads to be placed thereon.
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	At least 150-sq. ft. for first occupant and 100 additional sq. ft. for each additional occupant.
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	All additions supported by the mobile home shall be designed by a design professional.
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Every exterior door provided with self closing screened storm door.
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Every window or other device with openings to outdoor space shall be equipped with screens
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Every window and door to the exterior shall be weather tight, rodent proof, and in good repair.
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Safe and Unobstructed means of egress.
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	All plumbing shall be installed properly and maintained in good working condition, free from leaks, and shall provide adequate pressure to all fixtures.
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Water heating unit compartment in sound condition. Gas water-heating equipment approved for mobile home use. -If EL – disconnect required in water heater compartment.
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Cold water shut off on water heater.
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	GFCI outlets within 6' of a sink and all exposed exterior outlets.
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Wiring shall comply with the National Electric Code.
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Kitchen sink in good working order. Hot & cold running water with adequate pressure.
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Kitchen with adequate means of cooking, cold storage, storage, and food prep.

COMMENTS

<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Kitchen stove properly installed. Exhaust vent properly installed.
-------------------------------	-------------------------------	---

