

# SUBMITTAL REQUIREMENTS FOR USED MANUFACTURED HOME

When submitting your application for a Residential project please include the following:

1. Completed Building Permit Application
2. If this is a new home (stick built, manufactured or industrialized home) please have your 911 address on your application, if you do not have a 911 address please call Emergency Management at 724-349-9300 to obtain one.
3. For homes that are using a private septic system and are not on a public system, we will need a copy of the paper you were given by the sewage enforcement officer, Spurgeon Shilling or Melinda (Mindy) Shay. Office hours are Monday through Thursday 8 am – 4 pm or by appointment.

Telephone number is (724) 548-7743  
Address: 11242 Route 422 Hwy,  
PO Box 175, Elderton, PA 15736

For homes that are on a public septic system, please make sure that you have applied and paid for a tap in to the system.

4. If you don't know your tax parcel number for your property, to put on your application, please contact the Tax Office at 724-465-3812.
5. If you don't know your Serial Number for your used manufactured home, it can be found on the data sheet in the home or on the front chasses crossmember.
6. Two (2) complete sets of drawings for your building project.
7. One (1) Site Plan on 8 ½ x 11 sheet of paper – blue or black ink only
8. The habitability guide checklist must be completed by the homeowner/applicant and turned in with the application and drawings. A permit will not be issued without this checklist.
9. A copy of the Highway Access Permit from either Penndot or your Municipality (Township or Borough), if you are putting in a new home with a new driveway.
10. Your contractor's workman's compensation and liability insurance. If you are not using a contractor or your contractor doesn't have workman's compensation insurance, please complete the Workman's Comp form and have it notarized.
11. \$25.00 non-refundable application fee – please make checks payable to **Indiana County Code Division**
12. In order for a certificate of occupancy to be issued for your used manufactured home, your certified installer must complete an installation certificate and a checklist with test reports and turn them into our office.

# INDIANA COUNTY

Office of Planning and Development  
801 Water Street  
Indiana, PA 15701  
(724) 465-3870 Fax (724) 465-3151

FOR OFFICE USE ONLY

Permit # \_\_\_\_\_  
Date: \_\_\_\_\_

## Building Permit Application ~Residential Used Manufactured Home~

Site Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Municipality \_\_\_\_\_ Township / Borough \_\_\_\_\_

Estimated Cost of Project \$ \_\_\_\_\_ Date of Manufacture of Home \_\_\_\_\_

Serial Number of Manufactured Home \_\_\_\_\_



**YOU MUST PROVIDE A TAX PARCEL  
NUMBER FOR THE PROPERTY AT THE  
SITE ADDRESS LISTED ABOVE**

Tax Parcel # \_\_\_\_\_

Homeowner's Name \_\_\_\_\_

Current Mailing Address of Homeowner \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Homeowner's  
Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_

Homeowner's E-mail Address: \_\_\_\_\_

Water Supply \_\_\_\_\_

Sewage \_\_\_\_\_

Electricity provider: \_\_\_\_\_

Type of Heat: \_\_\_\_\_

Central Air: Yes No

Does it have a basement?  Yes  No

Certified Installer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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**Contractor:** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Applicant:

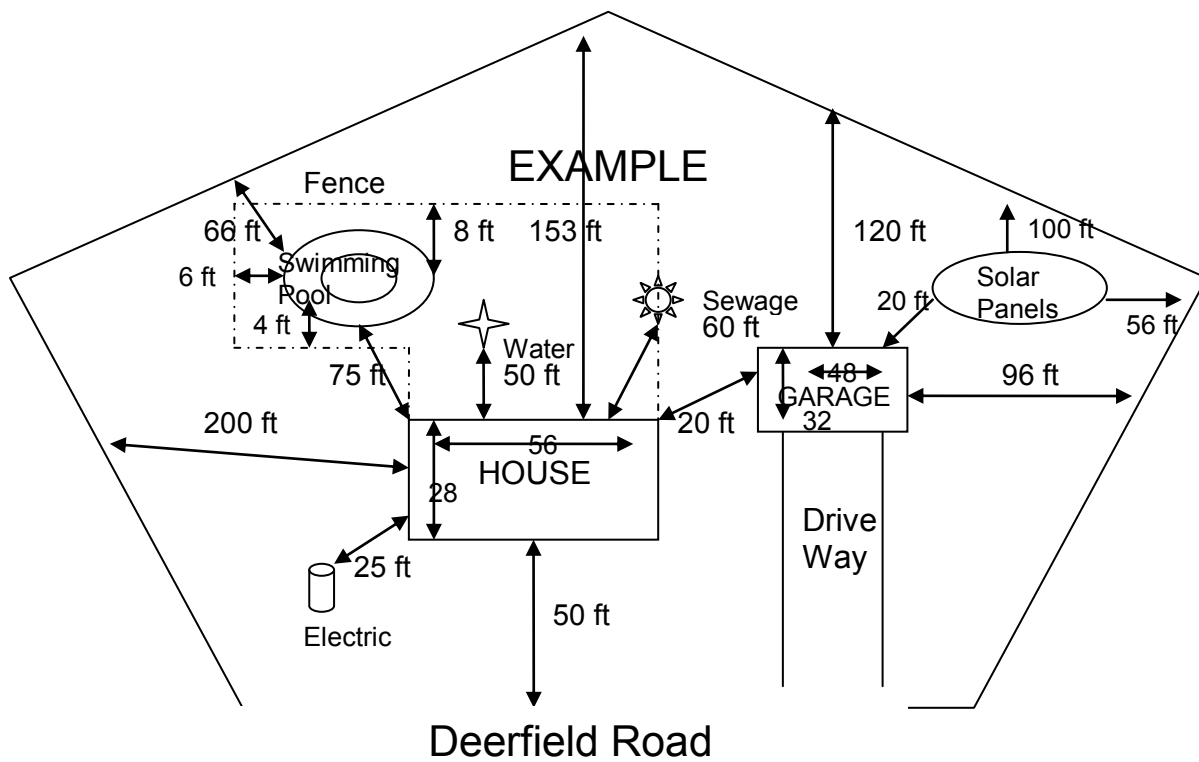
\_\_\_\_ HOME-OWNER \_\_\_\_ CONTRACTOR

\_\_\_\_\_  
Signature Date

# SITE PLAN REQUIREMENTS FOR RESIDENTIAL MANUFACTURED HOME PROJECTS

The Site Plan drawing shall be submitted on 8 ½ X 11 paper and shall include:

- Distance from property lines and roadway and any other structures on the property.
- Show the outside dimensions of the proposed dwelling.
- All utility layouts (including sewage, electric and water)
- Driveway layouts and specifics



**PENNSAFE BUILDING INSPECTION SERVICES LLC**  
RESIDENTIAL USED MANUFACTURED HOME SUBMITTAL HANDOUT

Every item below must be checked as completed (if applicable), or marked n/a (if not applicable), for your project. This form must be completed in its entirety then returned with attached drawings.

**Please see the Habitability Booklet under the General Info section of this site, for more information on the form that needs completed below.**

- Permit Application
- Two (2) full sets of plans
- Manufacturers Installation Manual to be located at project site
- Completed Habitability Form – for all manufactured homes built after July 1976

**\*\*The following items are required to be included on the building plan drawings\*\***

- Site plan showing all exterior setbacks
- Floor plan layout of home interior
- Footer Specifications
- When basement is provided - Foundation Specification
- Approved tie down anchoring system
- Support pier specifications and installation method
- Energy Code Requirements
- Onsite Mechanical System – equipment, materials and layout
- Onsite Plumbing system – equipment, materials and layout
- Onsite electrical system must conform to the UCC adopted version of the NEC.
- Deck and porch plans- must have minimum 3' X 3' landing and be self-supporting.
- If full basement – indicate type of provided means of egress.
- Provide complete drawings of any structural work (such as a garage) to be performed in the field and was not factory inspected.

If the Manufacturer's Installation Instruction Manual is not available, then the A225.1-1994 Existing Manufactured Home Standard must be followed.

**(Continued)**

## **INSTALLATION REQUIREMENTS AND METHODS**

### **FOOTER OPTIONS: (Check one)**

- Concrete Pier Footings Round** – Provide 36” deep minimum frost protection when skirting is installed – 48” without skirting. For piers spaced no more than 8' apart, holes should be 28" diameter, unless soil bearing capacity is greater than 1,500 lbs. per square foot.
- Concrete Pier Footings, Runners** – Provide 36” deep minimum frost protection when skirting is installed – 48” without skirting. For piers spaced no more than 8' apart, footings must be 24' wide, unless soil bearing capacity is greater than 1,500 lbs. per square foot.

### **FOUNDATION OPTIONS: (Check one)**

- Main Support Piers** – Generally within 2' from each end, and spaced 8' apart. A single stack concrete block pier capacity is 8,000 lbs., up to 36". Piers higher than 36' require double blocks, interlocked. No mortar required for piers less than 80" high. Cap blocks must be full size (16x16 pier requires 16x16 cap block).
- Full Foundation** – Plan and specifications required. Cross section submittals are available for your drawings. Verify that all imposed structural loads are properly supported.

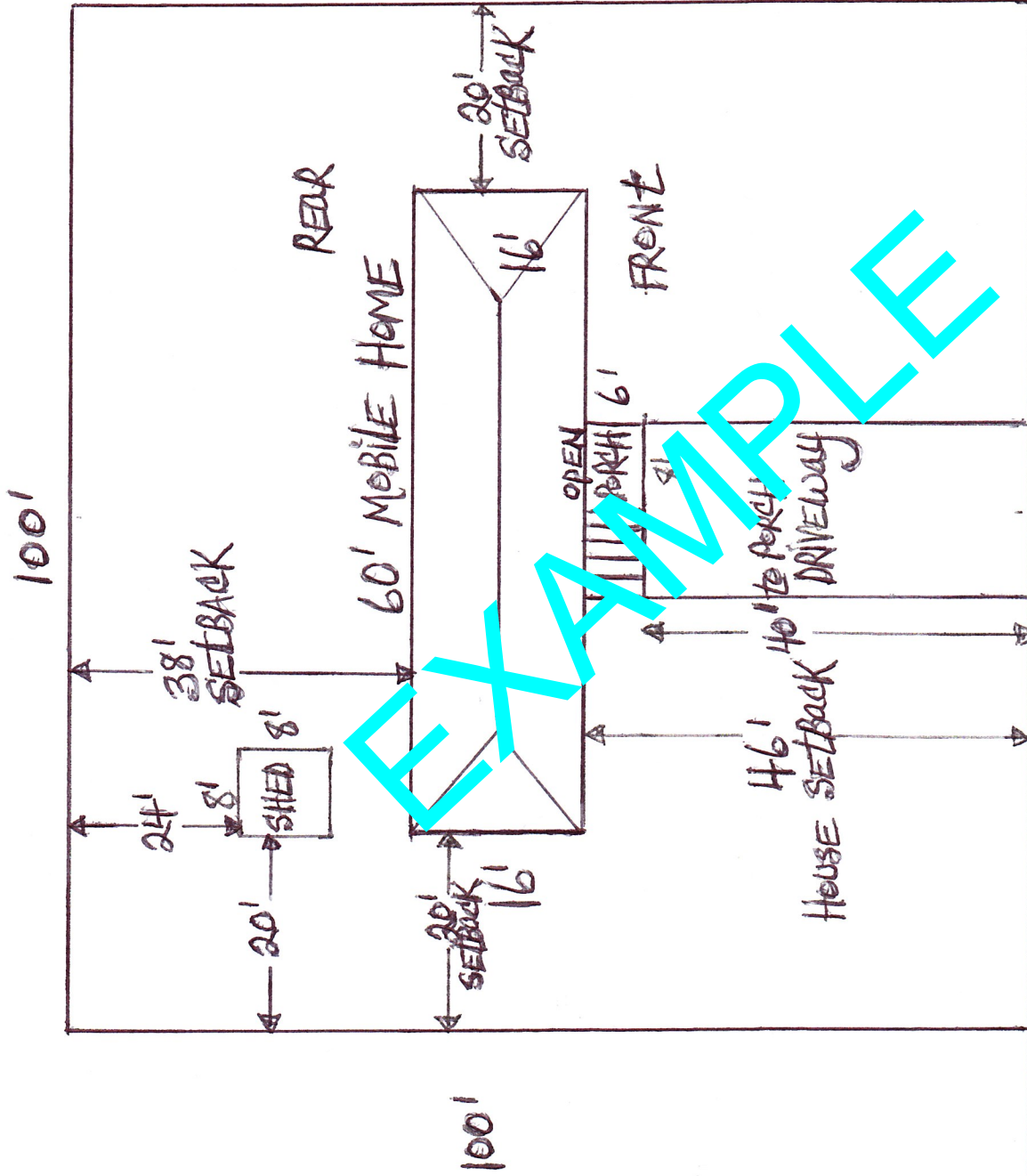
### **ANCHORING METHODS (Check one)**

- Auger and Strap Type:** Installed within 2' of the end of the home, then generally 11' spaced apart. Install below frost line. Closely follow manufacturer's installation instructions.
- Alternative systems** - Vector systems, OTI system. Any stamped engineered or alternative system approved by the manufacturer. Must be approved by Manufacturer and their DAPIA.

### **INSPECTION SCHEDULE – Always provide a minimum of 24 hours notice.**

1. Foundation (before placing footings)
2. Concrete slab or under floor (prior to pouring concrete floor)
3. Anchorage (after home is set in place, installed and anchored)
4. Service Equipment – Electrical, Plumbing, Mechanical work performed in field.
5. Frame (call before covering any work performed in field)
6. Means of egress (Decks & Porches)
7. Final (prior to occupancy)

**\*\*THIS COMPLETED FORM MUST BE SUBMITTED WITH THE PROJECT PLANS AND DRAWINGS\*\***



WAYNE ROAD - SANDY TOWNSHIP  
 SAMPLE SITE PLAN

# PENNSAFA SAMPLE PIER PLAN - MOBILE HOME

My Actual Home Size is          WIDE X          DEEP. 100 AMP POLE SERVICE

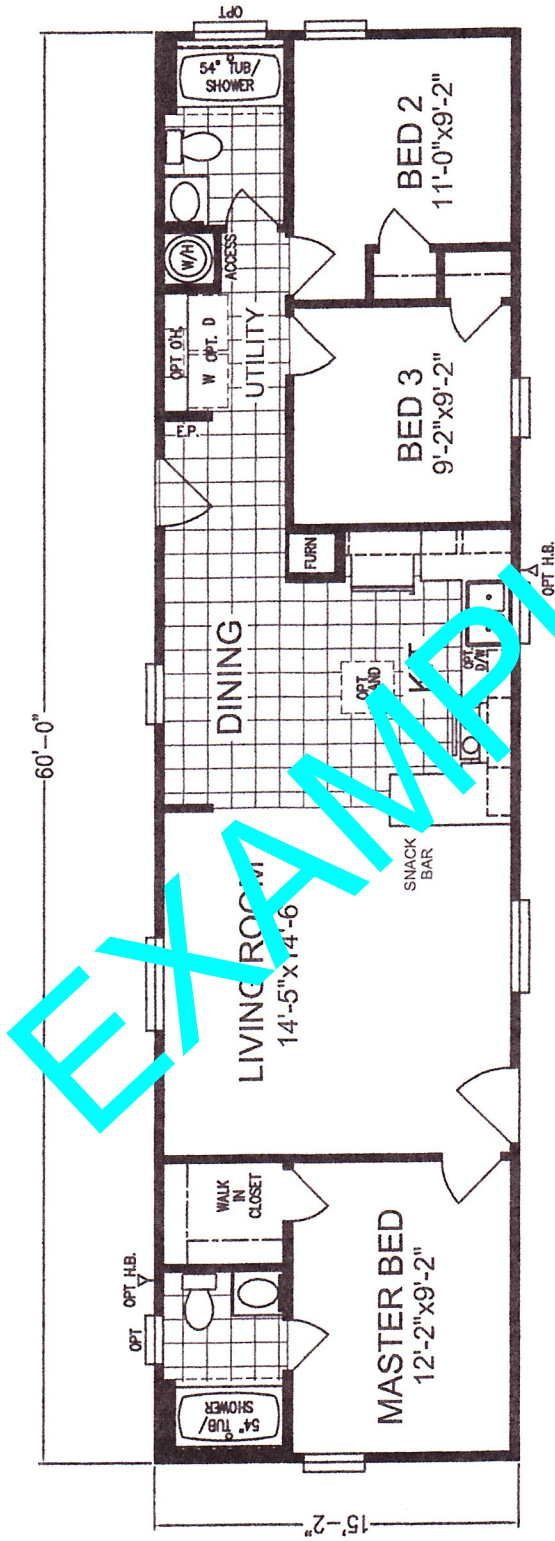


## FOOTER AND ANCHOR SPECS:

1. CONCRETE PIER FOOTINGS 36" DEEP - 28" DIAMETER SPACED PER DRAWING.
2. CONCRETE BLOCK SUPPORTS PLACED ON TOP OF PIERS UP TO SUPPORT BEAMS.
3. ANCHOR AND TIE DOWN SYSTEMS. AUGER AND STRAP TYPE INSTALLED MAXIMUM 11' APART. ALL OTHER TYPES INSTALLED PER MANUFACTURER SPECIFICATIONS.



# MOBILE HOME FLOOR PLAN



EXAMPLE

# PENNSAFE BUILDING INSPECTION SERVICES LLC

## Deck and Roof Cross Section Submittal

Roof Size: Width: \_\_\_\_\_ Length: \_\_\_\_\_

Roof Type: Gable: \_\_\_\_\_ Hip: \_\_\_\_\_ Shed: \_\_\_\_\_

Roof Pitch: \_\_\_\_\_

(check one) Trusses: \_\_\_\_\_ Rafters: \_\_\_\_\_

Spacing of Trusses or Rafters: \_\_\_\_\_

Rafter Size and Span: \_\_\_\_\_

Ridge Beam: Size: \_\_\_\_\_ Span: \_\_\_\_\_

Roof Sheathing: \_\_\_\_\_

Roof Covering: \_\_\_\_\_

Roof Header Beam: Size: \_\_\_\_\_ Span: \_\_\_\_\_

Deck Size: Width: \_\_\_\_\_ Length: \_\_\_\_\_

Footer Size: Width: \_\_\_\_\_ Length: \_\_\_\_\_

Carrier Beam: Size: \_\_\_\_\_ Span: \_\_\_\_\_

Type of Floor Joist: \_\_\_\_\_

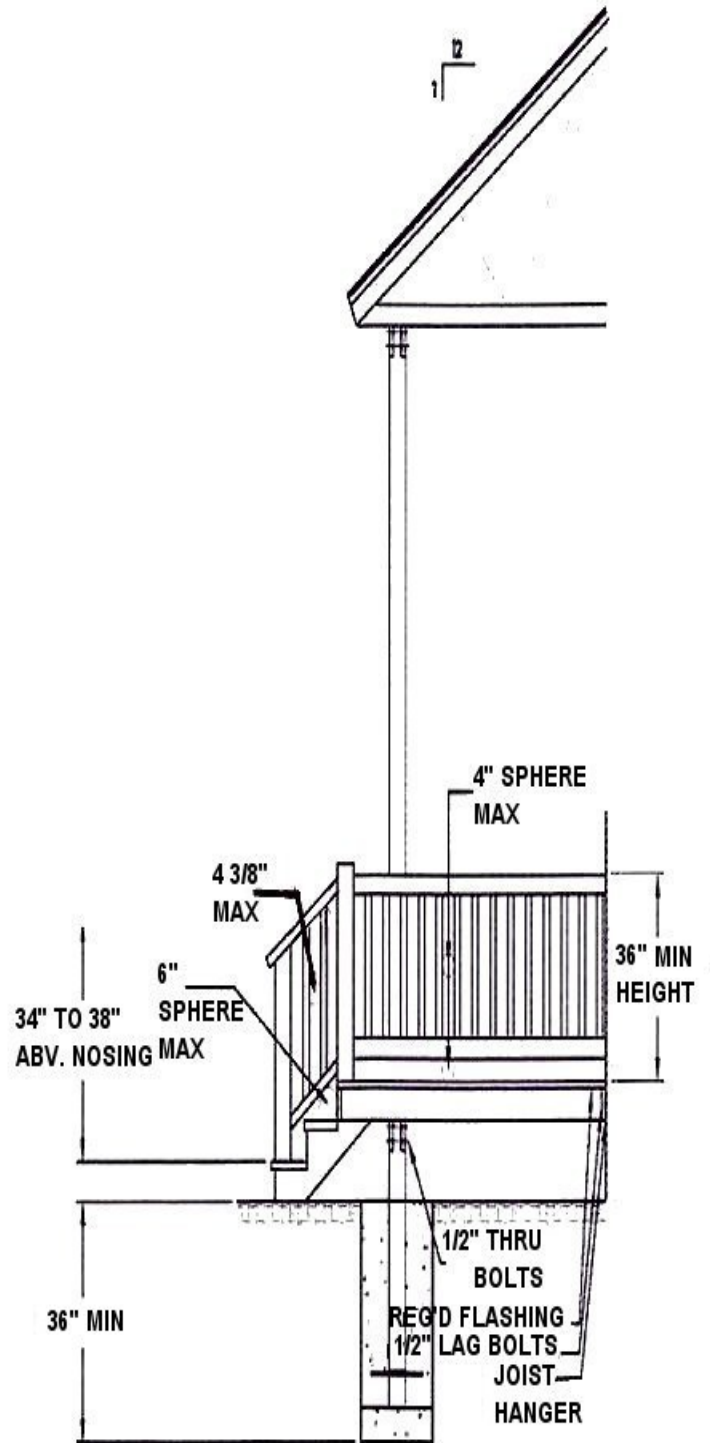
Floor Joist: Size: \_\_\_\_\_ Span: \_\_\_\_\_

Decking Material: \_\_\_\_\_

Number of Steps: \_\_\_\_\_

Riser Height: \_\_\_\_\_

Tread Depth: \_\_\_\_\_



# Data Plate Information

The data plate is typically located inside a kitchen cabinet, in a bedroom closet or on the electrical panel-board cover area. If the data plate is not available, additional inspections may be required to determine if the home was constructed for the Pennsylvania climate.

## TYPICAL DATA PLATE

1. Identify the date of manufacture.
2. Identify the serial number. (Cross reference to the front crossmember of the chassis.)
3. Identify Wind Zone (Pa. – WIND ZONE 1)
4. Identify Roof Snow Load Zone. (Pa. – SOUTH (20) ZONE)

Manufacturer's address		
Date of Manufacture		Plant Number
HUO Label No (s)		
Manufacturer's Serial Number and Model Unit Designation		
Design Approval by (D.A.P.I.A.)		
This manufactured home is designed to comply with the federal manufactured home construction and safety standards in force at time of manufacture. (For additional information, consult owner's manual.)		
The factory installed equipment includes:		
Equipment	Manufacturer	Model Designation
For heating	_____	_____
For air cooling	_____	_____
For cooking	_____	_____
Refrigerator	_____	_____
Water Heater	_____	_____
Washer	_____	_____
Clothes Dryer	_____	_____
Dishwasher	_____	_____
Garbage Disposal	_____	_____
Fireplace	_____	_____
HOME CONSTRUCTED FOR <input type="checkbox"/> Zone I <input type="checkbox"/> Zone II <input type="checkbox"/> Zone III		
<p>This home has not been designed for the higher wind pressure and anchoring provisions required for ocean/coastal areas and should not be located within 1500' of the coastline in Wind Zones II and III, unless the home and anchoring and foundation system have been designed for the increased requirements outlined in Appendix 7.4B.</p> <p>This home has _____ been equipped with storm shutters or other protective coverings for windows and exterior door openings. For homes designed to be located in Wind Zones II and III, which have not been provided with shutters or equivalent covering devices, it is strongly recommended that the home be made ready to be equipped with these devices in accordance with the method recommended in manufacturer's printed instructions.</p>		
BASIC WIND ZONE MAP		
DESIGN ROOF LOAD ZONE MAP		
<p>North 40 PSF      South 20 PSF</p> <p>Middle 30 PSF      Other _____ PSF</p>		
<p><b>COMFORT HEATING</b></p> <p>This manufactured home has been thermally insulated to conform with the requirements of the federal manufactured home construction and safety standards for all locations within HUD value zone _____ (See map at bottom)</p> <p>Heating equipment manufacturer and model (See list at left)</p> <p>The above heating equipment has the capacity to maintain an average 70° F temperature in this home at outdoor temperatures of _____ ° F.</p> <p>To maximize furnace operating economy, and to conserve energy, it is recommended that this home be installed where the outdoor winter design temperature (87 1/2%) is not higher than _____ degrees Fahrenheit.</p> <p>The above information has been calculated assuming a maximum wind velocity of 15 mph at standard atmospheric pressure.</p>		
<p><b>COMFORT COOLING</b></p> <p><input type="checkbox"/> Air conditioner provided at factory (Alternate I)</p> <p>Air conditioner manufacturer and model (see list at left)</p> <p>Certified capacity _____ B.T.U./hour in accordance with the appropriate air conditioning and refrigeration institute standards.</p> <p>The central air conditioning system provided in this home has been sized assuming an orientation of the front back wall of the home facing _____. On this basis, the system is designed to maintain an indoor temperature of 75° F when outdoor temperatures are _____ ° dry bulb and _____ ° wet bulb.</p> <p>The temperature to which this home can be cooled will change depending upon the amount of exposure of the windows of this home to the sun's radiant heat. Therefore, the home's heat gains will vary depending upon its orientation to the sun and any permanent shading provided. Information concerning the calculation of cooling loads at various locations, window exposures and shading is provided in Chapter 22 of the 1989 edition of the ASHRAE Handbook of Fundamentals.</p> <p>Information necessary to calculate cooling loads at various locations and orientations is provided in the special comfort cooling information provided with this home.</p> <p><input type="checkbox"/> Air conditioner not provided at factory (Alternate II)</p> <p>The air distribution system of this home is suitable for the installation of central air conditioning.</p> <p>The supply air distribution system installed in this home is sized for a manufactured home central air conditioning system of up to _____ B.T.U./hr rated capacity which are certified in accordance with the appropriate air conditioning and refrigeration institute standards, when the air conditioning and refrigeration equipment are rated at 0.3 inch water column static pressure or greater for the cooling air delivered to the manufactured home supply air duct system.</p> <p>Information necessary to calculate cooling loads at various locations and orientations is provided in the special comfort cooling information provided with the manufactured home.</p> <p><input type="checkbox"/> Air conditioning not recommended (Alternate III)</p> <p>The air distribution system of this home has not been designed in anticipation of its use with a central air conditioning system.</p> <p>To determine the required capacity of equipment to cool a home efficiently and economically a cooling load (heat gain) calculation is required. The cooling load is dependent on the orientation, location and the structure of the home. Central air conditioners operate most efficiently and provide the greatest comfort when their capacity closely approximates the calculated cooling load. Each home's air conditioner should be sized in accordance with Chapter 22 of the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) Handbook of Fundamentals 1989 edition, once the location and orientation are known.</p>		
INFORMATION PROVIDED BY THE MANUFACTURER NECESSARY TO CALCULATE SENSIBLE HEAT GAIN		
Walls (without windows and doors) _____ °F		
Ceiling and roofs of light color _____ °F		
Ceiling and roofs of dark color _____ °F		
Floors _____ °F		
Air ducts in floor _____ °F		
Air ducts in ceiling _____ °F		
Air ducts installed outside the home _____ °F		
The following are the duct areas in this home		
Air ducts in floor _____ sq ft		
Air ducts in ceiling _____ sq ft		
Air ducts outside the home _____ sq ft		
HUD VALUE ZONE MAP		

**NOTE- Pennsylvania design criteria:**  
Home manufactured after OCTOBER 1994 - CLIMATE ZONE 3.  
Homes manufactured between June 1976 – October 1994 - CLIMATE ZONE 2.

# Habitability Checklist for Relocated Manufactured Homes

Complete and sign this checklist to certify compliance with the Habitability Guide for Relocated Manufactured Homes. All items must be correct. A completed checklist must be submitted to the local building code official as part of the building permit process.	
1. HOME SERIAL NUMBER:	2. YEAR OF MANUFACTURE
3. ADDRESS OF INSTALLATION:	
4. PERMIT APPLICANT OR AGENT NAME:	5. PERMIT APPLICANT OR AGENT SIGNATURE:

## Data Plate, Serial Number & Certification Label

- Locate the serial number from the front chassis crossmember and the certification labels from the exterior siding. Cross reference to the data plate in the home. *See page 2.*
- Verify the home was certified as a manufactured home and that it was designed and constructed for the Pennsylvania climate zone.

## Floors

- Floor is structurally sound. Floor coverings are secure and do not present tripping hazards.
- Floor insulation is properly installed in floor cavity, especially at access areas.
- Bottom Board is patched and secure. *See page 6.*

## Walls

- Walls are structurally sound, without holes, breaks or protrusions.
- Doors and windows are operational with proper glazing. *See page 3.*
- Doors are equipped with proper hardware. *See page 3.*
- Safety glazing is provided where required. *See page 3.*

## Exterior Coverings

- Roofing material free from obvious defects, holes, etc.
- Roof caps, vents, flashing, etc. are properly installed. Fireplace chimneys are the proper height (3' above the roof where it passes and 2' higher than any part of the building with 10' of the chimney).
- Siding material is free from obvious defects, holes, etc. and is properly channeled or sealed around penetrations.

## Sanitary Facilities

- Plumbing system is in good working order and free from defects, leaks and obstructions. *See page 4.*
- Drain piping under the floor is properly sloped and supported every 4'. *See page 4.*
- Water supply line crossover insulation and covers are properly installed.
- Hot water appliance is properly installed and in good working order.
- Water temperature limiting device must be set properly, for home constructed after June 9, 2014, *see page 4.*

## Ventilation

- Clothes dryer exhaust ducts terminate outside of the skirting crawl space enclosure. *See page 5.*
- Kitchen, bath and toilet compartment fans are operational. *For homes built after Oct 25, 1993, see page 5.*

## Heating

- Heating facilities are in working order.
- Registers and grills are in place at all outlets and intakes for the heating system.

## Fuel Burning Appliances

- All vents, flu pipes, chimneys, etc. are properly installed, and are free from rust, damage or any condition that could result in a leak of combustion gases into the home. *See page 5.*
- Fire-blocking is adequately installed where vents, flu pipes, chimneys or other penetrations are present in the ceiling or walls inside furnace and water heater compartments. *See page 5.*
- Fuel supply piping is properly installed and supported.
- Fuel supply piping has been tested for leaks by qualified personnel.
- Cooking range anti-tip bracket is properly installed. *See page 5.*

## Electrical Systems

- All electric receptacles, switches, junction boxes, fixtures, etc. are properly installed with appropriate cover plates. *See page 6.*
- All electrical crossovers are properly assembled and secured. *See page 6.*
- Operational test assured that all electrical devices operate properly.
- Ground Fault Circuit Interrupters (GFCI) where required, test and reset properly. *See page 6.*
- All exposed metal parts likely to be energized have been bonded.
- Proper smoke detectors/alarms placement and operation. *See page 4.*
- Proper carbon monoxide alarm placement and operation, if applicable. *See page 4.*