



BUILDING PERMIT APPLICATION
FOR Manufactured HOMES
Signal Wide--320 Sq. Ft. Minimum Allowable
Double Wide--1200 Sq. Ft. Minimum Allowable

(This section for office use only)

DATE SUBMITTED: _____ PERMIT # _____

DATE APPROVED: _____ APPROVED BY: _____

DATE DENIED: _____ REASON FOR DENIAL: _____

ZONING DIST: _____ FEE: \$ _____

Non-Building Permit FEE: \$ _____

Application is hereby made to the Code Enforcement Officer for the issuance of a building permit pursuant to all applicable codes, ordinances, and laws regulating the government erection, construction, enlargement, addition, alteration, repair, replacement, improvement, removal, demolition, conversion and change in the nature of the occupancy of any building or structure within the boundaries of the Town of Volney, at the below listed location.

SITE ADDRESS: _____

NAME OF APPLICANT: _____ PHONE: _____

MAILING ADDRESS:

MANUFACTURED HOME: YEAR: _____ SIZE: _____

HUD # _____ (You must include a photo of manufacturers HUD plate)

SERIAL # _____ (You must include a photo of manufacturers SERIAL plate)

IF MANUFACTURED HOME IS NOT NEW: Must include inside and outside photos of home

IF MANUFACTURED HOME IS NEW: Must submit plans

.....

ESTIMATED VALUE OF HOME: \$ _____

The below signed applicant has read the instructions for application for the building permit and the instructions contained therein, and to the best of his/her knowledge the information given and accompanying this application for a building permit is accurate and true. The applicant agrees to comply with all applicable laws, ordinances and regulations, that all statements contained on this application are true to the best of his/her knowledge and belief and that the work will be performed in the manner set forth in the application and in plans and specification filed therewith.

PRINT NAME & DATE

SIGNATURE



PARK APPLICANTS ONLY:

NAME OF PARK: _____ LOT SIZE: _____

LOT LOCATION WITHIN PARK: _____

DESCRIBE ALL STRUCTURES ON THE LOT: _____

ANY OTHER STRUCTURES TO BE PLACED ON LOT: _____

ALL APPLICANTS:

LOT SIZE: _____

TYPE OF HEAT: NATURAL GAS: ___ PROPANE: ___ FUEL OIL: ___ ELECT: ___

SEPTIC TYPE: DESIGNED: ___ STANDARD: ___ TANK SIZE: ___ PARK: ___

ELECTRIC: SERVICE SIZE: _____ BREAKERS: _____ OR FUSES: _____

NUMBER OF BEDROOMS: _____ NUMBER OF BATHROOMS: _____

TYPE OF STAIRS TO BE USED: _____

TYPE OF SKIRTING TO BE USED: _____

ADDITIONAL INFORMATION:



CONTRACTOR INFORMATION FORM
(MUST BE FILLED OUT)

TYPE OF CONTRACTOR: _____

CONTRACTOR NAME: _____

CONTRACTOR ADDRESS: _____

CONTRACTOR PHONE #: _____

CONTACT PERSON: _____

PROOF OF WORKERS COMPENSATION CERTIFICATE: **MUST FAX OR BRING IN WITH APPLICATION**

PROOF OF LIABILITY POLICY: **MUST FAX OR BRING IN WITH APPLICATION**

POLICY EXPIRATION DATE: _____

INSTALLER'S LICENSE CERTIFICATE: _____

NAME OF ELECTRICAL CONTRACTOR: _____

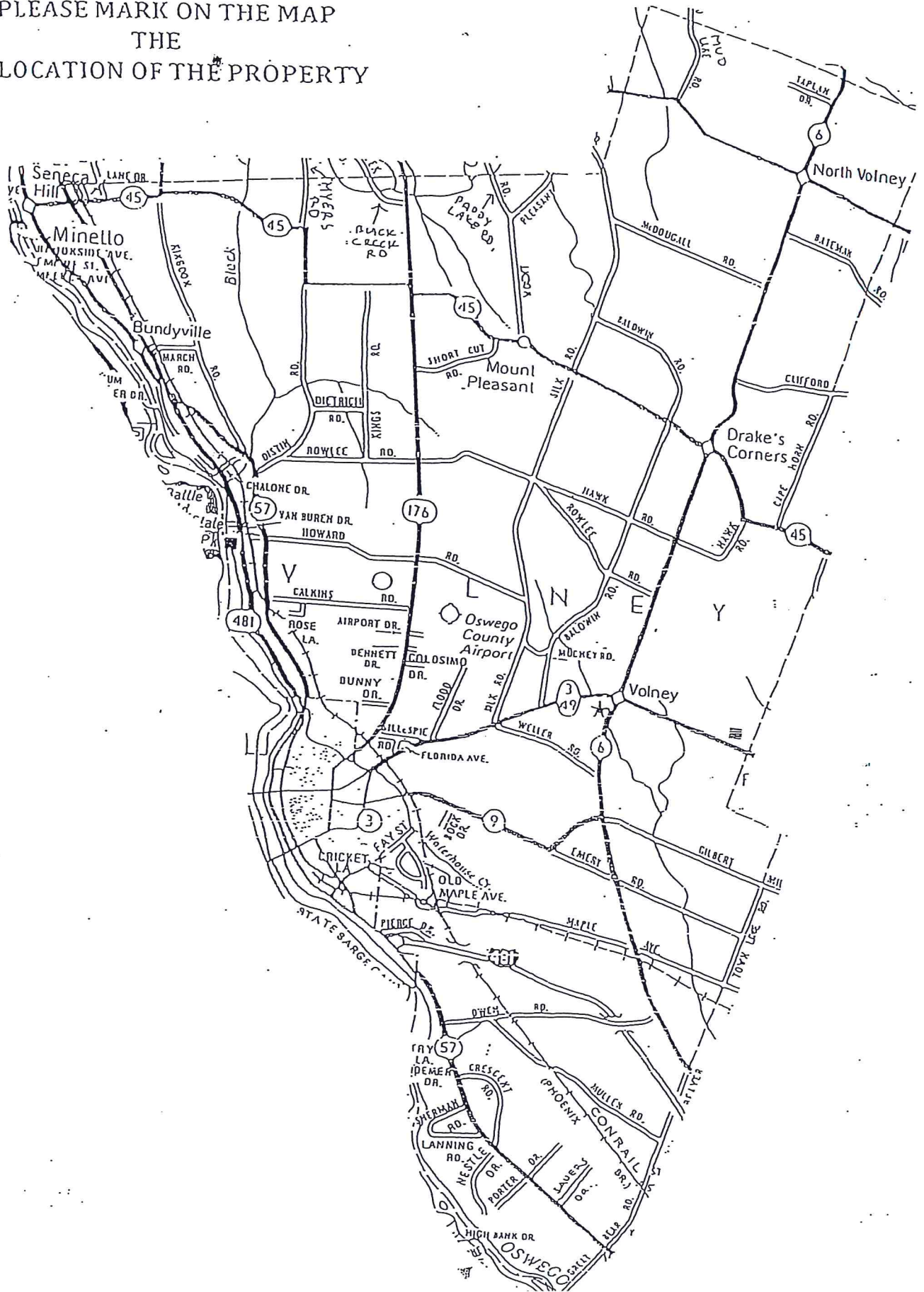
NAME OF ELECTRICAL INSPECTION AGENCY: _____

NAME OF PLUMBING CONTRACTOR: _____

ALL SHEETS TO PACKET MUST BE "COMPLETED IN FULL" BEFORE PERMIT CAN BE ISSUED.

FAILURE TO DO SO MAY CAUSE A DELAY IN THE ISSUANCE OF THE PERMIT.

PLEASE MARK ON THE MAP
THE
LOCATION OF THE PROPERTY





ELECTRICAL INSPECTION INSTRUCTIONS

An inspection by a “Certified Electrical Inspector” must be completed prior to the installation of insulation and gypsum wallboard or covered by any building material. Below is a list of approved agencies providing this service.

- *MEC ELECTRIC – 342-1322*
- *MARK GREER – 564-7127*
- *ROBERT GROFF, JR. – 1-800-487-0535*
- *CHRIS EMMONS – 806-5281*
- *LARRY KINNE – 633-0027*
- *N.Y. BOARD OF FIRE UNDERWRITERS - 463-8552*
- *TIM BIRMHINGHAM: 964-1276*
- *RICHARD ZYJEWSKI - SYRACUSE 635-2373*

Inspection results “must be submitted” to the Code Enforcement Officer before a Certificate of Occupancy can be issued.

SEPTIC SYSTEM INSTRUCTIONS

Requirements are per New York State Department of Health Waste Treatment Handbook – Individual household systems.

A deep hole and percolation test must be performed. This must be done by a “New York State registered Engineer, Architect, Land Surveyor or other approved individual. Below is a partial list of individuals providing this service.

- | | |
|--------------------------------------|-----------------|
| • <i>RUSSELL GETMAN</i> | <i>564-5790</i> |
| • <i>JOSEPH MASTROIANNI</i> | <i>278-0261</i> |
| • <i>BRENDAN McELLIGOTT</i> | <i>426-0978</i> |
| • <i>DOUG LEHR</i> | <i>451-3333</i> |
| • <i>ROBERT WOOD L.S. & P.E.</i> | <i>342-0093</i> |
| • <i>JOHN ERKAN, P.E.</i> | <i>342-4852</i> |
| • <i>JAMES BURKE</i> | <i>506-5242</i> |
| • <i>PETE REILMAN</i> | <i>685-1964</i> |
| • <i>RICHARD SCHOECK</i> | <i>675-3690</i> |

Test results along with system design plans (Approved by the Oswego Co. Health Dept.) must be submitted before construction on the system begins. Final Inspection of the system must be done before the system is back-filled, by either the engineer who designed the system or the Building Inspector.

Please **KEEP** this page for “informational” purposes

KEEP THIS PAGE FOR YOUR INFORMATION

APPENDIX E

piers or in each corner of the grouted space of piers constructed of solid masonry units.

4. Cast-in-place concrete piers meeting the same size and height limitations of Items 1, 2 and 3 above may be substituted for piers constructed of masonry units.

SECTION AE604 ANCHORAGE INSTALLATIONS

AE604.1 Ground anchors. Ground anchors shall be designed and installed to transfer the anchoring loads to the ground. The load-carrying portion of the ground anchors shall be installed to the full depth called for by the manufacturer's installation directions and shall extend below the established frost line into undisturbed soil.

Manufactured ground anchors shall be listed and installed in accordance with the terms of their listing and the anchor manufacturer's instructions and shall include means of attachment of ties meeting the requirements of Section AE605. Ground anchor manufacturer's installation instructions shall include the amount of preload required and load capacity in various types of soil. These instructions shall include tensioning adjustments which may be needed to prevent damage to the manufactured home, particularly damage that can be caused by frost heave. Each ground anchor shall be marked with the manufacturer's identification and listed model identification number which shall be visible after installation. Instructions shall accompany each listed ground anchor specifying the types of soil for which the anchor is suitable under the requirements of this section.

Each approved ground anchor, when installed, shall be capable of resisting an allowable working load at least equal to 3,150 pounds (14 kN) in the direction of the tie plus a 50 percent overload [4,725 pounds (21 kN) total] without failure. Failure shall be considered to have occurred when the anchor moves more than 2 inches (51 mm) at a load of 4,725 pounds (21 kN) in the direction of the tie installation. Those ground anchors which are designed to be installed so that loads on the anchor are other than direct withdrawal shall be designed and installed to resist an applied design load of 3,150 pounds (14 kN) at 40 to 50 degrees from vertical or within the angle limitations specified by the home manufacturer without displacing the tie end of the anchor more than 4 inches (102 mm) horizontally. Anchors designed for connection of multiple ties shall be capable of resisting the combined working load and overload consistent with the intent expressed herein.

When it is proposed to use ground anchors, and the soil characteristics at a given site are such as to render the use of ground anchors advisable, or when there is doubt regarding the ability of the ground anchors to obtain their listed capacity, a representative field installation shall be made at the site in question and tested to demonstrate ground anchor capacity.

AE604.2 Anchoring equipment. Anchoring equipment, when installed as a permanent installation, shall be capable of resisting all loads as specified within these provisions. When the stabilizing system is designed by a registered design professional, alternative designs may be used, providing the anchoring equipment to be used is capable of withstanding a load equal to 1.5 times the calculated load. All anchoring equipment

shall be listed and labeled as being capable of meeting the requirements of these provisions. Anchors as specified in this code may be attached to the main frame of the manufactured home by an approved $\frac{3}{16}$ -inch-thick (4.76 mm) slotted steel plate anchoring device.

Anchoring systems shall be so installed as to be permanent. Anchoring equipment shall be so designed to prevent self-disconnection with no hook ends used.

AE604.3 Resistance to weather deterioration. All anchoring equipment, tension devices and ties shall have a resistance to deterioration as required by this code.

AE604.4 Tensioning devices. Tensioning devices, such as turnbuckles or yoke-type fasteners, shall be ended with clevis or welded eyes.

SECTION AE605 TIES, MATERIALS AND INSTALLATION

AE605.1 General. Steel strapping, cable, chain or other approved materials shall be used for ties. All ties shall be fastened to ground anchors and drawn tight with turnbuckles or other adjustable tensioning devices or devices supplied with the ground anchor. Tie materials shall be capable of resisting an allowable working load of 3,150 pounds (14 kN) with no more than 2 percent elongation and shall withstand a 50 percent overload [4,750 pounds (21 kN)]. Ties shall comply with the weathering requirements of Section AE604.3. Ties shall connect the ground anchor and the main structural frame. Ties shall not connect to steel outrigger beams which fasten to and intersect the main structural frame unless specifically stated in the installation instructions included in the consumer manual(s) provided by the manufacturer. Connection of cable ties to main frame members shall be $\frac{5}{8}$ -inch (15.9 mm) closed-eye bolts affixed to the frame member in an approved manner. Cable ends shall be secured with at least two U-bolt cable clamps with the "U" portion of the clamp installed on the short (dead) end of the cable to assure strength equal to that required by this section.

Wood floor support systems shall be fixed to perimeter foundation walls in accordance with provisions of this code. The minimum number of ties required per side shall be sufficient to resist the wind load stated in this code. Ties shall be evenly spaced as practicable along the length of the manufactured home with the distance from each end of the home and the tie nearest that end not exceeding 8 feet (2438 mm). When continuous straps are provided as vertical ties, such ties shall be positioned at rafters and studs. Where a vertical tie and diagonal tie are located at the same place, both ties may be connected to a single anchor, provided the anchor used is capable of carrying both loadings. Multisection manufactured homes require diagonal ties only. Diagonal ties shall be installed on the exterior main frame and slope to the exterior at an angle of 40 to 50 degrees from the vertical or within the angle limitations specified by the home manufacturer. Vertical ties which are not continuous over the top of the manufactured home shall be attached to the main frame.



Building Standards and Codes

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TECHNICAL BULLETIN

Approved Foundation Systems for Manufactured Housing Installations

This Technical Bulletin will assist the Code Enforcement Official (“CEO”) with the installation of *foundation systems* for Manufactured Homes.

Approved Foundation Systems

Manufactured home installations are subject to the 2010 edition of the Residential Code of New York State (the “2010 RCNYS”) Appendix E Manufactured Housing Used as Dwellings. Section AE501.1 requires the placement of a manufactured home on a foundation system designed and constructed to comply with the code, as well as the *installation instructions* included in the consumer manual(s) provided by the manufacturer. These installation instructions include specific foundation system designs for the manufactured home.

The U.S. Department of Housing and Urban Development (HUD) standard requires the manufacturer’s installation instructions, as approved by HUD or a *Design Approval Primary Inspection Agency (DAPIA)*, be provided with each new manufactured home.

Appendix E Section AE502.3 requires that the footings and foundations for manufactured homes extend below the frost line. There is an exception for foundation systems protected from the effects of frost designed by registered design professionals.

Installing manufactured homes on foundation systems included in the installation instructions insures the homes will be supported and anchored to meet or exceed the design loads required by HUD standards.

When a foundation system designed by a registered design professional is to be used, additional approvals are required. This is because deviations from the installation instructions may inadvertently make manufactured homes noncompliant with the HUD standard to which they were constructed. All manufacturer’s installation instructions are required to include an explanation of how manufactured home installers must handle variations from those instructions. For foundation systems designed by registered design professionals, designs must be approved by the home’s manufacturer and the DAPIA.

Some manufacturers have DAPIA-approved foundation system designs not found in the installation instructions. These foundation systems are acceptable for use within the conditions specified in the design.

The Use of Slabs-on-Ground Cast Monolithically as Foundation Systems

The exception to Appendix E Section AE502.3 permits a foundation system designed by registered design professional to be slab-on-ground cast monolithically as long as it is protected from the effects of frost and approved by the home’s manufacturer and the DAPIA. Several manufacturers offer DAPIA-approved slab-on-ground foundation system designs that are, or will be, included in their installation manuals. Again, these foundation systems are acceptable for use within the conditions specified in the design.

The typical “Gravel-set slab” or “Floating-slab” on-ground foundation systems, commonly used over the years for manufactured home installations, do not and never have, complied with the code. Any proposed slab-on-ground foundation system design referencing Section R403.3 for frost protected shallow foundations may not comply with the RCNYS, in that it requires the space above the slab (the home’s crawl space) to maintain a monthly mean temperature of 64°F.

Summary

Manufactured homes must be placed on foundations that comply with the code, as well as the specific foundation system designs included in the manufacturer’s installation instructions manual(s). While the code requires the footings and foundation systems to extend below the frost line, there is an exception for foundation systems protected from the effects of frost designed by registered design professionals. Variations from the foundation system designs found in the installation instructions – such as a foundation system protected from the effects of frost designed by registered design professional – require the home’s manufacturer and DAPIA’s approval. Slab-on-ground foundations systems are acceptable when:

- Included in the installation instructions
- Offered by the manufacturer and approved by the DAPIA
- Designed by a registered design professional and approved by the manufacturer and DAPIA

The installation of slab-on-ground foundation systems must meet all conditions of the design.

DEFINITIONS

[24 CFR Part 3285] **Design Approval Primary Inspection Agency (DAPIA)**. A state or private organization that has been accepted by the Secretary in accordance with the requirements of Part 3282, Subpart H of this chapter, which evaluates and approves or disapproves manufactured home designs and quality control procedures.

[24 CFR Part 3285] **Foundation system**. A system of support that is capable of transferring all design loads to the ground, including elements of the *support system*, as defined in this section, or a site-built permanent foundation that meets the requirements of 24 CFR 3282.12.

[24 CFR Part 3285] **Installation instructions**. DAPIA-approved instructions provided by the home manufacturer that accompany each new manufactured home and detail the home manufacturer requirements for support and anchoring systems, and other work completed at the installation site to comply with these Model Installation Standards and the Manufactured Home Construction and Safety Standards in 24 CFR part 3280.

[24 CFR Part 3285] **Support system**. Pilings, columns, footings, piers, foundation walls, shims, and any combination thereof that, when properly installed, support the manufactured home.

REFERENCES:

Uniform Fire Prevention and Building Code

2010 edition of the Residential Code of New York State

U.S. Department of Housing and Urban Development

24 CFR Title 24 Subtitle B Chapter XX Part 3282 Manufactured Home Procedural and Enforcement Regulations

24 CFR Title 24 Subtitle B Chapter XX Part 3285 Model Manufactured Home Installation Standards



ALL APPLICANTS:

TOTAL ACRES: _____ WIDTH AT THE ROAD: _____ DEPTH OF PROPERTY: _____

DESCRIBE ALL STRUCTURES ON THE PROPERTY: _____

FOR NEW CONSTRUCTION OF HOMES AND ADDITIONS:

TYPE OF HEAT: NATURAL GAS: _____ PROPANE: _____ FUEL OIL: _____ ELECT: _____

SEPTIC TYPE: DESIGNED: _____ STANDARD: _____ TANK SIZE: _____

ELECTRIC: SERVICE SIZE: _____ (Above ground or underground) BREAKERS: _____ OR FUSES: _____
(circle)

NUMBER OF BEDROOMS: _____ NUMBER OF BATHROOMS: _____ NUMBER OF FLOORS: _____

ALL APPLICANTS:

DISTANCE FROM STRUCTURE TO SIDE PROPERTY LINES: _____

DISTANCE FROM STRUCTURE TO EDGE OF HIGHWAY RIGHT OF WAY OR FROM CENTER OF THE HIGHWAY: (INFORM WHICH YOU ARE GOING WITH) _____

DISTANCE FROM STRUCTURE TO BACK OF PROPERTY LINE: _____

ARE THERE ANY EASEMENTS ON THE PROPERTY: _____