

Delaware County Code Compliance Manufactured Housing Supplemental Application Sheet

(This application to be submitted along with Residential Building Permit Application)

Revised 12/11/08



All submittals require **two** complete packets; each stapled together and all plan options clearly marked

Application requirements for new Manufactured Homes

- \$25.00 Application fee due at time of submittal (non-refundable)
- Certified house number (for new homes)
- Copy of zoning permit (required at time of application (DC400 (3)))
- Drainage permit (5 acres or more) or DESC permit (less than 5 acres)
- Two (2) plot plans showing location of structure and driveway. (If required by subdivision, the plot plan must indicate approved finish grade or finished floor elevation and proposed grading plan.)
- Copy of septic permit if not on public sewer; required for additions and alterations involving new bedroom(s) (required at time of application (DC400 (3)))
- Two complete sets of plans (Based on Ohio Manufactured Housing Code)
- List the installer or installers by name and license numbers (use area provided below or attach separate list to application)

Installer's Name:

Installer's OMHC License Number:

IF INCOMPLETE INFORMATION IS SUBMITTED WITH APPLICATION ON ANY OF THE ABOVE ITEMS, IT WILL STOP THE APPLICATION PROCESS. SUBMITTAL WILL BE RETURNED FOR COMPLIANCE TO THIS CHECKLIST.

The two complete sets of required construction drawings for Manufactured Homes and attached additions, alterations, or basement finish shall also include the information listed below before full approval can be granted.

- Two (2) sets of building plans which must include copies of the floor plan and foundation design details. These may include designs contained in the Ohio Manufactured Homes Commissions (OMHC) home

manufacturer's standard, or prepared by the manufacturer's Design Approval Primary Inspection Agency (DAPIA), or those prepared by an Ohio registered engineer or architect shall be submitted.

- Manufacturer's installation instructions for the manufactured home, tie downs, anchors, plumbing, mechanical, gas, electrical system details, and for any devices or proprietary systems used during the installation or for other equipment or devices installed shall be submitted for approval and made available on the job site at the time of inspection.
- Plans shall also include in detail, all proposed on-site work, such as garages, porches, or any alterations or additions included in the project. Items listed below (if applicable) shall be submitted with construction drawings for on site work.
 - Two (2) signed Model Energy Codes, 2003 IECC version or newer, (for attached additions or basement finish)
 - Two (2) foundation designs per RCO 2006 (for attached additions)
 - Two (2) Copies of a Manual J if using factory heating system (if heating system is to supply attached additions or basements)
 - Two (2) light and vent schedules (for attached additions or finish basements)
 - Two (2) sets of stamped truss drawings and truss layout sheets at time of submittal (for attached additions)
 - Two (2) sets of pre-engineered floor joist layout drawings from manufacturer (for attached additions)
 - Two (2) sets of HVAC drawings (show location of furnace and hot water tank, BTU rating, register location and size, proposed duct location and size) (applicable to modified heating systems or when additions are added)
 - Two (2) sets of electrical drawings (show panel size and location, service riser diagram, fixture layout, receptacle and switch locations, smoke detector locations, conductor size) (applicable to modified electric or when additions are added)

ALL ITEMS LISTED ABOVE ARE REQUIRED TO BE SUBMITTED FOR PLAN APPROVAL. ADDED FEES FOR ADDITIONAL REVIEWS WILL BE ASSESSED IF ITEMS ARE NOT PROVIDED AT TIME OF THE INITIAL APPLICATION.

I hereby agree to the above conditions.

Owner/Agent _____ Date _____

All handwritten revisions to plans will be accepted but shall be copies (no original ink, white out or similar changes will be accepted.)