

TOWN OF MAMAKATING
BUILDING DEPARTMENT
2948 STATE ROUTE 209, WURTSBORO, NY 12790
TEL. (845)888-3030 FAX (845)888-2707

APPLICATION FOR MOBILE HOME INSTALLATION

Date Submitted: ___ / ___ / ___ Zone: _____ Section: ___ Block: ___ Lot: ___

Name of Mobile Home Park: _____

Name of Applicant/ Property Owner: _____

Mailing Address: _____

Email Address: _____

Telephone Number: _____ Cell Phone Number: _____

Address of Proposed Location of Installation: _____

Single Wide _____ Double Wide _____ New _____ Used _____

Describe in detail the proposed installation, *including but not limited to*; year, make, model, and dimensions: _____

\$350.00 application fee is also required.

I affirm the information I've given on this application is correct and complete, and I understand that the Town will rely on this information in making its decision.

Print Name of Property Owner

Signature of Property Owner

Phone Number

Mailing Address

Date



Town of Mamakating Building Department
2948 Route 209
Wurtsboro, NY 12790
(845) 888-3030 - Office
(845) 888-2707 – Fax

MANUFACTURED HOME INSTALLATION
PERMIT APPLICATION REQUIREMENTS

In order to process a Manufactured Home Permit the following documents are required, including but no limited to:

- 1) A completed and signed Town of Mamakating Manufactured Home permit application
- 2) 2 Copies of the completed "Checklist for Installation of Manufactured Homes."
- 3) 1 Copy of the Liability Insurance information for the Contractor.
- 4) 1 Copy of Workers Compensation (Form C-105.2 or U-26.3) or Workers Compensation Exemption (Form CE-200 found at www.wcb.state.ny.us). * ACORD forms are not an acceptable proof of Workers Compensation or Disability Insurance Coverage.*
- 5) 2 Copies of Engineered stamped foundation plans by manufacturers engineer or
- 6) 2 Copies of the manufacturer's pier/foundation placement schedule and manufacturer tie down placement. It must include the layout of the manufactured home with the make, model, type, spacing and manufacturer of archers/tie downs.
- 7) Plot Plan including:
 - a) All setbacks from lot lines
 - b) Location of septic/sewer hookup
 - c) Location of waterline/well
 - d) Location of decks/porches
- 8) Approved electrical inspection Agency selected
- 9) Document Requirements:
 - a) Certification as an installer as per the Manufactured Housing Unit of the New York State Department of State.
- 10) Insurance requirements:
 - a) Owner, Applicant or Contractor:
 - i. Certificate of Workers Compensation: **Form C-105.2 or U-26.3**
 - ii. Certificate of Disability Insurance: **Form DB-120.1 or DB-155**
 - iii. Affidavit of Exemption of Workers Compensation and/or Disability benefits insurance coverage: Form CE:-200 found at www.wcb.state.ny.us

ACCORD FORMS ARE NOT AN ACCEPTABLE PROOF OF WORKERS COMPENSATION OR DISABILITY INSURANCE COVERAGE.

- 11) An inspection of the home must be conducted if the home is being relocated to the Town of Mamakating.
- 12) Fee \$ 350.00

CHECKLIST FOR INSTALLATION OF MANUFACTURED HOMES
ALL INSTALLATIONS MUST COMPLY WITH NYSRC MANUFACTURERS INSTALLATION MANUAL
AND/OR ENGINEERED PLANS AND THE CODE OF THE TOWN OF MAMAKATING

Applicant Name: _____

Year, Make, and Model of Home: _____

Manufacturer: _____

NYS Certification Number: _____

Model Number: _____

Size: _____

Installer: _____

NYS Certification Number: _____

Installer Address: _____

Phone Number: _____

Retailer: _____

NYS Certification Number: _____

Retailer Address: _____

Phone Number: _____

Installation Location – MH Park & Lot #: _____

Private Property Address: _____

Manufacturer installation manual included with application? Yes

SUPPORT SYSTEM DESIGN

Footings Below Frost Line per manufacturer instructions and DAPIA specifications: _____

Engineered System Type: _____ Engineer Name: _____ Engineer License Number: _____

Stamped Plans Attached: Yes / No

Approved by Manufacturer and DAPIA: Yes No For a new home

PIERS Per Manufacturer – Yes / No Specified by Engineer- Yes / No

Slab Size: _____ x _____ Slab Material/Make: _____ Capacity: _____ lbs/sf Size: _____

Height: _____ Number: _____ Spacing: _____ Locations/Number Frame: _____ Perimeter: _____

Matting Wall: _____

Other: _____

ANCHORAGE Per Manufacturer – Yes / No Specified by Engineer and approved by Manufacturer and DAPIA – Yes / No

Ground Anchors Make: _____ Model: _____ Size: _____ Spacing: _____ Number: _____

Other Types of Anchor Systems Make: _____ Model: _____ Size: _____ Number: _____ Specification Sheet: _____

KIRTING AND VENTILATION

Home location in MH parks per manufacturer installation instructions – Yes / No Other: _____

REQUIRED

- All egress doors must have a minimum of 3 x 3 foot landing with guardrails, handrails, stairs, and frost protection to NYSRC.
- All electrical work must be done by a Sullivan County licensed electrician.
- All electrical work must be inspected by a third party electrical inspection agency.
- All installations on private lots must be in total conformance with Town of Mamakating code and zoning regulations.
- All sewer line(s) / clean out(s) as per plumbing code.

Completed Building Permit Application- Building Permit number: _____

REQUIRED INSPECTIONS: 24 HOUR NOTICE REQUIRED

****Please do **NOT** leave requests for inspections on voicemail.
Inspections requested via voicemail will **NOT** be scheduled.****

- Site Inspection (**prior to issuing a permit**)
 - Relocation of an existing manufactured home must be inspected prior to relocating to the Town
- Footings/Runner (**before pouring concrete**)
- Slab (**before pouring concrete**)
- Framing of porches, decks, and/or ramps (**prior to applying decking**)
- Fuel burning appliances
- Septic Systems (**if applicable, before covering any work**)
 - An as built must be received before Certificate of Occupancy can be issued
- Final Inspection
 - All required work must be completed before a Certificate of Occupancy can be issued
 - Electrical Inspections (**done by a third party electrical inspector**)

No building is to be occupied without the approval of the Building Inspector

TOWN OF MAMAKATING
2948 STATE ROUTE 209, WURTSBORO NY 12790
BUILDING DEPARTMENT
EMAIL: mary.grass@mamakating.org
Phone: 845-888-3030 **Fax: 845-888-2707**

Required Final Certificate of Occupancy Inspection

All Building Permits are valid for one year from issuance. It is your responsibility to contact the Building Department within 24 hours of work completion to schedule a Final Inspection to close out the permit to Avoid Additional Fees being charged. The following items including but not limited to must be completed in order for a Certificate of Occupancy to be issued.

1. Final electrical inspections must be completed buy one of the approved 3rd party inspectors.
2. Installer's warranty seal must be in place located in the largest bedroom closet of mobile home.
3. Manufacturer warranty seal must be in place located in the largest bedroom closet of mobile home.
4. The golden coloured carbon copy of the installation certification must be on site.
5. The data plate certificate sticker must be in place
6. Foundation, vapor barrier, piers, pier pads, and all tie downs must be in place with the manufacturer specifications.
7. Both egress landings must be in place, protected from frost, and have all required handrails, riser distances, and guardrails to meet NYS Barrier Code.
8. All smoke and carbon monoxide detectors must be in place and in working condition.
9. All heat tape on water supply must be labeled for manufactured home use and operable.
10. The furnace must be in place and in working condition.
11. Propane, fuel oil, and natural gas as applicable must be in place and in working order. It must be previously inspected by the provider, as you will need to provide the Building Inspector with a copy of completion. The furnace, hot water heater, and stove must be in working condition.
12. All construction debris and trip hazards must be removed before inspection.
13. Septic or sewer must be hooked up with proper pitches.
14. Reflective house number must be on front of house meeting the required height of 4 inches by a ½ inch wide.
15. Building permit must be in window or door of home with all site plans and prints.
16. All lights and plumbing fixtures must be in working and operating order.
17. Access to water for all plumbing fixtures must be in working and operating order.
18. All windows and doors must be in place and in working order and compliant with NYS Residential Code.
19. Final grade and erosion control must be in place.

****If any of these items are not in place, please contact the Building Department at your earliest convenience to re-schedule your Final Inspection. All of these items must be in place or a Certificate of Occupancy will not be issued. All Building Department inspections must be scheduled at least 24 hours in advance.**

****A Certificate of Occupancy must be issued before occupying the manufactured home.****