

# City of Crosby

2 Second Street SW, Crosby, MN 56441

218.546.5021 ~ [www.cityofcrosby.com](http://www.cityofcrosby.com)

## **MANUFACTURED/MODULAR HOME PERMIT REQUIREMENTS**

**Per Section §153.074 (E) City Code \*\*\***

The following information must be submitted to the Building Official before a building permit can be processed and approved.

- 1. Building Permit Application Form**
- 2. Survey or Site Plan (two copies)**
- 3. Plans/Installation Instructions (two copies)**
- 4. Gas Piping Air Test**
- 5. Miscellaneous as required**

A more detailed description of items 1-5 is listed below. After a preliminary review additional information may be required. Allow 7 working days for processing.

- 1. Building Permit Application Form:** Complete and sign a building permit application. Application forms are available at City Hall.
- 2. Survey or Site Plan:** Provide an updated plan of the property showing the direction north, all property lines, existing buildings (with dimensions) and project address or PIN number. Diagram the proposed building location, dimensions and proposed setbacks from property lines, existing buildings and all topographical features. A registered survey may be required.
- 3. Plans/Installation Instructions (two copies):**
  - A. Floor Plans of the home showing the length and width of the home, room layout and use of rooms (bedroom, bathroom, etc.). If a basement is being installed include floor plans of the basement.
  - B. Installation Instructions showing the anchoring and support system designed by the manufacturer. If the manufacturer's instructions are not available, the home must be anchored and supported per section 1350 of the MN State Building Code.
  - C. A Cross Section of the footings and foundation is required if a basement or frost footing foundation is being installed. Provide the manufacturer's design for the foundation including footing size, foundation type, anchoring system, center bearing wall design, dampproofing/waterproofing and foundation insulation.
- 4. Gas Piping Air Test:** Provide the name and phone number of the contractor performing the air test on the gas piping inside the home. All piping must be of approved material; from the meter to the main connection at 25# for 12 hours, inside the home with an air test of ten to fourteen inches water column for ten minutes and soap tested. Support the gas piping every four feet with approved connectors. The tests must be witnessed by an inspector before the home can be occupied. Refer to the manufacturer's installation instructions for additional requirements.

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**5. Miscellaneous:** If your manufactured home was designed and built under an alternative construction technique, additional information will be required.

**Permit Fees:** Building and Zoning fees will be determined after the application and required plans have been approved. Fees must be paid in full before a permit can be issued or work can begin.

## **GENERAL INFORMATION**

### **\*\*Required Inspections:**

1. Footing inspection (if concrete is being placed)
2. Setup inspection of anchoring and support system
3. Gas piping air test
4. Plumbing manometer or flood level of the water closet
5. Final (before occupied), when all inspections are complete and code complying landings and stairs are in place
6. Miscellaneous as needed

**\*\*** If a basement is being installed the foundation must be inspected prior to backfill.

**Certificate of Occupancy:** Before the home can be occupied a Certificate of Occupancy may be required by the City of Crosby. All work must be completed, and the required inspections approved before the home can be occupied.

**Licensed Installer:** All homes are required to be installed by a licensed installer or the owner/occupant. Installers must attach a support and anchoring seal to the home. Because of frost conditions homes installed after November 15 require a temporary installation seal before occupancy. The installer/owner must provide a copy of the temporary installation seal before occupancy and contact the building department when the final seal is installed.

**Construction Seals:** Include on the application form the MN State Construction Seal **or** the HUD Serial Number, manufacturer and year built.

**Water Piping:** All water piping must be of approved material and fittings. Piping under the home must be insulated, heat tape installed and supported every six feet.

**Gas Water Heater/Furnaces:** Gas water heaters and furnaces must be listed specifically for manufactured homes and be installed to the manufacturer's specifications and the State Building Code. All gas water heaters and furnaces require outside combustion air and proper venting.

**Fireplaces:** Fireplaces must be listed for manufactured homes and installed per manufacturer's instructions and the State Building Code.

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**Gas and Electric Utilities:** Contact your local supplier for specific requirements.

**Electrical Wiring** must be inspected and approved by a State Electrical Inspector. Contact information is included in packet.

**Excavations:** Before excavating call Gopher State One 48 hours in advance at 811 or 800-252-1166 to verify the location of underground utilities, etc.

If you have any questions, please contact the City of Crosby at 218-546-5021 or Scott Sadusky, Building Official, at 612-966-7644.

## **\*\*\*§ 153.074 BUILDING DESIGN AND MATERIALS**

(E) All residential structures shall meet a minimum dimension of 26 feet by 26 feet, not including decks except in Urban Reserve Zones. In addition, within the RC, R-1 and R-2 Districts, the residential structures must have a minimum foundation square footage of 1,296, with a minimum 6/12 average roof pitch, or a minimum foundation square footage of 975 with a minimum 22 feet by 22 feet attached garage and a minimum 6/12 average roof pitch (50% or more of total roof), not including decks.