MANUFACTURED HOME
BUILDING PERMIT APPLICATION

Dear Applicant:

Attached is a Lewis County Manufactured Home Building Permit Application and Fee Schedule. This application is for use only in communities where the County of Lewis is responsible for enforcement of the Building Codes of New York State. The permit applied for with this form applies only to the Building Codes of New York State and has no bearing on the other local, state, or federal regulations, such as zoning or floodplain ordinance, etc.

The permit fee must be submitted to the Lewis County Building & Codes Office with the completed application. Please make all checks payable to the Lewis County Clerk and mail to the Lewis County Building & Codes Department, 7660 North State Street, Lowville, New York 13367.

The permit and all correspondence will be mailed to the owner at the address indicated on the application.

It is the responsibility of the owner to see that the Lewis County Code Enforcement Officer is notified when the project will be ready for the next inspection.

If you have any questions, please contact the Lewis County Building & Codes Office at (315) 376-5377.

Sincerely,

Ward Dailey
Senior Code Enforcement Officer

Attachment
Manufactured Home Permit Application

Date ________________________                     Census Code ________________________

Tax Map # ____________________________                      Application Fee $ ________________________

Property Owner’s Name ____________________________          Phone ____________________________

Mailing address ____________________________________________

Applicant / Contractor Name ____________________________     Phone ____________________________

Mailing address ____________________________________________

Value of Work (materials & labor) -

Project Address (911 address) ____________________________     Town ____________________________

Description of Project ______________________________________

Is the project site in a Flood Zone  (Yes / No)____________________

Total Square Footage of New Building/Structure ____________________________

° Driveways may be subject to regulation, applicant is responsible to contact entity that controls road Right of Way prior to installation

To apply for a Manufactured Home Permit , you MUST provide this Application filled out, a check payable to the Lewis County Clerk for the application fee, One (1) copy of a Plot Plan,* and an approved Zoning / Land Use Permit where required by your town. *Not required if a Plot Plan is included with your Land Use Application.

Residential Fee Schedule

If the total square footage of your structure falls within a bracket, that bracket shall be used to determine the total fee. Note: Only non-habitable single story structures with a 6’ separation (up to 144 sq. ft.) will require no fee. Any greater dimension, the entire footage is utilized for calculating fee.

Residential garages, residential additions, decks, storage buildings up to 145 sq. ft. $25.00

One or two family dwellings, camps, additions, decks, manufactured & modular homes and residential garages and residential storage buildings over 145 sq. ft. - $35.00 base + square ft. fee

from 145 to 2000 sq. ft. = 15¢ per sq. ft. from 3500 to 4500 sq. ft. = 20¢ per sq. ft.

from 2000 to 3500 sq. ft. = 15¢ per sq. ft. over 4500 sq. ft. = 30¢ per sq. ft.

Additions connected to the Manufactured Home and built at the time of the Manufactured Home installation will require a regular Building Permit.
Manufactured Homes Regulations

New York State Codes, Rules and Regulations
Title 19

Section 1210.03. Certification

➢ “On and after July 1, 2006, no person or business entity shall…”
  ▪ Manufacture
  ▪ Sell
  ▪ Install
  ▪ Service

Unless person or business is certified by New York State Department of State

Section 1210.16. Warranty seals

➢ As of January 1\textsuperscript{st}, 2006
  ▪ All newly installed manufactured homes must have a MANUFACTURER’S WARRANTY SEAL and an INSTALLERS WARRANTY SEAL
  ▪ Can’t relocate a home without an INSTALLERS WARRANTY SEAL

1210.6 Section (h) – Owner Occupant Installer Certificate

➢ A person who intends to \textit{own} and \textit{occupy} a manufactured home, may apply for certification as the installer.
➢ No person shall receive an owner/occupant installer certificate unless such person shall have completed:
  A. The Article 21-B course
  B. Satisfied the 13 hour initial training requirements set forth in Subdivision (D) of this section, \textit{and}
  C. Satisfied the examination requirements set forth in (E) of section 1210.6

\textbf{Only the New York State Department of State can issue certifications.}
For information – contact NYS Department of State Manufactured Home Division – 518-474-4073

MUST meet the standards for certification as an installer:
  ▪ Education
  ▪ Initial training
  ▪ Exam
  ▪ Surety Bond or Deposit

A copy of this law is available at Lewis County Codes Office or from New York State Department of State.

I understand and will comply with the regulations.

_________________________________________  __________________________________________
Signature                                  Date
STATEMENT OF WORKERS COMPENSATION
(HOMEOWNER)

Under penalty of perjury, I certify that I am the owner of the residence listed on the building permit that I am applying for, and I am not required to show specific proof of workers’ compensation insurance coverage for such residence because (please circle one):

A) I am performing all the work for which this building permit is issued.
B) I am not hiring, paying or compensating in any way, the individual(s) that is (are) performing all the work for which this building permit is issued or helping me perform such work.
C) I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which this building permit is issued.

I understand that I will have to acquire Worker’s Compensation if, I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on this building permit; OR have a general contractor, performing the work listed on the building permit that I am applying for, provide appropriate proof of workers’ compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers’ Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on this building permit.

______________________________  __________________________
Signature of Homeowner Date Signed

Homeowners Name Printed

STATEMENT OF WORKERS COMPENSATION
(CONTRACTOR)

As the contractor of record for this permit application, I understand that I am responsible for proof of Workers Compensation or proof of Exemption from Workers Compensation. I agree I will provide proof of Workers Compensation or proof of Exemption to the Lewis County Fire Prevention and Building Codes office. I understand that the proof will be filed for a period of 1 year.

______________________________  __________________________
Signature of Contractor Date Signed

Contractors Name Printed

STATEMENT OF ENVIRONMENTAL CONCERN
(HOMEOWNER)

This Statement confirms that I have read and been made aware that the New York State Department of Environmental Conservation requires a State Pollution Discharge Elimination System Permit (S.P.D.E.S.) be obtained for disturbance of property greater than one (1) acre; this is to include driveways, location of house and all outbuildings & pools.

For more information, you are strongly urged to contact the D.E.C. Bureau of Water Permits at 518-402-8111 or online at www.dec.state.ny.us/website/dow/mainpage.htm

State imposed fines for a violation of this law can be a substantial $37,500. per day.
If in doubt, call New York State Department of Environmental Conservation.

______________________________  __________________________
Signature of Homeowner Date Signed

Homeowners Name Printed
1. HUD Seal # ______________________ Year of Manufacture ______________________ New _____ Used ______
    Name of Manufacturer________________________________________ Model # __________________________

a. Homes manufactured before June 15, 1976, (no HUD seal) must be inspected by an agency or individual
    acceptable to the County. The inspector must certify that the mobile home is:
    1. Structurally sound
    2. Free of heating and electrical system hazards.

    THESE CERTIFICATIONS MUST BE INCLUDED WITH THIS APPLICATION BEFORE ISSUANCE.

b. Manufactured homes which are relocated shall have a manufacturer's label certifying compliance with applicable
    Department of Housing and Urban Development (HUD) Manufactured Home Construction and Safety Standards and a data
    plate, affixed in the manufacturing facility, bearing not less than the following information:

    §RAE102.6.1 The statement: "This manufactured home is designed to comply with the federal manufactured home
    construction and safety standards in force at the time of manufacture.”

    §RAE102.6.2 Reference to the structural zone and wind zone for which the home is designed.

    §RAE102.6.3 Data relative to the heating and insulation zone and outdoor design temperature.

    IF THE HOME YOU WISH TO INSTALL DOES NOT HAVE ITEMS LISTED IN (B), YOU WILL HAVE TO
    COMPLY WITH THE REQUIREMENTS OF (A) AS IF THE HOME IS A PRE HUD HOME.

2. Check Method of Installation: Manufacturer's Installation Instructions______ Engineers Design______
    Residential Code Appendix E________

3. (a) Type of piers/blocking under home: Sona tubes_____ (size in diameter)_______ Single stacked concrete blocks____
    Double stacked concrete blocks_____ (single & double stacked blocks require a solid base and cap blocks)
    Manufactured jack stands____ Other engineered design____
    Describe____________________________________________________________________________________

(b) Max. distance between piers/stands in feet and inches________________

(c) Perimeter blocking required on all openings over 4 ft. and on hinge side of all doors.

4. (a) Type, number and size of anchor/tie downs used___________________________________________________

(b) Min. distance in feet and inches between anchors____________________________________________

(c) Method of attachment to ground/slab_________________________________________________________________

(d) All manufactured homes must have anchor/tie downs installed. (check whether new or used home)
    ______ New homes must be tied down as per the manufacturer's installation instructions.
    ______ Used homes must be tied down within 2 feet of each end on each side and no more than 11 feet apart
    thereafter.

5. Type of Skirting Proposed: Masonry_____ Wood____ Vinyl_______ Other____Explain ______________________
6. Type of Heat (CIRCLE ALL THAT APPLY) Oil  Propane  Natural Gas  Electric  Wood
Will you be installing additional wood heat? ___________ (solid fuel heat requires separate permit)

7. Source of Water Supply: Public _____ Well_____ Spring_____ Driven Point_____ Other__________
Explain______________________________

8. Size of Electrical Entrance: amps__________ New _____ Existing_____ sub-panel amps __________

9. Smoke Detectors (circle one) - Battery – Electric  How many_______ Locations____________________

10. Carbon Monoxide Detector circle one (plug in type, battery type, hardwired type) 1 per dwelling unit installed in the immediate vicinity of the bedroom(s) on the lowest floor level of the dwelling unit containing bedroom(s).
   a) Locations, how many______________________________

11. Stairways ___________________________________________

   Steps and/or landings with railings are required on ALL exits provided by the manufacturer.

   THIS PERMIT COVERS ONLY THE WORK DESCRIBED IN THIS APPLICATION.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Applicant or Authorized Agent______________________________  Date________________

FOR ENFORCEMENT OFFICERS USE ONLY

Value of Work (materials & labor) - $___________  Type Of Construction ________________________________

Approved Zoning Permit Required – YES / NO / NA

I, the undersigned, Code Enforcement Officer of the County of Lewis, hereby (approve) (deny) the within application for a building permit.

Date __________________________  Code Enforcement Officer ________________________________

Warranty Seal #__________________  Installer Seal #_____________________
Use the space below or attach a separate sheet to show the location of the proposed building(s) in relation to all roads public or private, distance proposed building is from all bodies of water, the location of all wells and septic systems, existing and proposed, the distance between buildings and give the road name as well as the names of all adjacent landowners. Also show the lot width and depth, and show the distance of proposed building(s) to all property lines.

NOTE: GIVE THE DISTANCE OF ALL WELL AND SEPTIC SYSTEMS ON NEIGHBORING PROPERTIES TO YOUR PROPOSED WELL/SEPTIC IF CLOSER THAN 150FT.

**PLOT DIAGRAM**

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<thead>
<tr>
<th>FRONT LOT WIDTH</th>
<th>OWNERS NAME LEFT SIDE</th>
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<th>REAR LOT WIDTH</th>
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<th>LOT DEPTH</th>
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THIS AREA REPRESENTS THE ROAD IN FRONT OF YOUR PROJECT SHOW DRIVE WAY.