

**TOWN OF CHENANGO**  
1529 NYS RT 12  
BINGHAMTON, NEW YORK 13901

**MANUFACTURED HOME BUILDING PERMIT APPLICATION**

MANUFACTURED HOME: (After June 15<sup>th</sup>-1976) RCNY- Appendix E, HUD Standards,  
Manufacturer Install Manual, or NCSBCS /ANSI A225-1-1994  
MOBILE HOME: (Prior to June 15<sup>th</sup> 1976) US State Codes Standards (Engineer to inspect)  
Shall not include self-propelled travel trailers/RV's

Phone#: 607-648-4809 X # 5

Fax#: 607-648-8511

- 1) This application must be filled out completely (please print clearly) incomplete application will not be approved
- 2) No structure shall be occupied or used in whole or part for any purposes until a Certificate of Occupancy is approved and signed for by this department.
- 3) To deviate from an install manual requires a design professional
- 4) Plans that state "per manufactured specification" will not be accepted unless those specifications are submitted with the plan(s) > anchors and tie downs shall be specific

Date: \_\_\_\_\_ Tax Map# \_\_\_\_\_ Fee: \_\_\_\_\_ Permit # \_\_\_\_\_  
Zoning: \_\_\_\_\_ Conforms: \_\_\_\_\_ Variance # \_\_\_\_\_ Review by PB \_\_\_\_\_ ZBA \_\_\_\_\_ ERB \_\_\_\_\_

Park Name: \_\_\_\_\_

Owners Name (s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail: \_\_\_\_\_

Building Address & Lot # \_\_\_\_\_

Year of Home \_\_\_\_\_ Size of Home: \_\_\_\_\_ X \_\_\_\_\_ Sqft: \_\_\_\_\_

Manufacturer \_\_\_\_\_ Mfd Date: \_\_\_\_\_

Installer: \_\_\_\_\_ Installer #: \_\_\_\_\_

Installer Certification (copy to our office)  Yes  No

Mailing Address: \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail: \_\_\_\_\_

HUD Label #: (Exterior of home)(Exception-Mobile Homes) \_\_\_\_\_

Data Plate #: (serial #, manuf. Info-accessible and visible location) \_\_\_\_\_

Manufacturer Warranty Seal (Blue) #: (On Homes after 6/1/06) \_\_\_\_\_

Installers Warranty seal (Red) #: \_\_\_\_\_ (Copy to our office after install)

Retailer/Dealer: \_\_\_\_\_ Dealer #: \_\_\_\_\_

Retailer Certification (copy to our office)  Yes  No

Complete Install manual submitted:  Yes  No \*\* if No- Design professional plan required\*\*

No install manual per- <RAE501.2/AE600> <most current manual for that model or one for that type of home > or <NCSBCS/ANSI A225.1 1994 version copy> or <Design professional plan required >

Site Plan/Plot Plan (park plan showing exact location of placement of home)  Yes  No

Foundation Plan- pier locations/one anchor and tie down system shall be represented on your plans from a stamped seal of an architect or Engineer licensed by NYS. Per TOC law- 48-22A  Yes  No

Flood Zone:  Yes  No > if yes comply with R324- Elevation certificate and flood plain permit required

Home Designed for this NYS location  Yes  No Snow/roof Load (Min 20psf) \_\_\_\_\_

**Drainage:** RAE502.5 Drainage. Provisions shall be made for the control and drainage of surface water away from the manufactured home foundation.  Yes  No

**Egress:** Two minimal Doors (24 CFR Sec. 3280.105):  Yes  No

Exterior stairways, landings & ramps- Fabricated approved stair system or Stick built > provide plans of construction. (landings required on each side of the door 36" minimal in direction of travel)(open risers permitted requiring no more than 4 inch passing sphere)

Plans submitted if stick built  Yes  No Fabricated stairs  Yes  No

**Support footings:** Type: \_\_\_\_\_ Size: \_\_\_\_\_

Footer to frost line of 42" depth ) (R403.1.4.1)  Yes  No <or> Other approved system  Yes  No

**Piers:** Material used: \_\_\_\_\_

Pier locations per plans submitted  Yes  No

Single Pier stack- 12 inch to 35 inch height (except corner piers) Double pier stack 35 inch to 67 inch height.

Cap blocks: solid masonry/ PT Lumber/ Coated steel

Shims: Hardwood (min. 4"x 6" - max 1 inch thick) Plastic or Steel

**Anchors:** 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(42") into undisturbed soil. Anchors are not to anchor into same footer the piers sit on.

(Type) \_\_\_\_\_ Anchor Material submitted  Yes  No

**Skirting:** Type: \_\_\_\_\_

If not vinyl skirting- access panel of 18"x24" shall be installed  Yes  No

Install Poly/vapor barrier (6 mil min. w/12 inch overlap weighted w/gravel)  Yes  No

**Water:** Lines protected from freezing:  Yes  No

**Data Plate:** Roof Zone Load: \_\_\_\_\_ Wind Zone I:  Yes  No

Thermal Zone 3:  Yes  No

**Gas/Fuel Line :** Testing qualified professional: \_\_\_\_\_

**Fireplace:**  Yes  No Model # \_\_\_\_\_ Fresh air intake:  Yes  No

**Additions:** Structurally independent of the home  Yes  No Plans submitted  Yes  No

**Demolition:**  Demo of structure  Asbestos Survey- per NYS Industrial Rule 56

Licensed contractor w/contact #: \_\_\_\_\_ License # \_\_\_\_\_

This application is true to the best of my knowledge as I am the owner or person representing the owner to file this application. With this application the owner agrees, upon approval, that all work will comply with NYS Uniform Fire and Building Codes, manufacturers install manual and or HUD standards 24CFR-3285. I further agree that any Town officer, inspector, employees associated with this project, in the discharge of their duty, shall be permitted to enter upon any building, structure or premises for which this building permit application has been filed, during reasonable hours to investigate and or inspect any aspect of the project to make sure it complies with the above NYS Codes, install manual, HUD Standards, other required standards and the Town of Chenango Ordinance(s). I UNDERSTAND THAT: The Inspector shall be present during the install of the Home and approve the foundation work. Any Damage during Transport- the home will not be accepted by the Code Official and the hitch shall be removed.

Owner or Applicant's Printed Name \_\_\_\_\_ Date: \_\_\_\_\_

Owner or Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_