



**BUILDING  
CODE DIVISION**

Third Floor, 208 1st Ave. NW, Faribault, MN 55021  
Phone (507) 333-0387 Fax (507) 384-0507  
[www.ci.faribault.mn.us](http://www.ci.faribault.mn.us)

Office Use Only	
Permit #:	_____
<input type="checkbox"/> Permit Fee	<input type="checkbox"/> WAC
<input type="checkbox"/> Surcharge	<input type="checkbox"/> SAC
<input type="checkbox"/> Parkland	
<input type="checkbox"/> Water Meter	_____

**MANUFACTURED HOME PERMIT APPLICATION**

Owner's Name: \_\_\_\_\_ Site Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_  
 Lot #: \_\_\_\_\_ Block #: \_\_\_\_\_ Addition: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
 The home is a:     New Home     Used Home     Single Section Home     Multi Sectional Home  
 Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Serial #: \_\_\_\_\_  
 Date of Manufacture as recorded on the home's Data Plate: \_\_\_\_\_ Size of home: \_\_\_\_\_  
 Valuation (This does not affect permit fee): \$ \_\_\_\_\_  
 Proposed Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
 Identify the foundation Type:     Frost Piers     Crawl space     Basement     Monolithic Slab     Ground Set  
 No. of Buildings on Lot: \_\_\_\_\_ Type of skirting: \_\_\_\_\_

**Installation:** Identify the person responsible for the installation of the home.     MN Licensed Installer     Home Owner  
 Installer's Name: \_\_\_\_\_ Installer License #: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Electrical Work:** Identify the person responsible for the electrical work.  
 NOTE: Any electrical work performed in a manufactured home park requires a MN electrical license.  
 MN Licensed Electrical Contractor     Home Owner    MN License #: \_\_\_\_\_  
 Elec. Contractor Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_ Cell #: \_\_\_\_\_

**Plumbing Work:** Identify the person responsible for the plumbing work  
 Plumber     Installer     Home Owner    MN License #: \_\_\_\_\_  
 Plumbing Installer: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_ Cell #: \_\_\_\_\_

**Mechanical Work:** Identify the person responsible for the mechanical work.     MN Licensed Installer     Home Owner  
 Installer's Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_ Cell #: \_\_\_\_\_

**If you are moving a used home,** you must attach the City of Faribault's **Time-of-Sale inspection report** to this permit application.  
 I hereby apply for a building permit and I acknowledge that: the plan review submittals and the information above is correct, complete and accurate; the work performed will be in conformance with the manufactured home's installation instructions, Minnesota Building Codes, Minnesota Rules Chapter 1350, and/or 24 CFR Part 3285 and 3286. I understand this is not a permit and work is not to start without a permit, and that the work will be in accordance with the approved plan.  
 I understand and agree **this permit must include a site plan, drawn to scale,** showing the setbacks for the front, sides, and rear of the manufactured home as well as landings & stairs. *I also understand this application must be approved and signed by all parties below.*

NAME OF APPLICANT (PLEASE PRINT): \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Applicant is:     Owner     MN licensed manufactured home installer

SIGNATURE OF PARK OWNER/MGR: \_\_\_\_\_ DATE: \_\_\_\_\_

The following are included with this application:  Site Plan     Support/Anchorage Plans     Deck Plans (if applicable)

# Manufactured Home Installation Requirements

Additional requirements apply. Call 507-333-0387 with any questions.

## Certificate of Occupancy:

All required inspections shall be completed and a Certificate of Occupancy issued before the home can be occupied.

## Used Manufactured Homes:

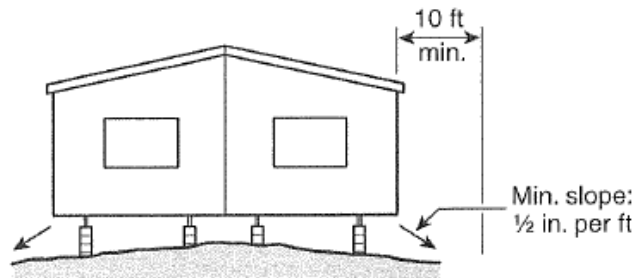
A time-of-sale inspection is required by the City before used homes are moved. Call the housing inspector at 507-333-0359 for more information.

## Moving Permit:

Permits are required before moving a home into, out of, or within the city limits. Signatures from Xcel, Qwest, Charter, Faribault Police, City Engineer and Building Official shall be acquired on the application before the permit is issued.

## Grading and Drainage:

The home site shall be graded to permit water to drain from under the home.



## Stabilizing System (includes anchoring and support systems):

Minnesota Building Code (MBC) Chapter 1350 requires that each manufactured home have its stabilizing system installed in accordance with the manufactured home manufacturer installation instructions—or per 1350.2600, subp. 2 if manufactured prior to September 1974. **Note: As of 12/9/08 buckles are not on the state's approved list.** See [http://www.dli.mn.gov/CCLD/PDF/ms\\_anchor\\_supplier\\_list.pdf](http://www.dli.mn.gov/CCLD/PDF/ms_anchor_supplier_list.pdf) for update.

Approved ground anchors shall be installed in accordance with the anchor manufacturer's instructions. This includes how ties are attached. (MBC 1350.2900 subp. 3)



## On-Site Plumbing:

If the manufacturer of the home complies with the HUD Code of Federal Regulations (CFR) 3280.610 for "Preassembly of drain lines" the construction of the drain waste line on-site must follow manufacturer's instructions sent with the manufactured home. If the drain waste lines on-site do not follow the manufacturer's instructions they must be completed in accordance with the Minnesota Plumbing Code (MPC) Chapter 4715.

Some MPC requirements to remember:

- Transition couplings (used when pipes made of different materials are to be joined), when used on above-ground installations, must include an exterior corrosion-resistant shield to prevent outward expansion of the coupling. (MPC 4715.0860)
- Horizontal plastic piping shall be supported at 32-inch intervals except where conveying waste from dishwashers or similar hot water wastes; then it shall be supported on continuous metal or wood strips for its entire length. Hangers shall be attached to the building construction and be made of metal or other material of sufficient strength to support the piping and its contents. (MPC 4715.1430)
- Changes in direction: Single and double sanitary tees, quarter bends, and long turn ells may be used in drainage lines only where the direction of the flow is from the horizontal to the vertical. (MPC 4715.2410)



Stairs per International Residential Code (IRC):

Landings are required off each door, minimum size of 36" x 36", maximum 7-3/4" below the top of the threshold (IRC R311.4.3).

Stairways shall be minimum 36" in width, maximum riser height of 7-3/4". The greatest riser height shall not exceed the least by 3/8". The minimum tread width is 10", the greatest tread width shall not exceed the least by 3/8" (IRC R311.5).

Stairs with four or more risers require a handrail on one side. Handrails shall have a maximum height of 34" to 38", shall be continuous the full length of the stairs and shall terminate in a newel post or with a return. Handrails shall not be less than 1-1/4" minimum to 2-5/8" maximum (IRC R311.5.6).

Landings more than 30" above grade shall have guards a minimum of 36" high. Openings in guards shall not allow the passage of a 4" sphere (IRC R312).

