



Manufactured Homes

1245 West Hwy 96 Arden Hills, MN 55112

651-792-7800

cityofardenhills.org

This handout is intended only as a guide and is based in part on the 2020 Minnesota State Building Code, Arden Hills City ordinances, and good building practice. While every attempt has been made to insure the correctness of this handout, no guarantees are made to its accuracy or completeness. Responsibility for compliance with applicable codes and ordinances falls on the owner or contractor. For specific questions regarding code requirements, refer to the applicable codes or contact your local Building Department.

BUILDING PERMITS

Building permits are required for most projects including decks with the following exception: freestanding decks, regardless of size, if they are not more than 30 inches above adjacent grade. Freestanding decks do not require footings that extend below the frost depth.

Other projects that are exempt from permit are:

1. One story detached accessory structures that do not exceed 120 square feet in floor area.
2. Retaining walls not over 4 feet in height, measured from the bottom of the footing to top of wall.
3. Sidewalks and driveways not part of an accessible route. New driveways require a zoning permit.
4. Decks and platforms that are not part of an accessible route, less than 30" in height above adjoining grade, and not attached to a principal structure.
5. Painting, papering, tiling, carpeting, cabinets, counter tops unless it involves moving the sink.
6. Swings and other playground equipment.
7. Patios made of concrete or pavers on grade, installing gutters, counter tops replace cabinets with-out changing the foot print.

Please note all work still needs to comply with all City code regulations.

Building permits can be obtained from the Building Department by filling out and signing an application and submitting your building plans. Building permits are typically processed within 5 -10 business days after receiving a complete set of plans. **If your application is incomplete it will delay your project.**

GENERAL NOTES

1. The stamped "Approved" plan and the Inspection Record Card shall be made available to the inspectors during their inspections. As per MN2020 IRC, in accordance with 1300.0120 Subp. 13, the building permit shall be kept on site of the work until the completion of the project. Pursuant to Minnesota Statutes, Section 15.41, It shall be posted in a prominent location in the area of construction. If the card is not on site, the inspection may be failed as per Subp. 12
2. Separate permits are required when installing electrical wiring, heating equipment, or plumbing fixtures. Contact the Building Inspection Division for information regarding plumbing and heating, or call the contracted electrical inspector for electrical information.

3. Call the Building Inspection Division between the hours of 8:00 a.m. and 4:30 p.m. to arrange for an inspection. Please provide the permit number with your request. Call the contracted Electrical Inspector between the hours of 7:00 a.m. and 8:30 a.m. to arrange for an inspection. Please provide the permit number with your request.

LOST PERMIT CARDS

Lost permit cards can be replaced for a cost of \$ 30.00 each.

PERMIT EXPIRATION

If you suspend work on your project for more than 180 days since permit issuance or your last inspection, your permit will expire. If unforeseen circumstances delay construction, contact the Building Department **before** your permit expires.

PLANS

The Building Department has a handout illustrating what needs to be included on your plans. It is very important that your plans depict exactly how your project will be built. Plans must be neat and be of a scale of at least $\frac{1}{4}'' = 1'$. **Computer generated plans from home stores are not acceptable and will be returned.** Plans are reviewed for code compliance and a copy is returned to the applicant with notes to identify required corrections. The plan review can only be as good as the information provided on the plans. PLEASE REVIEW THE PLANS WHEN THEY ARE RETURNED TO YOU SO THAT YOU WILL BE AWARE OF ANY CORRECTIONS NEEDED. The City only maintains plans for one year after completion of a residential deck. You may wish to retain a copy of your approved plans, permits, and inspection record cards for any future needs.

INSPECTIONS

1. Call 24 hours in advance or preferably 2 days in advance.
2. Have address, permit number, and type of inspection (ex. footing) ready.
3. Let the inspector know if you wish for an exact time and they will try to accommodate you.
4. Footing Inspection - Holes dug, loose material/water removed. Plans and record card on-site.
5. If work is approved, the inspector will sign the permit card and you may proceed with the next step.
6. Final Inspection - All work is complete plans and permit card on-site.
7. If corrections are noted, a correction notice will be left on the site. If a re-inspection is required it will be noted on the notice.

Please do not hesitate to call the Building Department at 651-792-7800. If necessary, we will be happy to meet with you on the site to help resolve any concerns or problems.

The following checklist is only a partial listing of requirements for the installation of manufactured homes. For more detailed requirements and specifications refer to the Minnesota State Building Code Chapter 1350.

A City of Arden Hills *Manufactured Home Installation* permit is required for all manufactured home installations.

A temporary winter installation permit is required after November 15th, in accordance with State guidelines. The date of manufacturer shall govern the home installation requirements.

General

1. A completed Manufactured Home Installation Permit application.
2. A minimum of 2 engineered soil bearing capacity tests required for each home site.
3. Site Preparation: the building pad under the home must allow for surface water to drain away from and not pond under the manufactured home. ALL organic material and debris must be removed.
4. A 6-mil poly vapor retarder or equivalent shall be installed under the floor area to be enclosed.
5. Setbacks:
 - Prepare an accurate site plan, noting required setbacks.
 - Site plan must accompany permit application.
 - Front Yard – 10 feet from the curb or 5 feet from the sidewalk.
 - Side and Rear – 20 feet between homes (excluding porches, decks, etc.).
6. Individual footing pads, load bearing piers or listed supports and anchors shall be sized and located as specified in the manufacturers installation instructions. Submit one copy of home specific details with each permit application.
7. Ground anchors and tie downs must be installed per the manufacturer's instructions and the MN State Building Code.
8. All skirting shall be of weather resistive material and all skirting supports must be weather resistive. All skirting shall be vented as per the manufacturer's installation instructions. An access panel must be provided. Recommendation: Provide two access panels on doublewide homes.
9. State seal and house address numbers must be affixed prior to final inspection.
10. Wheels must be removed and left with the home.
11. Step landings must be installed at all doors with handrails and guardrails as may be needed to comply with the building code.
12. Installation contractor shall test the operation of all smoke and carbon monoxide detectors in the home to insure proper operation.
13. Provide the heat tape manufacturer's specifications for installation of heat tape in the minus 20 to 40°F range. – Number of wraps per foot. – Insulation cover required. – INSPECTION OF HEAT TAPE BEFORE COVERING PIPING.
14. Temporary winter installations start November 15. Prior to May 1st of the following year the contractor is to re-level the manufactured home, install anchor tie-downs and affix the state seals. A final inspection and approval is required.
15. Each manufactured home shall have a data plate affixed in a permanent manner near the main electrical panel or other readily accessible place.

16. A Certificate of occupancy shall be issued after approval of all final inspections.

Plumbing and Mechanical – By Permit Only

1. Persons licensed as manufactured home installers under Chapter 327B are NOT required to be licensed plumbers when connecting: the EXTERIOR building drain sewer outlets to the sewer system and the EXTERIOR water lines to the ground water system.
2. Installers cannot make electrical connections.
3. The manufactured home fuel gas piping system shall be tested before it is connected to the gas supply. The manufactured home gas piping system shall be subjected to a pressure test with all appliance shutoff valves, except those ahead of fuel gas cooking appliances, in the open position. Appliance shutoff valves ahead of fuel gas cooking appliances shall be closed.
 - a.) The test shall consist of air pressure at not less than ten inches nor more than 14 inches water column.
 - b.) The system shall be isolated from the air pressure source and maintain this pressure for not less than ten minutes.
 - c.) Pressure shall be measured with either a manometer, slope gage, or gage calibrated in either water inches or pounds per square inch with increments of either one-tenth inch or one-tenth pounds per square inch, as applicable.
4. The gas piping from the gas meter to the manufactured home connection shall be pressure tested at 25 pounds for 30 minutes and dug in and installed 6 inches underground, with a protection sleeve at grade, near the gas meter to inside of home skirting.
5. All water and sewer hook ups must be properly installed. The horizontal waste piping shall be supported every 32 inches on center, when suspended under the manufactured home.
6. All interior and exterior plumbing shall be tested per the manufacturer's instruction and the MN State Plumbing Code.
7. Appliance vents and ducts, water heater pressure relief valves and furnace, or Air conditioning condensate piping shall be directed to the exterior of skirting.
8. Chimney storm collars and caps are to be installed as part of the set-up.

Residing Mobile Homes – By Permit Only

1. Sheathing inspection is required prior to the installation of house wrap and siding.
2. Deteriorated sheathing must be removed and replaced with equivalent structural sheathing and properly fastened.
3. All manufacturer's labels and seals must be re-affixed to the home.

Re-roofing Mobile Homes – By Permit Only

1. No shingle layovers permitted.
2. Ice and water underlayment to be installed on all eaves and valleys
3. See City "Roofing Handout" for additional requirements.

Trees

1. Existing trees must be trimmed back away from the manufactured home.
2. If removing trees, contact Public Works at 651-792-7851

NOTE: For specific code requirements, please contact the Building Inspection Division. Questions regarding design and cost should be referred to a professional builder or architect.

Building Inspector: Terry Hagstrom 651-792-7818

This handout is written as guide to common questions and problems.
It is not intended nor shall it be considered a complete set of requirements.