



Park Model Requirements

To expedite the approval process of your application and eliminate additional trips all items checked on this list must be submitted before the application can be accepted. All blanks must be completed.

- City Zoning/Site Plan Approval - City Planning Department, 151 West Main St., 883-8580
- Septic Approval - Environmental Health Department, Community Services Building, 98 East Morgan St., 884-3139
- Survey or tax map - Available on our web site (GIS), or Tax Assessor's Office, 12 East Main St., 884-3200
- Site Address - Document available at Communications, 207 South Broad St., 884-3108, driveway entrance shall be cleared and graded
- Manufactured Home/Park Model Application
- Floodplain Development Permit Application - if property is located in floodplain

Set-up Requirements

Definition: 400 square foot maximum, temporary living quarters only, drawn by another vehicle, labeled and sold as a recreational vehicle, and built in accordance with HUD Manufactured Housing Code but usually not labeled as such.

It is not permissible to set-up park models as permanent dwelling units.

Units shall be capable of being hooked and driven away in 15 minutes.

Park models shall not have any permanent plumbing, mechanical or electrical connections.

Plumbing water supply and sewer piping shall be connected with break-away, no hub couplings.

Electrical power supply shall be connected with a feeder assembly consisting of not more than one 30 amp or 50 amp park trailer power-supply cord with an integrally molded or securely attached cap.

Units may be temporarily blocked up and anchored.

Wheels and axles shall remain on the unit at all times.

No additions, porches or decks shall be attached.

No underpinning or curtain walls shall be installed.

The area under the unit and within 3' of the perimeter shall be graded such that no water will collect, and run off is diverted away from unit.

Procedural Information

When are permits issued?

Monday – Friday, 8:30 – 12:00, 1:00 – 4:00, allow 15 minutes

What are the fees for the permit?

The permit fee for a park model is \$150.

When will the Building Inspector come?

One inspection will be made when the following two items have been called in as complete:

1. Set-up - When the set-up of the park model is completed, **the set-up contractor responsible for the work shall call in to report that the work is ready for inspection.** Set-up includes plumbing test. Site installed portion of the building drain shall be tested by either (a) water/flood system to approximately 2" inches in the tub (b) air, 5 lbs, 15 minutes. Also included are steps and landings (under 36 sq. ft.). If any interior door swings to the outside of the home, a landing will be required. Landings 6 x 6 or smaller can be set on cap blocks as long as cap blocks are 6" below grade level. Large decks (over 36 sq. ft.) - footings for decks must be 12" deep and 4 times the diameter of the post (for example: 4 x 4 post – 16" square hole, 6 x 6 post – 24" square hole).
2. Electrical - When the electrical work is complete, **the electrical contractor responsible for the work shall call in to report that the work is ready for an inspection.**

When will the power be turned on?

Some documents will be required at this point if they are not already on file. They include: final septic approval, well construction report, (elevation certificate for flood areas).

After your park model has been inspected and approved, and all of the above documents are received, the Building Department will notify your power company that it is now safe to connect electricity. You must also contact your power company at your earliest convenience in order to prevent delays in service. The power company is notified *only once per day* at 9:30 am each weekday.