



## Park Model Permit Application 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.**

- City Zoning/Site Plan Approval - City Planning Department, 151 West Main St., 883-8580
- Septic system approval - Environmental Health Department, 98 E. Morgan St., 884-3139
- Survey or tax map - available on GIS, or Tax Assessor Office, 12 E. Main St., 884-3200
- Site Address - apply at Building Dept. or contact Addressing at 884-3108, ext.1
- Manufactured Home/Park Model Application completed

## Set-up Requirements

- It is not permissible to set-up park models as a permanent dwelling unit unless it is labeled a HUD mobile home or a DOI modular home.
- The living quarters shall not exceed 400 square feet.
- Park models are not allowed in the flood hazard areas per FEMA maps.
- Units shall be capable of being ready to tow in one day.
- Towing tongue, wheels, and axles shall remain on the frame.
- There shall not be any permanent connections for plumbing, mechanical or electrical.
- The electrical connection shall be by a feeder or cord and plug from a stand-alone service.
- No porches or decks shall be attached, except those built on the frame at the factory.
- Stand-alone decks may be allowed after acquiring a building permit.
- Units may be temporarily blocked up and anchored.
- No underpinning or curtain walls shall be installed other than vinyl panels and vinyl or wood lattice.
- Perimeter shall be graded such that no water will collect, and run off is diverted away from unit.
- If any exterior door swings out, a landing, stairs and railings will be required.
- Landings shall be set on 4x8x16 cap blocks installed 6" below grade level. Landings shall be self-supporting and not attached to the park model.

## Procedural Information

*When are permits issued?*

Monday – Friday, 9:00 – 12:00, 1:00 – 4:00, allow 30 minutes

*What are the fees for the permit?*

The permit fee for a park model in 2010 is \$150.

*When will the Building Inspector come?*

One visit will be made after the following two items have been requested:

1. Set-up Inspection – The set-up contractor responsible for the work shall call in to report that the work is ready for inspection.
2. Electrical inspection - 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?*

After your park model has been inspected and approved, and final septic system approval and well construction report are received. The Building Department will notify your electrical utility company that it is now safe to connect electricity. You must also contact the company at your earliest convenience in order to prevent delays in service. The power company is notified *only once per working day* at 9:30 am.