



## Manufactured Housing in PA

### PA Manufactured Housing Installation Program

The Pennsylvania Manufactured Housing Installation Program requires that a properly trained and certified installer verifies that every manufactured home installed in Pennsylvania complies with the manufacturers approved installation instructions or the Pennsylvania Guide for Relocated Manufactured Homes.

### Installation shortcuts to save money...**THERE ARE NONE.**

There may be several methods approved by the manufacturer for properly installing your home and are explained with the instructions that come with each home. It is for this reason specific documentation must be provided to obtain a building permit. The checklist below will help you through the permitting and occupancy process.

As with all other building permits, the following items must accompany the application:

- Zoning Permit / Approval
- Sealed survey showing the location of the home
- Highway Occupancy Permit / HOP (State Roads)
- Proof of approved method of sewage disposal
- Proof of valid Workers Compensation for contractor or **“Notarized Waiver”**

### **IN ADDITION TO THE ABOVE INFORMATION**

(Your installer should be able to assist)

- PA “Installers Certificate” (Ensures the contractor is trained to install manufactured homes.)
- DAPIA approved Manufacturers Design and Installation manual (Contrary to popular belief, all manufactured homes are not created equal and require specific methods of installation.)
- Pier / Foundation drawings and details (Must match the installation requirements in the manual.)
- Approved method of anchoring the home (Specific to location and wind loads.)
- Details of exit landings, stairs, decks or other built-on site features (2 code compliant exits are required.)

### RELOCATED MANUFACTURED HOMES

#### Additional Information Required

- A Completed Habitability Checklist (To ensure the home is livable.)
- If the original manuals are not available for a relocated home, the **“PA Installation Guideline for Manufactured Homes”** or **“PHRC Field Guideline for Manufactured Housing”** is acceptable. (Required to ensure proper installation.)

### CERTIFICATE OF OCCUPANCY

After finishing the installation, the installer must provide a completed [Certificate of Compliance](#) and [Installation Checklist](#) to the building code official, the purchaser, and for new homes, to the DCED in order to legally occupy the home. These items must be provided prior to the final occupancy inspection.

**FAILURE TO PROVIDE THE REQUIRED INFORMATION AS LISTED ABOVE WILL RESULT IN THE DENIAL OF THE APPLICATION AND/OR OCCUPANCY, WHICH MAY RESULT IN ADDITIONAL INSPECTIONS AND FEES.**



MANUFACTURED (MOBILE) HOME BUILDING PERMIT APPLICATION

1. PROPERTY INFORMATION

Municipality: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

Site Address: \_\_\_\_\_

2. APPLICANT

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. PROPERTY OWNER  Same as applicant

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. CONTRACTOR / BUILDER

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

5. INSTALLER

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

6. APPLICATION FOR: (Check one)

New Manufactured Home

Relocated / Used Manufactured Home

Description: \_\_\_\_\_

Is the project located in a flood zone? If yes, a copy of the flood hazard certificate must be submitted.  Yes  No

Estimated Cost of Construction: \_\_\_\_\_ Total Square Footage: \_\_\_\_\_

Include the required additional information for your project as shown on the attached informational page

I certify that I am the owner of the property or an authorized agent of the owner for which this application has been filed. I hereby certify that all statements contained above are, to the best of my knowledge, true and correct. I further understand that I must comply with the provisions of all laws and ordinances as adopted by the Municipality and the Unified Construction Code of Pennsylvania.

Applicants Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For additional information on Manufactured Homes go to the "Department of Community and Economic Development" web site

Received by \_\_\_\_\_ Date \_\_\_\_\_ Plan Review No. \_\_\_\_\_

Permit No. \_\_\_\_\_