

INSTRUCTIONS FOR "MANUFACTURED HOME" FORM

1. Fill in the street name and the estimated value. Enter the subdivision name, if applicable, with lot number. Also enter acreage, and section, township, and range.
2. List the owner of the manufactured home.
3. List the current property owner if different from the manufactured home owner.
4. List the manufacturer, model, and year made of manufactured home. Mark the correct type of manufactured home to be placed. List any additional accessory buildings to be built within six months of the permit date.
5. Please mark any flood plain permit or information required.
6. Fill in all general information that is applicable to your manufactured home.
7. List licensed contractors and installer of manufactured home.
8. A sketch plan is required for location of manufactured home in relation to the front, sides, and rear property lines. Show proposed or existing location of individual sewer system. Location of private water well.
9. Sign and date application.

MANUFACTURED HOME INSPECTION

\$150.00

SEWER INSPECTION

\$100.00 (Through Health Department)

1616 Industrial Drive
Jefferson City, MO 65109
Phone: 636-2181

EXCAVATION PERMIT

\$ 25.00

FOR NON ROAD DISTURBANCE

\$ 50.00

FOR CUTTING ROAD OR CURB

If central system (City of Jefferson or Aqua Source) you must contact the correct governing authority for sewer hookup requirements.

BUILDING PERMIT FEE

**FOR MANUFACTURED HOME PLACED ON FINISHED
BASEMENT**

TO BE CALCULATED BY

COLE COUNTY PUBLIC WORKS PERSONNEL

BASED ON RS MEANS 2003 COST DATA

ADDED TO BASE FEE OF \$150.00

“MANUFACTURED HOME” INFORMATION FORM
COLE COUNTY PUBLIC WORKS
PLANNING DEPARTMENT
5055 MONTICELLO ROAD, JEFFERSON CITY, MO 65109
Phone (573) 636-3614 fax (573) 636-8389

MAKES CHECKS PAYABLE TO “COLE COUNTY PLANNING”

PRIOR TO COMING TO THIS OFFICE, COMPLETE BOTH SIDES OF INFORMATION SHEETS

1. Property Information: Street Name Address: _____
Subdivision _____ Estimated/Approximate \$ Value _____
Section: _____ Township: _____ Lot No. _____ Acreage _____
Range: _____

2. Manufactured Home Owner: _____ Address: _____
City _____ State _____ Zip _____ Telephone _____

3. Property Owner: _____ Address: _____
City _____ State _____ Zip _____ Telephone _____

4. Manufacturer: _____ Model: _____ Year: _____

Type of Trailer/Manufactured Home: _____ Single _____ Doublewide _____ Manufactured Home
ADDITIONAL BUILDING (Within 6 months) _____

5. Flood Plain Information:

Flood Plain information must be completed if required.

Flood Plain Development Permit: No / Yes Flood Plain Certification: No / Yes
No Rise Certificate: No / Yes

6. General Information:

___ Tied down Foundation: Type _____ Sq Ft _____ Length _____ Width _____

(Circle correct option)

Basement: No / Yes If yes, Basement Finished Square Foot _____

No. Full Baths 1 2 3 4 No. Half Baths: 0 1 2 3 4 No. of Bedrooms _____

Garage: No / Yes Attached: 0 1 2 Unattached: 0 1 2

No. of Fireplaces: 0 1 2 3 4 Length _____ Width _____

Please show setbacks from property lines for the following:

Front yard setback ft. _____ Right yard setback ft. _____

Left yard setback ft. _____ Rear yard setback _____ ft.

Public Sewer (circle one) City Aqua Source / Private Sewer: Lagoon Septic/drainfield

Individual Sewer Contractor: _____ Public Water: N / Y

7. Contractor Information:

Electric Contractor _____ Plumbing _____

Manufactured Home installer _____

MINIMUM COUNTY REQUIREMENTS:

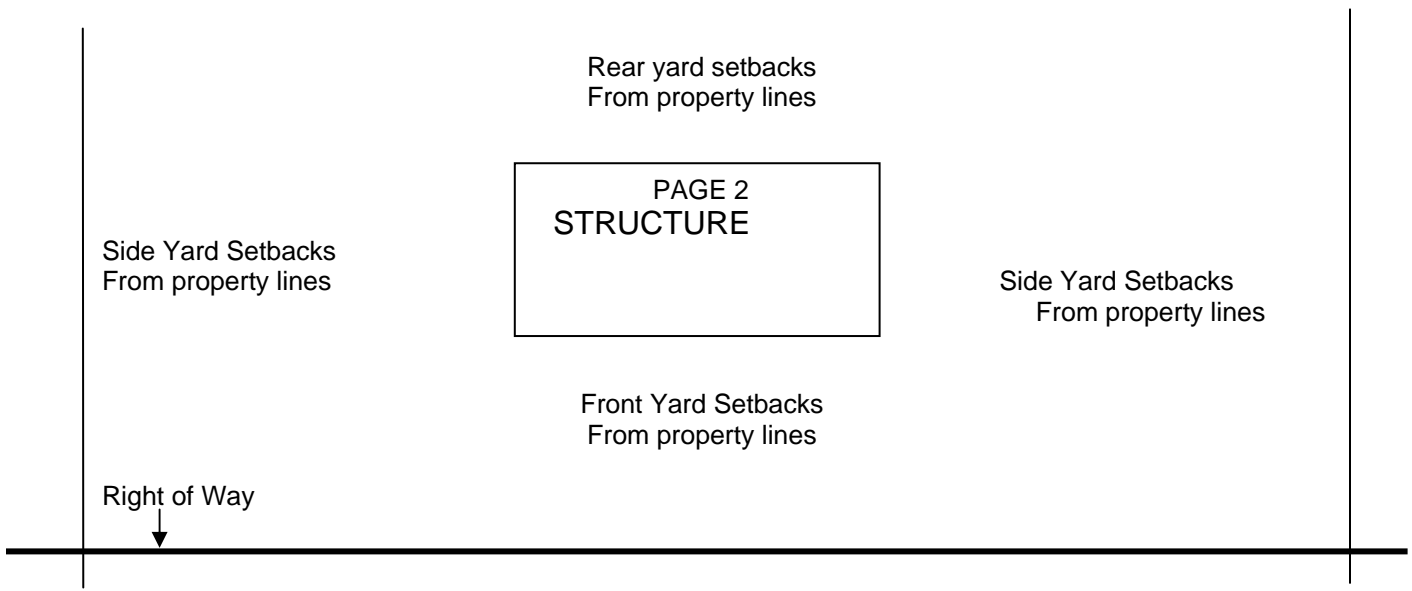
PAD SIZE REQUIREMENTS – NOT LESS THAN 10' X 60'. PAD SHALL EITHER BE SOLID CONCRETE OR 2' WIDE CONCRETE STRIPS WITH GRAVEL BETWEEN STRIPS. MINIMUM CONCRETE THICKNESS OF 4 INCHES WITH REINFORCEMENT.

TIE DOWNS – NUMBER AND PLACEMENT PER MANUFACTURER'S RECOMMENDATIONS. ANCHORS AND TIE DOWNS SHALL BE CAST IN PLACE CONCRETE "DEAD MEN" EYELETS IMBEDDED IN CONCRETE FOUNDATIONS OR RUNWAYS, SCREW AUGERS, ARROWHEAD ANCHORS, OR OTHER DEVICES SECURING THE STABILITY OF THE MANUFACTURED HOME IN ACCORDANCE WITH REGULATIONS FORMULATED BY THE MISSOURI PUBLIC SERVICE COMMISSION, PHONE NUMBER (573) 751-2557.

STRUCTURE, ELECTRICAL, AND PLUMBING SHALL BE CERTIFIED BY MANUFACTURER WITH A COPY OF CERTIFICATION ATTACHED TO INFORMATION SHEET.

MANUFACTURED HOME FORM

8. SKETCH PLAN



STREET NAME _____

NOTE:

FOR NEW INSTALLATION OF MANUFACTURED HOME, SHOW THE FOLLOWING INFORMATION ON THE SITE PLAN

(1) Location of manufactured home. (2) Location of driveway coming off main road. (3) Location of drainage facilities on site. (4) Location of well (5) Utility easements or power line locations

INSPECTION POINTS REQUIRED FOR PLACEMENT OF MANUFACTURED HOME – 1. SETBACKS 2. IF BASEMENT – FOOTINGS, OR IF NO BASEMENT PADS & TIE-DOWNS 3. ELECTRIC HOOK UP 3. SEWER INSTALLATION 4. UTILITY EASEMENTS 5. FINAL INSPECTION

9. OWNER/CONTRACTOR

I CERTIFY THE INFORMATION CONTAINED HERIN IS TRUE AND CORRECT AND REPRESENTS THE SCOPE OF THE WORK TO BE DONE AND THAT IN DOING SAID WORK I/WE WILL ABIDE BY ALL REGULATIONS OF COLE COUNTY AND APPLICABLE LAWS OF THE STATE OF MISSOURI. I UNDERSTAND THAT IF ANY INFORMATION FURNISHED HEREIN BY MYSELF OR OTHERS IS FALSE OR INCORRECT, A PERMIT MAY NOT BE ISSUED, OR IF ISSUED, IT MAY BE REVOKED.

Applicant's Signature: _____ Date: _____

Contact Person: _____ Phone: _____

Cell Phone: _____ **Pager Number:** _____