

*14 Attachment 1*

Borough of Philipsburg

**PERMIT INSTRUCTIONS  
Double Wide, Modular and Mobile Homes**

1. Get approval form signed from the municipality from which the resident will be doing the building.
  - a. Make sure sewage and water is available
  - b. Make sure property is zoned for that type of building (If applicable)
  - c. Get tax map number from big black book
2. Have resident fill out application/direction form  
**THEY MUST INCLUDE WITH APPLICATION**
  - a. A copy of the contractor's liability insurance or a signed workers compensation affidavit of exemption.
  - b. Tie down specifications and footer plans or foundation specifications
  - c. Permit fee including the \$2.00 state fee.
3. Have resident mail or deliver application packet to the Satellite or the COG office. If satellite office is going to issue permit call inspector or COG office for a permit number. Make copies for resident's municipality and the COG office. Resident gets white, guardian gets yellow and COG gets pink.
4. Mail or have resident pick-up the permit. And yellow construction notice.

## MOBILE HOMES AND MOBILE HOME PARKS

Guardian Inspection Services (GIS)  
Central Pennsylvania Office  
1739 Kiwanis Trail  
Dubois, PA 15801

THESE ARE NECESSARY INSPECTIONS FOR BUILDING PERMITS ISSUED FOR MOBIL HOMES, DOUBLE WIDE AND MODULAR HOMES.

Inspection Category:

1. Foundation (Prior to placement of footings)
2. Tie Down's
3. Water & Sewage Connections
4. Mechanical (if applicable)
5. Energy (if applicable)
6. Electrical Service Connection (Have all electrical company information ready)
7. Means of Egress (Decks and Porches)
8. Final

Certificate of Occupancy will not be issued until all inspections have been completed.