



CODE ENFORCEMENT AGENCY
1633 Route 51, Suite 100, Jefferson Hills, PA 15025
1-866-410-4952 www.cea-code.com

Residential Manufactured Housing Permit Building Permit Application

Date of Application: _____

Name of Applicant: _____

Location of Property: _____

Municipality: _____ County of: _____

Subdivision: _____ Lot # _____

Tax Map # _____

Name of Owner: _____

Name of Business: _____

Address: _____

Phone / Cell # () _____ Email: _____

Architect or Engineer Name: _____

Address: _____

Phone # () _____ Fax # () _____

Email: _____ Website: _____

Professional License # _____ Plan Review: _____

DCED Licensed Installers Name: _____

Address: _____

Phone / Cell () _____ Fax: () _____

PA DCED # _____

Manufactured House Information

Please CIRCLE:

NEW Manufactured House

Relocated Manufactured Home

NEW Modular House

Relocated Modular House

Zoning Information: _____

Other Permits: DECK, STAIR, PORCH, ROOF, CARPORT, GARAGE, ADDITION,
ALTERATION, ELECTRICAL, PLUMBING, MECHANICAL, SANITARY, SEO, GRADING,
CERTIFICATE OF USEAGE, CERTIFICATE OF OCCUPANCY

GFA: Gross Footage Area: _____ PA DCED Exemption (NEW): _____

Estimated Construction Time: _____ Model # / Serial # of Home: _____

Year of Manufactured Home: _____ PA 1-CALL #: _____

Description of Project: _____

DCED Checklist performed: _____ DCED Certificate of Compliance _____

****Internal****

Date Received: _____ Amount Paid: _____

Jurisdiction Permit # _____ Received By: _____

Note: Municipal Authority / Sanitary Enforcement Officer (SEO) must approve all new construction which requires plumbing or tap-ins.

Permit Required: YES NO

Project: _____ Tap Permit # _____

Lot/Plan: _____ # of EDU(s) _____

Allocation Year: _____

Approved by: _____

Date Issued: _____

Payment:	TFE	Amount:	CK#	R#
	Check	Amount:	CK#	R#
	Cash	Amount:		R#

Contractor or Sub Contractor Information:

Owner or Responsible Party must submit to CEA Code Enforcement Associates, a list of all known Contractors and Sub-Contractors who will be associated with the above application.

In addition, CEA Code Enforcement Associates will require a certificate or proof of Workman's Compensation for all workers outside sole proprietors, general liability certificate and certificate or proof of State of Pennsylvania Home Improvement Contractor registration prior to issuing any Building Permit.

Applicant's Certification

As the owner or the authorized agent for the project which this application is filed, I certify that:

1. The description of use, estimated construction cost and all other information provided as part of this application for a building permit is correct.
2. The building or structure described in this application will not be occupied until all known code violations are corrected and a Certificate of Occupancy has been received from the municipality.
3. This project will be constructed in accordance with the approved drawings and specifications (including any required non-design changes) and the Uniform Construction Code standards as specified in 34 PA Code Chapters 401-405.
4. Any changes to the approved documents will be filed with CEA Code Enforcement Associates.
5. If the licensed architect or engineer in responsible charge of this construction should change, written notice of the change will be provided to CEA Code Enforcement Associates.
6. No error or omission in either the drawings and specifications or application, whether approved or not, shall permit or relieve me from constructing the work in any manner other than provided for in 34 PA Code Chapters 401-405.
7. If signed by someone other than the construction owner, this work has been authorized by the owner of record and I have been authorized by the owner to complete this application on his behalf. I will be acting on behalf of the owner as:

Architect Engineer Contractor
 Agent/other: _____

Signature of Applicant: _____

Date: _____

****CEA Internal Information****

Reviewed By: _____ Date: _____

Permit Number: _____ Permit Fees / Costs: \$ _____

Approved By: _____ (BCO)

Installation Checklist for Relocated Manufactured Homes

Certified Pennsylvania Manufactured Home Installers must properly complete this checklist to assure proper installation. See page 2 of this guideline for other information regarding installer responsibilities.

Home Address: _____

Installer Name: _____

Installer ID #: _____

Foundation Support

- Footings are properly sized and constructed for the soil conditions.
- Piers are spaced and constructed according to the tables provided.
- Perimeter blocking is provided (if necessary).
- Piers at each side of openings four feet or larger (side wall and marriage line).
- Shims are in place and tight.
- Home is level.

Anchors

- Approved anchors are used.
- Anchor spacing is correct.
- Anchors are installed to full depth.
- Straps are installed at correct angles.
- Straps are protected at the sharp corners.
- Stabilizing plates are installed.

Under the Home

- Site is properly graded.
- Ground moisture barrier is installed.
- No holes or tears are present in the bottom board.
- Skirting is properly installed.
- Crawl space is properly ventilated.

Exterior

- Roof shingles are free from damage.
- Roof ridge vent is installed correctly (if applicable).
- Any penetration in the roof is properly sealed.
- Siding is free from damage.

Interior

- Ceilings, walls and floors are free from major defects.
- Windows operate properly.
- Exterior doors operate properly.
- Marriage line is properly sealed from air infiltration.

Systems

- Electrical fixtures operate properly (Operational / Polarity).
- Water lines are free from defects (leaks).
- Drainage system is free from defects (leaks).
- Gas system is free from leaks.
- Smoke alarms operate properly.

Appliances

- Appliance venting is in accordance with manufacturer's instructions.
- Fireblocking is complete.
- Fresh air intakes are properly installed.
- Appliances are working properly.
- Fireplace chimney stack and combustion air intake are completed properly.
- Anti-tip device for the cooking range is properly connected.



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Manufactured Housing Permit Information

The following guide is to help inform you of the Commonwealth of Pennsylvania's policy on RESIDENTIAL manufactured housing with regard to NEW INSTALLATION and TRANSFER of EXISTING INSTALLATION. Please refer to the Commonwealth of Pennsylvania Department of Community and Economic Development (PA DCED) at www.newpa.com/housing-and-development/manufactured-housing for additional information and resources. CEA is a licensed 3rd party of the Commonwealth of Pennsylvania Department of Labor and Industry (PA L&I) and must comply with all State and Federal Laws governing the manufactured housing certificates and procedures.

****PLEASE NOTE**** No permit shall be issued prior to review of all documents required by the Commonwealth of Pennsylvania (DCED). All documents and licensure required must be included in any submission of application to the local jurisdiction. Incomplete applications will not be accepted at the municipality and will not be reviewed.

DCED works in cooperation with the US Dept. of Housing & Urban Development (HUD) and municipal code officials to assure all manufactured homes installed in Pennsylvania comply with all applicable requirements. HUD establishes the construction standards and enforcement regulations for new manufactured homes.

Checklist of :

Data Plate Information

Wind Zone I

South (20 pfs) Roof Load Zone (Middle and North zones acceptable)

Comfort Heating for homes constructed after 10/1994: (Climate or Thermal) **Zone 3**

For homes constructed prior to 10/1994: (Climate or Thermal) **Zone 2**

Serial Number (If "AC" is a prefix, additional inspections required)

Model Number

Name of DAPIA

Manufacturers Certification Label Number(s)

Installation Manual: Each Page and addendum pages (such as pier prints) must bear the DAPIA approval stamp. Also acceptable is the DAPIA stamp on the Table of Contents Page indicating all pages listed have been reviewed and approved. Cross reference the DAPIA approving the designs with the DAPIA listed on the data plate.

Installation Checklist: Is part of all installation manuals, completed by installer, completed copy should be provided at final inspection.

Support-Pier Set: Generally openings in side wall and marriage wall 4' or larger require piers; includes patio doors, double gang windows, doors with side lights. Some manufacturers require piers for all entry doors.

All special support piers will be identified by manufacturer by paint or decal. If the manufacturer reinforced the floor to eliminate these piers, this will be identified by a label adjacent to the data plate.

Foundation Set: Back fill pressures and anchoring require a structural connection between the home and foundation sill plate.

Main-Beam Piers: Generally within 2' from each end, and spaced ~ 8' apart. A single stack concrete block pier capacity is 8,000#, less than 36" high. Piers higher than 36" require double blocks, interlocked. No mortar required for piers less than 67" high. Cap blocks must be full size (16 x 16 pier requires 16 x 16 cap block). Hard wood shims in pairs.

Concrete Pier Footings: Must be protected from frost (typically below frost line). For piers spaced ~ 8' apart, footings should be 28" diameter (24" wide for runners) unless soil bearing capacity can be determined to be more than 1,500 lbs per square foot.

Anchoring, Auger and Strap type:

- Within 2' of the end of the home
- Full depth
- Below frost line
- Above water table
- Stabilizing plates required (unless auger is in-line with the strap)
- Strap attached to top of I-Beam, completely wraps beam, ~ 20 – 45 degrees
- **Not** embedded in concrete flooring

Anchoring, alternate systems: Vector system, OTI system, Xi2, Minute Man, etc., must be approved by manufacturer and DAPIA, single section homes likely require ground anchors on corners. Most limit pier height to 48". Follow instructions for specific product.

Assembly:

- Joints between sections of home must be treated to limit air infiltration
- All gaps must be shimmed and fastener length increased
- Floor to floor, wall to wall and roof to roof fastening varies. Typically screws 16" to 24" o.c., lags 36" o.c. staggered. Roof may be strapped.

Miscellaneous

Electrical: Cross-over connections must not be exposed under the home.

Bonding wire (#8 bare copper wire) attaches to each chassis of sectional homes

Flash rings required for exterior lights if fixture profile does not match junction box profile.

Plumbing: Water supply cross-over connections must be inside the floor cavity to prevent freezing. DWV lines, supported every 4', sloped 1/4" per foot, uniform grade, insulation not required. Drip pan drain lines and condensate lines extended beyond skirting.

Site grading: Grade around perimeter of the home, graded, 1" per foot slope away from home for the first 6', 1/4" per foot for the next 4'. No depressions under home.

Ground Moisture Vapor Retarder: required when crawl space enclosed, overlap joints 12", seal joints with mastic, weighted down and all tears patched.

Exterior:

- All shipping plastic must be removed
- Vinyl siding overlap ~ 1" to 1-1/2"
- Shingles at roof cap require underlayment

- Bottom board material must be sound, any holes need patched

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Fire place chimney: 3' above roof where it passes, 2' above any roof area within a 10' radius

Chassis: Cutting, altering, removing the frame (chassis) is not permitted.

Accessory structures: Stairs, decks, roofs, carports, garages, etc., must be free standing. (Garage attachment must be approved by manufacturer.)

Certificate of Compliance to be completed by currently certified installer, completed copy to Homeowner, Code Official and DCED.

NOTE: This is strictly a guideline, does not supersede the manufacturer's approved design.

Relocated Manufactured Housing Regulations

Frequently Asked Questions

Who are these regulations intended to benefit?

These regulations will benefit the manufactured housing industry and local code enforcers by establishing a clear benchmark for relocated manufactured housing. Keep in mind, manufactured homes that meet the habitability & installation standard are “deemed to comply” with the Pennsylvania Uniform Construction Code.

How do these regulations impact retailers that sell used manufactured homes?

Habitability is to be verified by the permit applicant or his agent, not the seller of the home.

What if a homeowner wants to move a manufactured home and install it themselves?

The homeowner will need to contract with a Pennsylvania Manufactured Home Installer to complete the Certificate of Compliance.

How will the homeowner be able to find a Pennsylvania Manufactured Home Installer?

Many installers gave DCED permission to publish their name. The list can be found at:

newPA.com/mh

What about mobile homes and other such units that predate the Manufactured Home Construction and Safety Standards (HUD Code)?

The program only applies to manufactured housing produced after June 15, 1976.

Can I use these guides for relocating modular homes?

No. Industrialized Housing (commonly referred to as modular) is not intended to be moved once erected or installed. Also, the design standards are significantly different and never should be confused.

Who is responsible for determining if the relocated manufactured home meets the Pennsylvania Habitability Guidelines for Relocated Manufactured Homes?

The person that applies for the building permit or his agent.

How does the code official know if the habitability assessment has been made?

The Habitability Checklist for Relocated Manufactured Homes must be completed and presented to the code enforcer.

How would someone correct a manufactured home that has minor damage or is in need of simple repairs?

If the home manufacturer cannot provide any designs for the repair, some simple repair methods are included in the Pennsylvania Habitability Guidelines for Relocated Manufactured Homes. It should be noted that some manufactured homes may require significant repair, beyond the scope of the guidelines. If that is the case, the Uniform Construction Code should be fully applied.

Can a relocated manufactured home be installed on a slab on grade?

In a community setting (leased land), Option C of the PHRC Field Guide –Foundation Systems for Relocated Manufactured Housing-is permitted. In all other cases, concrete pier footings should extend to the maximum depth of frost penetration in conjunction with a properly graded site.