

KANDIYOHI COUNTY

MANUFACTURED HOME - PERMIT REQUIREMENTS 1-30-18

The Kandiyohi County Zoning Ordinance does not allow dwelling units less than 14 feet in width

The following information must be submitted to the Building Department before a building permit can be processed and approved.

1. **Permit Application Form**
2. **Site Plan**
3. **Plans and Installation Instructions from Manufacturer**
4. **Contractor(s) License Number**
5. **Septic Compliance (if applicable)**
6. **Miscellaneous as required**

A more detailed description of items 1-6 is listed below. After preliminary review additional information may be required. Allow a minimum of **ten** (10) working days for processing.

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1. **Building Permit Application:** Complete a Building Permit application form. Application forms and handouts are also available on-line at www.co.kandiyohi.mn.us
 2. **Site Plan:** Complete the Site Plan form providing an updated diagram of the property. The type of information required and details to be included regarding the construction site is listed at the top of this form. An example of a site drawing is provided for reference. A registered survey may be required.
 3. **Plans / Installation Instructions:**
 - A. **Floor Plans** of the home showing the length and width of the home, room layout and use of each room. Such as a bedroom, bathroom, etc. If a basement is being installed, include floor plans of the basement, header and beam sizes, include all egress window locations.
 - B. **Installation Instructions** showing the anchoring and support system design provided by the manufacturer. If the manufacturer's installation instructions are not available the home must be anchored and supported as outlined in the 2015 Minnesota Residential Code.
 - C. **A cross section of the footings and foundation** is required if a basement, crawl space, frost protected piers or an Engineered slab on grade is to be installed. Provide the manufacturers design for the foundation including footing size, foundation type, anchoring system, center bearing wall design, damp proofing/waterproofing, drain tile and foundation insulation.
 4. **The Installers License Number and the General Contractors License Number** must be provided on the permit application.
 5. **Septic Compliance:**

Septic Compliance is required for dwelling permits. This requirement will be explained upon review of your project during the initial visit for permits. If septic compliance information is required, it must be submitted with the building permit application.

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|---|---|
| <input type="checkbox"/> None Required | <input type="checkbox"/> GLACIAL LAKES SANITARY SEWER AND WATER DISTRICT |
| <input type="checkbox"/> New Design | <input type="checkbox"/> Contact Colleen Thompson 320-796-4523 fax 320-796-4561 |
| <input type="checkbox"/> Septic Compliance Inspection | <input type="checkbox"/> EAGLE LAKE SANITARY SEWER DISTRICT |
| | <input type="checkbox"/> Contact Mike Reynolds 320-894-8200 |

6. Miscellaneous:

Gas Piping Air Test: Provide the name and phone number of the contractor performing the air test on the gas piping within the home. All piping must be of approved material and pressure tested; from the meter to the main connection at 25 psig for 10 minutes, within the home with an air test of 10-14 inches water column for 10 minutes and soap tested. Support the gas piping every 4 feet with approved

connectors. The tests must be witnessed by an inspector before the home can be occupied. Refer to the manufacturers installation instructions for additional requirements.

Zoning: The submitted plan will be reviewed for zoning compliance. If additional information, permits and/or hearings are necessary, the zoning office will contact you.

Electrical: Electrical permits are issued by the State Electrical Inspector. For permit and inspection requirements call Tom McCormick at 320-593-2731 between 7:00 AM and 8:30 AM, Monday thru Friday.

Permit Fees: Building and zoning fees will be determined after the application and plans have been reviewed and approved. Fees must be paid in full before a permit can be issued or work can begin.

GENERAL INFORMATION Manufactured Home

PIER SET - Required Inspections:

1. Footing inspection prior to placing concrete. **All footings require a minimum 5000 psi Concrete mix design.**
2. Setup inspection of anchoring and support system.
3. Gas piping air test.
4. Plumbing manometer final.
5. Final after all inspections have been completed, code compliant landings and stairs are in place. The unit can not be occupied prior to receiving a certificate of occupancy.
6. Miscellaneous as needed.

BASEMENT OR CRAWL SPACE - Required Inspection:

1. **Footing inspection** - After all forming and rebar are in place but prior to pouring concrete.
2. **Foundation inspection** - After the waterproofing/damp proofing and drain tile is in place but prior to backfilling.
3. **Under slab compaction/vapor retarder inspection** - Is required prior to pouring concrete. Installation of a vapor retarder not less than 6 mil is required under the slab in all heated spaces.
4. **Plumbing under slab rough in** - Requires a 5 psig air test that must hold for 15 minutes.
5. **Plumbing rough in** - After all water piping and waste and vent piping is installed. A 5 psig air test must hold firm for 15 minutes on the plumbing waste and vent system.
6. **Framing inspection** - After all framing has been completed and prior to insulating.
7. **Insulation inspection** - After the vapor retarder has been installed and sealed.
8. **Gas Piping** - The test pressure to be used shall be no less than 1½ times the proposed maximum working pressure, but not less than 25 psig irrespective of design pressure. The test duration shall not be less than 10 minutes.
9. **Plumbing final** - After all fixtures have been set. The manometer test must hold 1 inch water column pressure differential.
10. **Building Final** - After all construction has been completed, including the electrical final.

For inspections call 320-231-6229, a minimum 24 hours in advance.

Certificate of Occupancy: A Certificate of Occupancy is required before the house can be occupied. All the required inspections must be completed and approved including final approval from the State Electrical Inspector.

Licensed Installers: All homes are required to be installed by a licensed installer or the owner/occupant. Installers must attach a support and anchoring systems seal to the home. Because of frost conditions homes installed after November 15 require a temporary installation seal before occupancy. The installer/owner must provide a copy of the temporary installation seal before occupying the unit, contact the building department when the final seal is installed for verification.

Construction Seals: Include on the building permit application form the MN State Construction Seal or the HUD Serial Number, name of the manufacturer and year built. These seals must be affixed to the structure or replacement seals must be acquired from the State of Minnesota prior to the unit being set.

Vapor Barrier: The grade must slope a minimum of ½ inch per foot to direct water from under the unit. Install a vapor retarder the full width and length of the structure. Six (6) mil poly is acceptable. The vapor retarder must lap a minimum of 12" at all splices.

Water Piping: All water piping must be of approved material and fittings. Piping under the home must be insulated, have a heat tape installed, and supported every six (6) feet.

Gas Water Heaters/Furnaces: Gas water heaters and furnaces must be listed specifically for manufactured homes and be installed to the manufacturers specifications and the 2015 Minnesota Mechanical Code. All gas water heaters and furnaces require outside combustion air and proper venting.

Fireplaces: Fireplaces must be listed for manufactured homes and installed as detailed in the Manufacturer's installation instructions and the 2015 Minnesota Mechanical Code.

Gas and Electric Utilities: Contact your local supplier for specific requirements.

Electrical Wiring: Wiring must be inspected and approved by the State Electrical Inspector. To request an inspection or to answer electrical questions call: Tom McCormick at 320-593-2731, Monday thru Friday 7:00 am to 8:30 am.

Excavations: Before excavating call Gopher State One Call 48 hours in advance at 1-800-252-1166 to verify the location of underground utilities, etc.

If you have any questions, please contact the building department Monday – Friday, 8:00 am to 4:30 pm at:

Department of Environmental Services
400 Benson Ave SW
Willmar, MN. 56201
Ph. 320-231-6229 / Fax 320-231-6263 / www.co.kandiyohi.mn.us