

B

APPLICATION FOR A MOBILE HOME PLACEMENT PERMIT

PERMIT NUMBER _____

ACCEPTED BY _____

APPROVED BY _____

CITY OF GAUTIER

Application is hereby made for a permit under the provisions of the Comprehensive Zoning Ordinance of the City of Gautier and the Building, Fire Prevention and other applicable Codes of the City of Gautier and any amendments thereof, for the erection, construction, alteration, repair, relocation or change in use as indicated hereinafter and as shown in the accompanying plans and specifications and the representations therein contained are made a part of this application. In making this application the undersigned hereby acknowledges the validity of the zoning, fire prevention, building and other applicable ordinances and codes of the City of Gautier, and agrees that the provisions thereof shall be binding upon applicant as a condition precedent to the issuance of a permit.

APPLICANT TO COMPLETE NUMBERED SPACES ONLY

1. PROPERTY LOCATION
STREET NAME: _____

NUMBER: _____

LOT & BLOCK NO.
(IF APPLICABLE) _____

2. NAME OF OCCUPANT _____

PRESENT MAILING ADDRESS _____

PHONE _____

3. EXISTING USE OF PROPERTY _____

4. INTENDED USE:

- SINGLE FAMILY HOME
 BUSINESS OFFICE
 OTHER _____

COMMENTS:

5. MOBILE HOME REGISTRATION NUMBER (ATTACH COPY OF
REGISTRATION CERTIFICATE): _____

6. INFORMATION

WIDTH _____

LENGTH _____

LOT SQUARE FOOTAGE

7. SIGNATURE _____

DATE _____

FOR OFFICE USE ONLY

(A) FLOOD PLAIN INFORMATION: FLOOD ZONE _____ CERTIFIED ELEV. IF IN "A" ZONE _____

(B) PARKING SPACES: REQUIRED _____

(C) ZONING DISTRICT _____

(D) AREA, SETBACK REG:
GREATER SETBACKS (IF APPLICABLE) _____

(E) PC HEARING NO. _____

REQUIREMENTS FOR MOBILE HOME/MEMA COTTAGE PLACEMENT PERMITS

APPROVED BY THE GAUTIER CITY COUNCIL: OCTOBER 07, 2008
REVISED BY THE GAUTIER CITY COUNCIL: OCTOBER 13, 2009
REVISED BY THE GAUTIER CITY COUNCIL: JANUARY 12, 2010

Mobile homes must be in compliance with Mississippi State Rules and Regulations, Regulation MH-5, put out by the State Fire Marshall's Office. ***ONLY ZONE 2 OR ZONE 3 MOBILE HOMES ARE ALLOWED IN GAUTIER. ALL MOBILE HOMES MUST BE MARKED ZONE 2 OR ZONE 2 & 3. MOBILE HOMES MARKED ZONE 1 & 2 WILL NOT BE ALLOWED. Note: other than where specifically noted, all requirements for mobile home placement permits shall apply to MEMA Cottages.***

A. Application (Submit the following)

1. Completed Mobile Home Placement Application Form
2. Legal Description of the Property (Proof of ownership by way of a Warranty Deed or Deed of Trust)
3. Copy of home mover/dealership contact information.
4. Certificate of Compliance (For Flood Zone "V").
5. Site Plan (Drawn to scale indicating property and setback lines, mobile home location with **distances from property lines**(not from street), water well location, driveway, culverts and other site features).
6. Mobile Home Registration Certificate (Obtain from County Tax Collector's Office)
7. Signed lease/purchase agreement or letter of permission if the applicant is not the property owner.
8. Provide documents for Zone 2 or Zone 3 mobile home. This is the responsibility of the owner. City staff will not perform research.
9. Location of mobile home for pre-permit inspection (to be inspected by the City for structural soundness) before being relocated or moved into Gautier.

B. Policies & Procedures Required by the City of Gautier

1. To receive a pre-permit inspection, a mobile home must be brought to a location within ten (10) miles of the Gautier city limits.
2. Mobile homes must be at least 14' X 60' in size. (**MUST BE LIVABLE SPACE**)

Initial here _____

3. Placement Fees:
 Moving & pre-permit inspection fee - \$150
 Deposit - \$250 (refundable if no damage to City property occurs and all moving and placement polices, procedures and regulations are followed)
4. Mobile home movers are responsible for contacting the Economic Development/Planning Department 24 hours before ***bringing-in, moving-out or relocating*** a mobile home in Gautier. The mover must provide a route plan, and time of movement. If a mobilehome is to be moved in or out of Gautier after City business hours or on weekends, the mover or owner is responsible for any City personnel costs incurred as a result of employees being called in to monitor the mobile home placement.
5. Mobile homes must adhere to all applicable state and federal building and fire code requirements and City of Gautier ordinances, or the unit will not be allowed to enter the Gautier City limits.
5. All mobile home residences require two (2) hard surface parking areas.
6. All new or relocated mobile homes are required to be skirted after a tie-down inspection. Skirting must be kept in good condition for the life of the mobile home placement. Skirting must be appropriate for mobile homes.
7. If any of the above procedures and requirements are not followed, or if damage to City property occurs during the moving of any mobile home, deposits may be forfeited and additional damages may be assessed through any legal means possible.

C. Inspections (Call 228-497-1878)

NO SPECIFIC TIME WILL BE GUARANTEED FOR INSPECTIONS. INSPECTIONS WILL BE PERFORMED AS SOON AS TIME AND ROUTING ALLOWS.

When requesting inspections, the following must be provided: the name on the permit, address, permit number and contact phone number.

An elevation certificate, prepared by a Registered Land Surveyor, for mobile homes located in **Flood Zones A and V** must be on file in our office and ***the following items found in or on the mobile home must be inspected and found satisfactory prior to the connection of electricity being approved:***

1. Must be structurally sound
2. No damaged or missing panels or flashing
3. Paint or outer coating must be clean, undamaged and unstained
4. All windows and doors must be undamaged and operational
5. No insect, bug or rodent infestation
6. Mobile Home placement within approved setback lines
7. Tie-down installation
8. Power pole installation and service to mobile home electrical panel
9. Sewer system installation and connections
10. Health and safety issues inside and outside of mobile home
11. Mobile homes within a flood zone require permanent foundation (Dry stacked. Blocks do not meet this requirement)
12. Hard surface drive and parking

Skirting Initial here _____

13. Skirting – shall be installed after tie-down inspection and shall be kept in good condition for the life of the mobile home placement.
 - a. Mobile home skirting shall be manufactured specifically for intended use or similar to item b.ii. below.
 - b. MEMA cottage skirting:
 - i. Split face or painted masonry chain wall foundation with venting per Building Code.
 - ii. Masonry pier foundation shall be in-filled with painted treated wood or vinyl lattice in square or diamond pattern, or one (1) inch minimum painted treated wood slat or rail panels. All skirting shall be supported by two (2) inch minimum treated wood framing suspended from structure with one and one-half (1½) inch minimum ground clearance. The design of the skirting shall be of uniform consistency around the entire structure.
14. Stairs and landings. Landing must be a minimum of 4' X 6' in size and shall apply to all mobile home entrances.
15. Building codes require house numbers to be attached to the structure

D. General Notes

1. Commencement of any work, prior to obtaining the required permits will result in doubling of all applicable permit fees.
2. Mobile Home permits will be void ninety (90) days from issuance date.
3. Separate permits required for electric, mechanical and plumbing by licensed contractor.
4. The National Electric Code requires a four (4) wire hook-up. A separate neutral and ground wire must be run. A 100-amp service requires a four (4) wire hook-up in conduit with three (3) #4 and one (1) #6 wires. A 200-amp service requires two (2) 2/0 wires, one (1) 1/0 and one (1) #6 ground wire in conduit. These wires must be in PVC or rigid conduit.
5. Power poles must be a minimum of three (3) feet and a maximum of thirty (30) feet from the mobile home.
6. Placement of all mobile homes shall comply with the requirements of the 2006 International Residential Code, Mississippi State Regulation MH-5, and the Code of Federal Registry 24CFR and 44CFR and the ordinances of the City of Gautier.

Initial here _____

TO WHOM IT MAY CONCERN:

I HAVE BEEN ADVISED OF MOBILE HOME PLACEMENT REQUIREMENTS.

Signature of Applicant or Authorized Agent

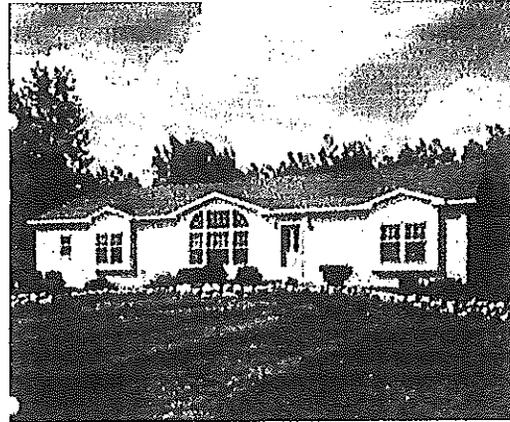
Date

Location of Property

Signature of Community Services Staff Person Receiving/Witnessing Application

State Fire Marshal's Office Inspection Program for Factory-Built Homes

The Mississippi Manufactured Housing Association estimates that as many as 520,000, or 25 percent of our state's residents (using 1990 Census figures) live in a factory-built home. However, few Mississippians realize that the State Fire Marshal's Office, a division of the Mississippi Insurance Department, oversees this rapidly growing segment of the housing marketplace.



Regulatory oversight of the factory-built housing industry was first assigned to the State Fire Marshal's Office in 1970 with the passage of the Factory-Built homes Law, which outlined the construction practices of what were then called "mobile" or "relocatable" homes. Then in 1974, based on a nationwide rash of serious defects, the federal Factory-Built Homes Construction Safety Standards Act was passed. Mississippi in turn adopted this legislation two years later as its set of construction standards for factory-built homes. The law is enforced by the State Fire Marshal's Office under contract to the U.S. Department of Housing and Urban Development

During the 2008 Regular Legislative Session, House Bill 1435 was passed. This bill provided the State Fire Marshal's Office with the ability to implement an inspection program of factory-built homes installed after July 1, 2009. This bill applies to all factory-built and mobile homes as defined by Mississippi Code of 1972 §Ann. 75-49-1 (revised 2008).

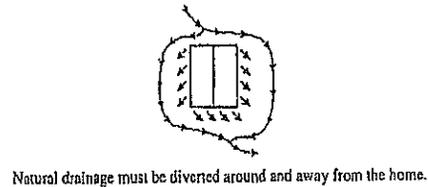
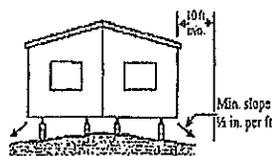
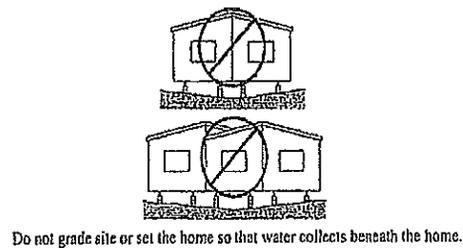
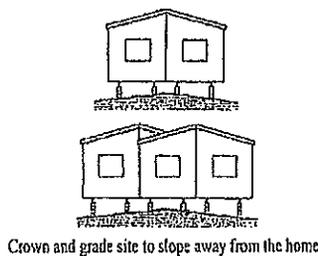
It states that all factory-built or mobile homes, installed after July 1, 2009, are subject to inspection by the State Fire Marshal's office prior to occupancy by the homeowner. These inspections are performed by inspectors, assigned by the State Fire Marshal, to verify that the home meets the minimum installation standards of Mississippi, as set forth in Rules and Regulations for the Uniform Standards Code for Factory Built Homes Law Regulation MH-5 (amended).

In addition to the inspection service, the State Fire Marshal's Office is also tasked with conducting annual training classes on the federal and state regulations that govern the installations of new and used factory-built homes. All manufacturers, dealers, and installers/transporters of factory-built homes in Mississippi are required by law to have this training for certification and to obtain licensing to operate in the state.

The standard procedures of the State Fire Marshal's factory-built home inspection program include but are not limited to the following:

*A licensed retailer/developer is required to submit a Certificate of Inspection Form to inform the State Fire Marshal's office that a factory-built home is scheduled to be installed at a given location.

*Prior to the placement of the factory-built home on the property location, each site is required to have a finished grade that will provide for proper drainage of water away from the home and to prevent any water build-up under the structure as indicated in the following diagrams.



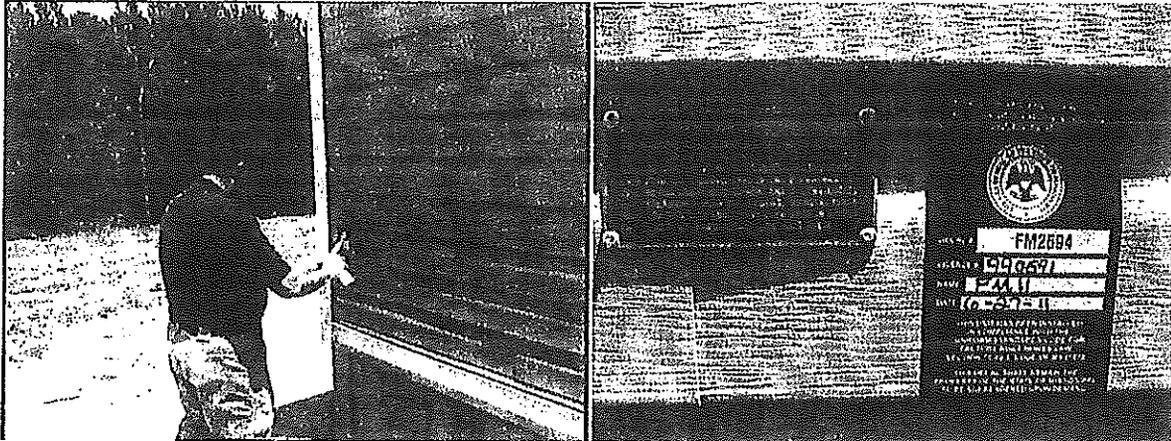
It is ultimately the responsibility of the dealer and/or installer to ensure that the site preparation has been properly completed and is in compliance with Regulation MH-5 before the home is installed. Although the State Fire Marshal's office cannot regulate where on the property the factory-built home can be placed, it will enforce the requirement for proper site preparation as set forth in Regulation MH-5 before the installation and set-up of the home can be initiated.

*Within 72 hrs of the completion of the home installation, the licensed installer must submit to the State Fire Marshal's office a Certificate of Inspection Form and a Property Locator checklist stating that the factory-built home will be installed in accordance with the manufacturer's specifications, if a new home, or, if a used home, that it will be in compliance with Regulation MH-5 and will be ready for inspection.

*Upon receipt of all the necessary forms described above, an invoice for the inspection fee of \$160.00 is then sent to the installer. At this point the inspector will then schedule the inspection to be completed in a timely manner, usually within three to five business days.

*During the inspection process all items on the checklist (see attached) are observed to determine if they have been properly installed or completed.

*Once the factory-built home has successfully passed the inspection, a color coded sticker will be placed on the home adjacent to the permanently installed HUD identification plate.



* Following the acceptance of the factory-built home installation, the local energy provider will then be contacted by the State Fire Marshal's office for the electrical power connection to the home to be completed. In some jurisdictions the State Fire Marshal's office works with the local building official who ultimately has the authority to withhold electrical power connection until the home passes the inspection.

*If the home installation fails the inspection, the inspector shall submit an affidavit letter to the installer or retailer identifying the problem areas. Once the cited problems have been repaired a signed and notarized affidavit shall then be forwarded by the recipient to the State Fire Marshal's office. The notarized affidavit signifies that repair or replacement of the cited problem areas were completed in accordance with the Rules and Regulations for the Uniform Standards Code for Factory Built Homes Law Section 75-49-1, et seq. Mississippi Code, 1972 as amended.

Some of the most common items on the checklist that have been known to fail the inspection of the manufactured home are as follows:

- *Improper or no site preparation for placement of the factory-built home
- *Improper support pier spacing and location
- *Improper tie-down strap tightness
- *Improper type of anchors as per Regulation MH-5 or missing soil test probe results to verify a match with the proper soil class anchor
- *Transit damage that had not been properly repaired
- *Improper installation as per Wind Zone guidelines
- *Improper installation of proprietary foundation systems

This is a relatively brief summary of the State Fire Marshal's Office inspection program of manufactured homes. It is hoped that the information presented above will inform people about the inspection program, help to improve the quality of the manufactured home installations, expedite the inspection process and provide the owner with a sense of confidence that their health, welfare and safety has been protected. For further information please contact the State Fire Marshal's Office at 601-359-1061 or visit the State Fire Marshal page of the Mississippi Insurance Department (MID) website at www.mid.state.ms.us.

INSPECTION CHECKLIST

The installation of every manufactured home shall be inspected for each of the installation elements included in the checklist below. The checklist must include assurance that each of the following elements complies with the Manufacture's Installation Manual for new homes or with Regulation MH-5 for used homes.

- (1) Transit / pre-occupancy damage.
- (2) Proper wind zones placement.
- (3) Soil conditions / Soil classifications and bearing capacity.
- (4) Site drainage.
- (5) Ground moisture control (vapor barrier), if required.
- (6) Pier construction / configuration /spacing.
- (7) Clearance under homes.
- (8) Required perimeter supports.
- (9) Footings.
- (10) Ground anchor / stabilizer plate installations.
- (11) Skirting, if present.
- (12) Crawlspace ventilation.
- (13) Utility connections.
- (14) Interconnection of multi-section homes.
- (15) Bottom board damage / repair.
- (16) Dryer venting / appliance installation.
- (17) Whole house ventilation.
- (18) Proprietary foundation systems installation.
- (19) Final leveling of manufactured home.