

Date Applied: _____
 Date Issued: _____
 Plan Reviewer: _____
 Dept. Approval: _____

**Manufactured Housing Permit
 Application**

BUILDING DEPARTMENT
 CHARTER TOWNSHIP OF CLINTON
 40700 Romeo Plank Rd.
 Clinton Township, MI 48038
 24 Hr. Insp. Line: (586)286-9320
 Direct Line: (586)286-9323
 Fax No.: (586)286-9484
 building@clintontownship-mi.gov
 Office Hours: 8:30 a.m. – 4:30 p.m.
 MONDAY THROUGH FRIDAY

BUILDING PERMIT

Permit No. _____
 Permit Fee _____
 Bond _____
 Receipt No. _____

Authority: 1972 PA 230
 Completion: Mandatory to obtain Permit
 Penalty: Permit will not be issued

I. JOB LOCATION

Street Address _____
 Name of Owner of Property _____

II. APPLICANT INFORMATION

Name	Phone Number	
Address (Street and Number)	EMAIL ADDRESS	
City	State	Zip Code

III. PROJECT DATA

Name of Manufactured Housing Community	Length of Building _____ FT.	Width of Building _____ FT.	Estimated Cost of Construction \$
Work to be performed <input type="checkbox"/> Mobile Home Set-up (Includes Building, Mechanical and Plumbing Inspections) <input type="checkbox"/> Pier Foundations <input type="checkbox"/> Grading Inspection (Prior to Home Set up) <input type="checkbox"/> Alterations/Addition/Repairs (Existing Unit)	Condition of Manufactured Home <input type="checkbox"/> New <input type="checkbox"/> Relocated Unit		
Form 309-HUD Installation Certification and Verification report - U.S. Department of Housing and Urban Development (HUD) Requires a HUD Manufactured Home Installation Certification and Verification Report to be filled out by the Installer and Inspecting Entity. (Form 309 is available on the Building Department website under Forms and Pamphlets) Would you like the Clinton Township Building Department to sign the Inspector's verification portion of this form upon completion of all required inspections? <input type="checkbox"/> YES <input type="checkbox"/> NO			

IV. Applicant Signature

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of the Charter Township of Clinton. All information submitted on this application is accurate to the best of my knowledge.

Signature of Licensee or Homeowner	Print Name	Date
------------------------------------	------------	------

V. Plan Review Comments or Conditions of Permit (Department Use Only)

Manufactured Housing Installation Guidelines for Submittal

When submitting an application for any permit you must provide the following:

- Completed application form
- A copy of the applicant's Driver's License
- Copy of HUD installer's License for Set up or Builder's License for foundations

Manufactured Home Set Up Permit

- Copy of Manufacturer's Installation instructions and Tie Down Specifications (Also keep one copy on site)
- Separate Permits must be secured for Electrical
- *Form 309-HUD Installation Certification and Verification report* (Available on our website under Forms and pamphlets) must be completed by the installer and on site at the time of Building Final Inspection.

Manufactured Home Piers Permit

- Foundation detail
- Plan view showing location and distances between piers

Grading Inspection- As part of HUD requirements, this must be completed prior to the Set up. If you seek a *HUD Installation and Verification report* completed by the Building Department, this inspection must be performed.

Alteration/Addition/Repairs

- 2 copies of plans detailing scope of work to be performed (contact a plan reviewer if you have questions on what plans are necessary)

Fees:

- Mobile Home Set-up-\$100 application fee plus \$200 inspection fee (includes Building, Plumbing and Mechanical inspections) **ELECTRICAL PERMIT MUST BE SECURED SEPARATELY BY LICENSED ELECTRICAL CONTRACTOR**
- Pier Foundations-\$50
- Grading Inspection (Prior to Home Set-up)-\$50
- Alterations/Addition/Repairs (Existing Unit)-Permit and Plan Review Fees based on Cost of Construction
- Bond-\$50 (only necessary for permits for Pier Foundations or Alteration/Additions/Repairs)

Important Information:

- No work shall proceed until a permit is issued.
- Applicant is responsible for installing the Manufactured Home in accordance with the Manufacturer's installation instructions and HUD approved location requirements.