

**Town of Caroline
CODE ENFORCEMENT**

Box 136 - 2668 Slaterville RD
Slaterville Springs, NY 14881
(607) 539-6400 Ext. 3
CodeOfficer@TownOfCaroline.org

MANUFACTURED HOME INSTALLATION PERMIT APPLICATION

Property Address: _____ **Tax Parcel #:** _____

OWNER Two officers if a corporation

Installer/Retailer Contact Person

Name		
Mailing Address		
City/State/Zip		
Daytime Phone		
Email		

Please check all that apply:

☐ Single Wide ☐ Double Wide ☐ Triple Wide Size _____

☐ New home

☐ Relocated/used home (**Homes manufactured before June 15, 1976**, (no HUD seal) must be inspected by an agency or individual approved by this office who must certify that the mobile home is Structurally sound and free of heating and electrical system hazards

Type of Skirting: Masonry _____ Wood _____ Vinyl _____ Other _____

Heating fuel: ☐ Propane ☐ Nat. Gas ☐ Fuel Oil ☐ Electric ☐ Other _____

NYS Part 1210 Manufactured Home Regulation Requirements

Make/manufacture	Data Plate Heat Zone
Model	Data Plate Wind Zone
Year of manufacture	Installer NYS Cert #
Size	HUD Label#
Location of Data Plate	Manufacturer Warranty Seal (Built after 2006)#
Data Plate Roof Load	Installer Warranty Seal #

Value of improvements, including fair market labor, for repairs, alterations and additions \$ _____

ADDITIONAL DOCUMENTS NEEDED WITH PERMIT APPLICATION

Proof of insurance: ☐ Contractor's GL ☐ WComp/DBL/NYPFL (C-105.2 & DB-120.1) or **if Exempt CE-200**

☐ House plan with model # ☐ Stamped foundation plan from manufacturer

☐ Anchoring system make and model _____

☐ Site plan showing location of new building, existing structures, driveway, well & septic

☐ Septic Permit ☐ Driveway Permit for new driveway (contact highway dept.)

STEPS and DECKS / TRUSS NOTICE

- ☐ Steps with a landing are required at two exits minimum. Steps and decks cannot be attached to a Manufactured Home. Plans are required for steps/decks
- ☐ a completed **Residential Truss Notice Form** is required to be submitted with the application

STORMWATER & EROSION CONTROL

>Will there be land disturbance between ½ acre and 1 acre OR within 50' of any perennial stream, intermittent watercourse or wetland already mapped by DEC/Army Corps or survey? ☐No ☐Yes – a brief written plan for erosion control is required. See **Town Notification of Land Disturbance form and Local Law #2 of 2007.**

>Land disturbance more than 1 acre? ☐No ☐Yes – a SWPP is required, see **Local Law #2 of 2007.**

APPLICATION CERTIFICATION STATEMENT

I am the owner or agent of the owner of the property described in this application. I hereby apply for a permit to perform the work described in this application and on the attached plans, specifications and other documents. I will comply with all provisions of applicable ordinances, codes and regulations in the performance of this work whether specified herein or not.

Any amendment to this application, plans, specifications or other documents upon which this permit was issued will be filed with the Building Department for approval before such changes are made in the actual work.

I hereby request that all work be inspected and approved by the appropriate inspectors and will perform the work in a timely manner to obtain a Certificate of Compliance or Occupancy (as appropriate).

I understand that the granting of any permit creates no liability on the part of the Town and, by acceptance of any permit, agree to indemnify and hold harmless the Town from any and all claims for personal injury and property damage arising from the operations of or construction by permittee.

By my signature I certify I have read and understand the above paragraph.

Owner Signature (REQUIRED) _____ Date _____

Contractor Signature (if applicant) _____ Date _____

What's next? Your application will be reviewed and you will be notified if additional information is needed. Your plans will also be reviewed for compliance and you will be advised of any items of concern. Once this is done to the satisfaction of the CEO, a Building Permit will be issued.

FOR TOWN USE ONLY

Application Received date _____ Payment \$ _____ Date _____ Application # _____

Flood zone per TC GIS? _____ / not in flood zone.

Additional information needed to process application?

☐ APPROVED permit # _____ ☐ PERMIT DENIED – Attach denial letter