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Policy Regarding: Factory Built Homes

1. Introduction

The purpose of this policy is to create a consistent permitting and inspection procedure for the permanent installation of Mobile Homes and Manufactured Homes intended to be used as dwellings on a private lot or in a trailer park.

Note: Per ARM 24.301.513 these units do not meet code requirements for commercial or business occupancy and are therefore prohibited for these types of uses. Manufactured Homes and Mobile Homes shall not be utilized for any occupancy other than as a single family dwelling.


2. Scope

This policy will apply to all Manufactured Homes and Mobile Homes installed on a private lot or in a mobile home park within the Bozeman City Limits.

3. Policy

Permit Application Package: The permit application package must include all of the following:

- Completed permit application. (1 copy)
- Manufactured Home/Mobile Home information;
 - Specify; Manufactured Home or Mobile Home or Factory Built Home
 - Make/brand of unit
 - Model number
 - Size (square footage)
 - Manufacture Date
 - Serial number and HUD numbers
- Dimensioned site plan showing the location of the unit, location of utilities and any attached or detached structures. (2 copies)
- Foundation plan; Manufacturer's designed foundation plan that is specific to the make and model number of the unit to be installed – or – a foundation plan designed specifically for the unit being installed by a Montana State Licensed Engineer. A newly designed foundation plan must include the design calculations and be wet stamped by the design Engineer. (2 copies)
- Manufacturer's installation instructions/owner's manual for the specific unit being installed. (1 copy)
- Plans for any attached structures. I.e. decks, porches, etc. (2 copies)

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Permit Fees: Permit fees will be calculated by valuation based on the unit square footage. This permit fee will include electrical and plumbing fees.

Permit fees for decks, porches, carports and detached storage structures will be calculated separately by a valuation that's based on square footage.

Applicable Codes- International Residential Building Code; National Electrical Code; International Mechanical Code; Uniform Plumbing Code; International Energy Conservation Code

Design Criteria: Wind- 75 mph Exposure C; Seismic Zone D; 1500# soil bearing w/o analysis; 40# snow load.

Inspections: Required inspections will include a foundation inspection, rough electrical and plumbing inspections and a final inspection. See following Manufactured/Mobile Home Inspection Checklist.

Certificate of Occupancy: When all required inspections have been completed and approved and all required clearances from other departments and/or agencies have been obtained, a residential Certificate of Occupancy may be issued.


Manufactured/Mobile Home Installation Inspection Checklist

Foundation/Rough Inspection:

1. Lot lines clearly marked to determine setbacks.
2. Setbacks, clearance and lot coverage per approved/stamped site plan.

If the above items are not approved, the inspection should be terminated. Issue a correction notice to correct the violation. Require a reinspection with a \$75 reinspection fee to be paid at the building division office prior to scheduling the reinspection.

3. Lot properly graded for drainage. (min. 2% slope for 5 feet away from home)
4. Lot utilities are properly located and sized to service the home.
5. Load bearing supports sized and installed per the manufacturer's installation instructions.
6. Ridge beam supports properly sized and installed in the appropriate locations.
7. Tie downs are properly located and installed.
8. Load bearing supports are mechanically connected to the home and the footings.
9. Vapor barrier installed per manufacturer's installation instructions.
10. Floor is level.
11. Proper clearances between the finish grade, chassis and floor joists. (12" to Chassis, 18" to joists)
12. Floor structure at mateline connected per the manufacturer's installation instructions.

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13. End-wall connections at mateline per manufacturer's instructions.
14. Ridge beam connections at mateline per manufacturer's instructions.
15. Doors and windows open and close properly.
16. HVAC, electrical and plumbing crossovers installed correctly.
17. Gas Piping and connector of proper material and installed correctly.
18. Water connection of proper material and installed correctly.
19. Water system passed test. (working pressure)
20. Drain system passed test. (flow test)
21. Drainage system cleanouts in place.
22. Electrical system passed continuity test.
23. Non-current carrying metal parts bonded to grounded electrode.
24. Home free of substantial defects.
25. Electrical approval tag attached to electrical service.
26. Gas approval tag attached to gas service.
27. Code compliant under floor access.
28. Code compliant under floor ventilation.
29. Unit gas/manometer test- 10" to 14" water column or 6 to 8 ounces on piping within unit.
30. Gas shut off to be outside the unit and readily accessible.
31. No electric or gas shut off valve to be located beneath unit.

Final Inspection:

1. Check water heater exhaust vent for displacement. (vents are sometimes not installed for transporting units)
2. Chimney appliance vent extensions, caps, spark arrestors installed.
3. Paint black iron gas piping that's exposed to the weather.
4. Finish grading- 2% for 5 feet from unit.
5. Complying stairways, landings or porches are installed at exits.
6. Continuity test if not previously done.
7. HUD label or insignia numbers (on exterior) match those on the building permit.
8. Verify Data Plate Information; data plate must have the following information; model number, serial number(s), date of completion, max design loads including wind, snow, floor live load, and seismic design category D or D1.
9. Clearances from Planning, Engineering and Water.