

MOHNTON BOROUGH

**BUILDING PERMIT
INFORMATION PACKET**

**UNDER THE UNIFORM CONSTRUCTION CODE
FOR PLACEMENT OF A MOBILE
(MANUFACTURED) HOME**

**EVERYTHING IN THIS PACKET IS IMPORTANT.
READ EVERYTHING CAREFULLY AND COMPLETELY
BEFORE FILLING OUT THE PERMIT APPLICATION.**

Permit applications often require other agencies approval. Please obtain other agency approval prior to submitting your application.

- Sewer permit
- Well permit
- Low Hazard E&S Control Plan
- Stormwater Management Plan

The new Uniform Construction Code creates one building code for the entire state. It also exempts some buildings—notably agricultural buildings—from code requirements. Unfortunately, it also requires greater detail in building design and plot plans than residents are accustomed to providing. The greatest difference will be the requirement to have detailed construction documents for the review process.

The permit application reflects the changes for new manufactured home installation requirements issued by Pennsylvania Department of Community & Economic Development relative to the Pennsylvania Manufactured Housing Improvement Act (Act 158 of 2004).

**REQUIREMENTS FOR OBTAINING A BUILDING PERMIT
FOR PLACEMENT OF A MOBILE (MANUFACTURED) HOME
(A 15 business day review period is permitted by State Code)**

Incomplete building permit applications without the required information will delay the review or lead to a rejection of the application.

Listed below are the items required to be submitted to the Building Code Official to obtain a building permit. Failure to submit the required items will result in denial of the permit. The required applications are attached.

1. The Building Permit Application must be signed by the Owner(s) or Lessee of the building or structure, or an agent of either, or by the Registered Design Professional employed in connection with the proposed work.
2. Applications must be accompanied by two sets of site plans. Site plan should be drawn to scale and contain at minimum the following information:
 - A. Lot dimensions, including all existing and proposed structures.
 - B. Building location and distance from all lot lines.
 - C. Street or highway rights-of-way and any other easements or rights-of-way.
 - D. Existing or proposed septic and well locations.
 - E. Existing or proposed driveway location with percentage of slope (or grade) of lot, (e.g. 3%, etc.).
 - F. Dimensions and boundaries of total earth disturbance.
 - G. The total amount of existing and proposed impervious surface (including any to be removed).
 - H. Total disturbance (in square feet).
3. If full basement, include construction specifications that are approved by the mobile home manufacture for this application.
4. Applications shall be accompanied by **manufacturer's "DAPIA" approved design and instructions for installation of the home.**
5. A copy of **Installers certification** from DCED needs to accompany the application. A **Certificate of Compliance** from the installer is required before the U&O can be issued.
6. If the application is for a new home utilizing an on-lot septic system, a copy of the septic system design permit must accompany the application.
7. If this application is for a new home utilizing public sewer, a copy of the sewer permit must accompany the application.

8. If this application is for a new home, a driveway permit application is required. Please see the separate requirements for driveways.
9. For projects involving more than 5,000 square feet of earth disturbance, a Low Hazard Soil Erosion & Sedimentation Control Plan application must be obtained from the Berks County Conservation District. A copy of the approval letter must be included with the building permit application.
10. A stormwater management plan may be required upon review of submitted information.
11. **NO WORK SHALL BEGIN UNTIL A BUILDING PERMIT HAS BEEN ISSUED.**

If you have any questions, please call (610) 286-1622.

INSPECTIONS REQUIRED DURING THE STAGES OF CONSTRUCTION

The issuance of a building permit requires you to comply with the building code during construction and to receive the mandated inspections prior to building the next phase. Inspections must be scheduled twenty-four (24) hours in advance, unless special instructions are provided in the permit. **YOU MUST PASS INSPECTION BEFORE YOU PROCEED TO THE NEXT STAGE OF CONSTRUCTION.** If you proceed prior to passing, the Inspector will require the construction to be taken apart and re-done.

ELECTRICAL INSPECTIONS

MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

PLEASE NOTE: As the appointed Third-Party Agency, Technicon Enterprises, Inc., II will perform all electrical inspections for all permitted work under the Uniform Construction Code. To schedule inspections please call (610) 286-1622, ext. 100.

INSPECTION #1

FOOTINGS, STORM WATER CONTROLS

MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

This inspection is to be scheduled AFTER excavation is completed and forming for footings, reinforcement and grade stakes have been installed. Concrete **MAY NOT** be poured until this Inspection has been completed and approved by the Inspector. Prior to this inspection, ALL storm water and sedimentation controls must be installed per the approved Erosion and Sedimentation Control Plan. **Note:** Footings are required to meet manufacturer's specifications. Property lines or setback lines must be staked accurately to verify proper placement. Site drainage has to be addressed per the IRC 2006.

INSPECTION #2 (FULL FOUNDATION ONLY)

FULL FOUNDATION – FOUNDATION BACKFILL

MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

This inspection will be made upon completion of foundation and foundation drains but PRIOR to any backfilling and placement of the manufactured home. All parging and waterproofing shall be completed prior to this inspection. Foundation drains shall also be inspected at this time. **UNDER NO CIRCUMSTANCES IS BACKFILLING OR PLACEMENT TO BE STARTED UNTIL PASSING INSPECTION #2**

INSPECTION #3

PRIOR TO SKIRTING INSPECTION

ANCHORING, PLUMBING AND ELECTRICAL CONNECTIONS

MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

This inspection will be made when the mobile home is in position and anchored per manufacturer's specification, but without the skirting in place. Plumbing and electrical connections and site drainage considerations per the IRC 2006.

INSPECTION #4

FINAL INSPECTION AND ISSUANCE OF CERTIFICATE OF OCCUPANCY

MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

The final inspection shall be made upon completion of the structure. Prior to the final inspection the following items shall be completed: grading, seeding, installation of the driveway and an electrical service inspection sticker must be placed on the electrical service panel. In addition to these items, approved house numbers shall be provided for all new buildings in such a position as to be plainly visible and legible from the street or road fronting the property.

The following items must be submitted prior to or at the time of final inspection:

1. Signed "Approved for Use" on-lot sewage permit
2. Signed "Approved for Use" well permit
3. Certificate of Compliance from the installer
4. Approved driveway permit if applicable

No Use and Occupancy Permit will be issued until the Inspector has determined that the structure is in full compliance with the approved building plans and provisions of all codes.

NOTE: NO DWELLING OR STRUCTURE MAY BE OCCUPIED IN ANY MANNER UNTIL THE ISSUANCE OF A FINAL USE AND OCCUPANCY PERMIT. ANY DEVIATION FROM THE APPROVED BUILDING PLANS SUBMITTED WITH YOUR ORIGINAL APPLICATION MUST BE APPROVED BY THE BUILDING CODE OFFICIAL, IN WRITING, BEFORE PROCEEDING WITH ANY CHANGE.

I/WE HAVE RECEIVED A COPY OF THE REQUIRED INSPECTIONS AND ARE FULLY AWARE OF THESE REQUIREMENTS.

Date: _____

Applicant's Signature

Date: _____

Applicant's Signature

**MOHNTON BOROUGH
UNIFORM CONSTRUCTION CODE BUILDING PERMIT APPLICATION
FOR PLACEMENT OF A MOBILE (MANUFACTURED) HOME**

LOCATION OF PROPOSED WORK

Building Permit # _____

Lot Size: _____ Total Disturbance (sq. ft.): _____ Zoning District _____

Site Address: _____ Tax Parcel # _____

Lot # _____ Mobile Home Park/Development Name: _____

Owner: _____ Phone # _____ Fax # _____

Mailing Address: _____ Cell: _____

Principal Contractor: _____ Phone # _____ Fax # _____

Mailing Address: _____ Cell: _____

Dimensions of proposed home: _____ x _____

Estimated cost of project (reasonable fair market value): _____

Is an existing home to be removed: Yes No (size of unit: _____ sq. ft.)

Attach a copy of trailer removal permit.

TYPE OF FOUNDATION (*frost-free concrete or masonry*):

- Pier – (Min. 24" diameter – 36" deep)
- Pad Perimeter Wall
- Other Type (explain) _____

FULL BASEMENT (*Include construction specifications*):

APPROVED ANCHORING METHOD

- Ground anchors Pier
- Oliver System Other Type

BUILDING/SITE CHARACTERISTICS

Water Service: (*Check*) New Existing
 Public Private (Well/Connection Permit# _____)

Sewer Service: (*Check*) New Existing
 Public Private (Sewage/Connection Permit # _____)

Electrical: **Electrical Service** **Deck:** **Covered Porch:**

IMPERVIOUS COVERAGE

Total Proposed Impervious: _____ (sq. ft.)

Total Existing Impervious Surface On Site: _____ (sq. ft.)

FOR CODE ADMINISTRATOR USE ONLY

SETBACK REQUIREMENTS

Front Yard _____

Rear Yard _____

Side Yard/Aggregate _____

FLOODPLAIN

Is the site located within an identified flood hazard area? *(Check One)*
Will any portion of the flood hazard area be developed? *(Check One)*

YES NO
 YES NO N/A

Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically Section 60.3

Lowest Floor Level: _____

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work.

I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

I/WE HAVE RECEIVED A COPY OF THE REQUIRED INSPECTIONS AND ARE FULLY AWARE OF THESE REQUIREMENTS.

Date: _____

Applicant's Signature

Date: _____

Applicant's Signature

Signature of Owner or Authorized Agent

Print Name of Owner or Authorized Agent

Address

Date

Directions to Site: _____

FOR CODE ADMINISTRATOR USE ONLY

ADDITIONAL PERMITS/APPROVALS REQUIRED

<input type="checkbox"/> STREET CUT/DRIVEWAY	APPROVED _____
<input type="checkbox"/> PENNDOT HIGHWAY OCCUPANCY	APPROVED _____
<input type="checkbox"/> DEP FLOODWAY OR FLOODPLAIN	APPROVED _____
<input type="checkbox"/> EROSION AND SEDIMENT CONTROL PLAN	APPROVED _____
<input type="checkbox"/> SEWER CONNECTION	APPROVED _____
<input type="checkbox"/> ON-LOT SEPTIC	APPROVED _____
<input type="checkbox"/> ZONING	APPROVED _____
<input type="checkbox"/> PUBLIC WATER CONNECTION	APPROVED _____
<input type="checkbox"/> OTHER _____	APPROVED _____

APPROVALS

BUILDING PERMIT DENIED:	Date _____	Date Returned _____
BUILDING PERMIT APPROVED:	Date _____	Permit # _____
CODE ADMINISTRATOR _____		
Date Issued _____	Date Expires _____	Permit # _____
BUILDING PERMIT FEE	\$ _____	Receipt # _____
ZONING PERMIT FEE	\$ _____	Receipt# _____
PLUMBING PERMIT (if appl.)	_____	Receipt # _____
MECHANICAL PERMIT (if appl.)	_____	Receipt # _____
ELECTRICAL PERMIT (if appl.)	_____	Receipt # _____
DRIVEWAY PERMIT (if appl.)	_____	Receipt # _____
CURB AND SIDEWALK (if appl.)	_____	Receipt # _____

ZONING INFORMATION

LOT SIZE _____	ZONE _____
Minimum Setback Front Yard (from right-of-way line)	_____
Minimum Setback Rear Yard	_____
Minimum Setback Side Yard – Each Side / Aggregate	_____

BUILDING DIMENSIONS

Existing Building Area: _____ sq. ft.	Number Of Stories: _____
Proposed Building Area: _____ sq. ft.	Height of Structure Above Grade: _____ ft.
Total Building Area: _____ sq. ft.	Area of the Largest Floor: _____ sq. ft.