

New procedure for permits issued for mobile homes located in a mobile home park!

All permits for mobile homes located inside an approved mobile home park shall be issued over the counter. No plans will be required to be submitted for review. The permit fee will be a flat fee of \$155.00 plus any administration fees. The permit type should be entered as a "Mobile Home in Approved Park" permit. Include the handout with the State of Colorado Division of Housing information and the process for calling inspections. A copy of the registered installer information will be required at the time of permit issuance. This information can be up-loaded and attached to the application in our permit portal for quick reference.

All modular and manufactured homes located outside a mobile home park will need to be processed as normal with site plans, foundation plans ect and go through the full plan review process.

Please contact Trisha Koeltzow at (970) 686-7511 if you have any questions when processing these types of applications.

Sincerely,

Russ Weber

Building Official

STATE OF COLORADO
MANUFACTURED HOUSING INSTALLATION PROGRAM

OWNER
 REGISTERED
HOME
INSTALLATION
AUTHORIZATION

INSTALLER ID# _____

INSTALLER(S)' NAME _____

INSTALLER(S) TELEPHONE# _____

LOCATION _____

INSPECTOR(S)' ID# _____

INSPECTION AGENCY _____

INSPECTOR(S)' TELEPHONE# _____

Manufactured Housing Installation Permits

Manufactured homes shall be installed in accordance with the State of Colorado's Division of Housing "Manufactured Homes Installation Program". Contact the Colorado Division of Housing office at 303-866-2033 for specific installation requirements. For website information go to:

<http://dola.colorado.gov/cdh/codes/index.htm>

A **State Installation Insignia** shall be affixed to the manufactured home by a state approved installer prior to the scheduling of a SAFEbuilt inspection for release of gas and electric utilities.

Manufactured Homes installed in an approved mobile home park will only require the issuance of an over-the-counter permit available at the Town Hall. All Manufactured Homes installed outside a mobile home park will require plan review and inspections in addition to those listed below.

The Following items require a SAFEbuilt inspection:

1. The electric service shall be installed in accordance with 2008 National Electric Code (NEC). All non-electric metal parts of a manufactured home shall be grounded, except metal gas pipe.
2. The entire gas piping system, including connectors and shut-off valves, shall be under test, using a 10 lb. air test at the time of the SAFEbuilt inspection. Metal gas piping shall be supported at 8' intervals maximum. The manufactured home gas pipe system shall be connected to the gas utility by a flexible connector, listed for manufactured home use.

*** Please note that a certificate of occupancy cannot be granted until the mobile home has received the insignia from the State of Colorado's Division of Housing and all meters have been installed for the electric and gas service.

MANUFACTURED HOUSING INSTALLATION PROGRAM

INSPECTION AGENCY

APPLICATION FOR INSTALLATION AUTHORIZATION, INSPECTION, AND INSIGNIA

DATE OF APPLICATION: _____

INSTALLER INFORMATION: CHECK ONE AND FILL OUT THAT SECTION ONLY.

<input type="checkbox"/> OWNER INSTALLATION OWNER NAME: _____ MAILING ADDRESS: _____ CITY: _____ ZIP: _____ PHONE: _____ FAX: _____ CELL: _____	<input type="checkbox"/> REGISTERED INSTALLATION REGISTERED INSTALLER ID#: _____ NAME: _____ PHONE: _____ FAX: _____ CELL: _____ OWNER'S NAME: _____
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LOCATION INFORMATION

APPROXIMATE SET DATE: _____

SITE ADDRESS: _____

CITY: _____ COUNTY: _____

INCLUDE MAP TO SITE WITH APPLICATION

NOTE: THE DIVISION OF HOUSING WILL NOT INSPECT INSTALLATIONS WITHIN PARTICIPATING JURISDICTIONS OR AREAS COVERED BY INDEPENDENT CERTIFIED INSPECTORS.

UNIT INFORMATION NEW USED

DEALER'S NAME: _____ HUD LABEL: _____
OR
DEALER'S PHONE#: _____ FACTORY-BUILD LABEL: _____

AUTHORIZATION FEE: \$ _____

INSPECTION FEE: \$ _____ NAME ON CHECK: _____

INSIGNIA FEE: \$ _____ CHECK NUMBER: _____

TOTAL: \$ _____

INSIGNIA #: _____

INSIGNIA INSTALLED: _____ INSPECTOR: _____

NOTIFY INSPECTION AGENCY IN ADVANCE FOR INSPECTION