



BUILDING AND CODES  
P: 315-376-5377 | F: 315-377-3137

7660 North State Street  
Lowville, NY 13367  
lewiscountyny.gov

## **MANUFACTURED HOME BUILDING PERMIT APPLICATION**

Dear Applicant:

Attached is a Lewis County Manufactured Home Building Permit Application and Fee Schedule. This application is for use only in communities where the County of Lewis is responsible for enforcement of the Building Codes of New York State. The permit applied for with this form applies only to the Building Codes of New York State and has no bearing on the other local, state, or federal regulations, such as zoning or floodplain ordinance, etc.

**The permit fee must be submitted to the Lewis County Building & Codes Office with the completed application. Please make all checks payable to the Lewis County Clerk and mail to the Lewis County Building & Codes Department, 7660 North State Street, Lowville, New York 13367.**

The permit and all correspondence will be mailed to the owner at the address indicated on the application.

It is the responsibility of the owner to see that the Lewis County Code Enforcement Officer is notified when the project will be ready for the next inspection.

**If you have any questions, please contact the Lewis County Building & Codes Office at (315) 376-5377.**

Sincerely,

A handwritten signature in black ink that reads "Ward Dailey". The signature is written in a cursive style.

Ward Dailey  
Senior Code Enforcement Officer

Attachment

LEWIS COUNTY BUILDING & CODES DEPARTMENT  
LEWIS COUNTY COURT HOUSE  
7660 N. STATE ST.  
LOWVILLE, NEW YORK 13367  
Phone: (315) 376-5377 Fax: (315) 377-3137

Permit No. \_\_\_\_\_

## Manufactured Home Permit Application

Date \_\_\_\_\_ Census Code \_\_\_\_\_

Tax Map # \_\_\_\_\_

Construction Start Up Date \_\_\_\_\_ Application Fee \$ \_\_\_\_\_

Property Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing address \_\_\_\_\_

Applicant / Contractor Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing address \_\_\_\_\_

Value of Work (materials & labor) -

Project Address (911 address) \_\_\_\_\_ Town \_\_\_\_\_

Description of Project \_\_\_\_\_

Is the project site in a Flood Zone (Yes / No) \_\_\_\_\_

Total Square Footage of New Building/Structure \_\_\_\_\_

° Driveways may be subject to regulation, applicant is responsible to contact entity that controls road Right of Way prior to installation

**To apply for a Manufactured Home Permit , you MUST provide this Application filled out, a check payable to the Lewis County Clerk for the application fee, One (1) copy of a Plot Plan,\* and an approved Zoning / Land Use Permit where required by your town. \*Not required if a Plot Plan is included with your Land Use Application.**

### Residential Fee Schedule

If the total square footage of your structure falls within a bracket, that bracket shall be used to determine the total fee. **Note:** Only non-habitable single story structures with a 6' separation (up to 144 sq. ft.) will require no fee. Any greater dimension, the entire footage is utilized for calculating fee.

Residential garages, residential additions, decks, storage buildings up to 145 sq. ft. \$25.00

One or two family dwellings, camps, additions, decks, manufactured & modular homes and residential garages and residential storage buildings over 145 sq. ft. - **\$35.00 base + square ft. fee**

from 145 to 2000 sq. ft. = 15¢ per sq. ft.

from 3500 to 4500 sq. ft. = 20¢ per sq. ft.

from 2000 to 3500 sq. ft. = 15¢ per sq. ft.

over 4500 sq. ft. = 30¢ per sq. ft.

Additions connected to the Manufactured Home and built at the time of the Manufactured Home installation will require a regular Building Permit.

**Manufactured Homes Regulations**

**New York State Codes, Rules and Regulations  
Title 19**

Section 1210.03. Certification

- “On and after July 1, 2006, no person or business entity shall...”
  - Manufacture
  - Sell
  - Install
  - Service

Unless person or business is certified by New York State Department of State

**Section 1210.16. Warranty seals**

- As of January 1<sup>st</sup>, 2006
  - All newly installed manufactured homes must have a MANUFACTURER’S WARRANTY SEAL and an INSTALLERS WARRANTY SEAL
  - Can’t relocate a home without an INSTALLERS WARRANTY SEAL

1210.6 Section (h) – Owner Occupant Installer Certificate

- A person who intends to **own** and **occupy** a manufactured home, may apply for certification as the installer.
- No person shall receive an owner/occupant installer certificate unless such person shall have completed:
  - A. The Article 21-B course
  - B. Satisfied the 13 hour initial training requirements set forth in Subdivision (D) of this section, **and**
  - C. Satisfied the examination requirements set forth in (E) of section 1210.6

**Only the New York State Department of State can issue certifications.**

**For information – contact NYS Department of State Manufactured Home Division – 518-474-4073**

MUST meet the standards for certification as an installer:

- Education
- Initial training
- Exam
- Surety Bond or Deposit

A copy of this law is available at Lewis County Codes Office or from New York State Department of State.

I understand and will comply with the regulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STATEMENT OF WORKERS COMPENSATION  
(HOMEOWNER)**

**Under penalty of perjury**, I certify that I am the owner of the residence listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because **(please circle one)**:

- A) I am performing all the work for which this building permit is issued.
- B) I am not hiring, paying, or compensating in any way, the individual(s) that is (are) performing all the work for which this building permit is issued or helping me perform such work.
- C) I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which this building permit is issued.

I understand that I will have to acquire Worker's Compensation if, I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on this building permit; **OR** have a general contractor, performing the work listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on this building permit.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Homeowners Name Printed

**STATEMENT OF WORKERS COMPENSATION  
(CONTRACTOR)**

As the contractor of record for this permit application, I understand that I am responsible for proof of Workers Compensation or proof of Exemption from Workers Compensation. I agree I will provide proof of Workers Compensation or proof of Exemption to the Lewis County Fire Prevention and Building Codes office. I understand that the proof will be filed for a period of 1 year.

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Contractors Name Printed

**STATEMENT OF ENVIRONMENTAL CONCERN  
(HOMEOWNER)**

This Statement confirms that I have read and been made aware that the **New York State Department of Environmental Conservation** requires a State Pollution Discharge Elimination System Permit (S.P.D.E.S.) be obtained for disturbance of property greater than one (1) acre; this is to include driveways, location of house and all outbuildings & pools.

For more information, you are strongly urged to contact the D.E.C. Bureau of Water Permits at 518-402-8111 or online at [www.dec.state.ny.us/website/dow/mainpage.htm](http://www.dec.state.ny.us/website/dow/mainpage.htm)

State imposed fines for a violation of this law can be a substantial \$37,500. per day. If in doubt, call New York State Department of Environmental Conservation.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Homeowners Name Printed

1. HUD Seal # \_\_\_\_\_ Year of Manufacture \_\_\_\_\_ New \_\_\_\_ Used \_\_\_\_\_

Name of Manufacturer \_\_\_\_\_ Model # \_\_\_\_\_

**A. Homes manufactured before June 15, 1976, (no HUD seal)** must be inspected by an agency or individual acceptable to the County. The inspector must certify that the mobile home is:

- 1. Structurally sound
- 2. Free of heating and electrical system hazards.

**THESE CERTIFICATIONS MUST BE INCLUDED WITH THIS APPLICATION BEFORE ISSUANCE.**

**B.** Manufactured homes which are relocated shall have a manufacturer's label certifying compliance with applicable Department of Housing and Urban Development (HUD) Manufactured Home Construction and Safety Standards and a data plate, affixed in the manufacturing facility, bearing not less than the following information:

**§RAE102.6.1** The statement: "This manufactured home is designed to comply with the federal manufactured home construction and safety standards in force at the time of manufacture."

**§RAE102.6.2** Reference to the structural zone and wind zone for which the home is designed.

**§RAE102.6.3** Data relative to the heating and insulation zone and outdoor design temperature.

**IF THE HOME YOU WISH TO INSTALL DOES NOT HAVE ITEMS LISTED IN (B), YOU WILL HAVE TO COMPLY WITH THE REQUIREMENTS OF (A) AS IF THE HOME IS A PRE HUD HOME.**

2. Check Method of Installation: Manufacturer's Installation Instructions \_\_\_\_\_ Engineers Design \_\_\_\_\_

Residential Code Appendix E \_\_\_\_\_

3. (a) Type of piers/blocking under home: Sona tubes \_\_\_\_\_ (size in diameter) \_\_\_\_\_ Single stacked concrete blocks \_\_\_\_\_

Double stacked concrete blocks \_\_\_\_\_ **(single & double stacked blocks require a solid base and cap blocks)**

Manufactured jack stands \_\_\_\_\_ Other engineered design \_\_\_\_\_

Describe \_\_\_\_\_

(b) Max. distance between piers/stands in feet and inches \_\_\_\_\_

(c) **Perimeter blocking required on all openings over 4 ft. and on hinge side of all doors.**

4. (a) Type, number and size of anchor/tie downs used \_\_\_\_\_

(b) Min. distance in feet and inches between anchors \_\_\_\_\_

(c) Method of attachment to ground/slab \_\_\_\_\_

(d) **All manufactured homes must have anchor/tie downs installed. (check whether new or used home)**

\_\_\_\_\_ New homes must be tied down as per the manufacturer's installation instructions.

\_\_\_\_\_ Used homes must be tied down within 2 feet of each end on each side and no more than 11 feet apart thereafter.

5. Type of Skirting Proposed: Masonry \_\_\_\_\_ Wood \_\_\_\_\_ Vinyl \_\_\_\_\_ Other \_\_\_\_\_ Explain \_\_\_\_\_

6. Type of Heat (**CIRCLE ALL THAT APPLY**) Oil Propane Natural Gas Electric Wood

Will you be installing additional wood heat? \_\_\_\_\_ (**solid fuel heat requires separate permit**)

7. Source of Water Supply: Public \_\_\_\_\_ Well \_\_\_\_\_ Spring \_\_\_\_\_ Driven Point \_\_\_\_\_ Other \_\_\_\_\_

Explain \_\_\_\_\_

8. Size of Electrical Entrance: amps \_\_\_\_\_ New \_\_\_\_\_ Existing \_\_\_\_\_ sub-panel amps \_\_\_\_\_

9. Smoke Detectors (**circle one**) - Battery - Electric How many \_\_\_\_\_ Locations \_\_\_\_\_

10. Carbon Monoxide Detector **circle one** (plug in type, battery type, hardwired type) 1 per dwelling unit installed in the immediate vicinity of the bedroom(s) on the lowest floor level of the dwelling unit containing bedroom(s).

a) Locations, how many \_\_\_\_\_

11. Stairways \_\_\_\_\_

**Steps and/or landings with railings are required on ALL exits provided by the manufacturer.**

**THIS PERMIT COVERS ONLY THE WORK DESCRIBED IN THIS APPLICATION.**

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Applicant or Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

**FOR ENFORCEMENT OFFICERS USE ONLY**

Value of Work (materials & labor) - \$ \_\_\_\_\_ Type Of Construction \_\_\_\_\_

Approved Zoning Permit Required - YES / NO / NA

I, the undersigned, Code Enforcement Officer of the County of Lewis, hereby (approve) (deny) the within application for a building permit.

Date \_\_\_\_\_ Code Enforcement Officer \_\_\_\_\_

Warranty Seal # \_\_\_\_\_ Installer Seal # \_\_\_\_\_

Use the space below or attach a separate sheet to show the location of the proposed building(s) in relation to all roads public or private, distance proposed building is from all bodies of water, the location of all wells and septic systems, existing and proposed, the distance between buildings and give the road name as well as the names of all adjacent landowners. Also show the lot width and depth, and show the distance of proposed building(s) to all property lines.

NOTE: GIVE THE DISTANCE OF ALL WELL AND SEPTIC SYSTEMS ON NEIGHBORING PROPERTIES TO YOUR PROPOSED WELL/SEPTIC IF CLOSER THAN 150FT.

**PLOT DIAGRAM**

NAME OF ADJACENT LAND OWNER _____		
BY OUR PROPERTY LINES		
OWNERS NAME LEFT SIDE	REAR LOT WIDTH _____ 	OWNERS NAME RIGHT SIDE
LOT DEPTH _____		LOT DEPTH _____
FRONT LOT WIDTH _____		
ROAD NAME _____		
THIS AREA REPRESENTS THE ROAD IN FRONT OF YOUR PROJECT. SHOW DRIVEWAY		