

# INSTRUCTIONS FOR COMPLETING & SUBMITTING MANUFACTURED HOME INSTALLATION PERMIT APPLICATION ONLINE

Applying for a Manufactured Home Installation Permit Application online is a multi-step process. Below are the required steps you must complete:

Select the Manufactured Home Installation Permit Online Application portal

## **Completing Application Information:**

1. Owner Information –Provide information as noted.
2. Installation Address –*Ensure installation address matches the local authority Planning & Zoning Permit.*
3. Unit Information:
  - Unit Manufacturer
  - Serial number –also known as VIN number  
*\*If the home is currently being built and the information is not available please note “To Be Determine” or “TBD”.*
  - Date of Manufacture or Year- *Please note: If the home was built prior to June 15, 1976 must provide the site address mobile home came from.*
  - Size –box size
4. Dealer Information: *If the home was not purchased from a dealer, please note “Private Sale” or “Owner” do not leave section blank.*
5. Permit Purchaser –Contact person that is responsible for the submittal.
6. Plan Review Information –Provide information as noted
7. Properly Licensed Entity(s) Performing Work:
  - Installer and/or Contractor information as noted
  - Must check boxes of work to be performed by licensee

***\*\*To add additional Installers and/or Contractors, click on “Add Additional Installer/Contractor button below.***

8. Submit -**PLEASE ENSURE PERMIT APPLICATION IS COMPLETELY FILLED OUT AND ACCURATE PRIOR TO CLICKING ON SUBMIT BUTTON –Delays will result with incomplete information.**

Application number will be assigned–**It is very important to save the application number as it is required to make any inquiries or modifications to an application.**

## **UPLOAD DOCUMENTS**

Please note the following documents are required with the submittal:

- Complete copy of the Planning & Zoning Permit from the local authority having jurisdiction
- Floodplain Permit from the local authority having jurisdiction –*if applicable*
- Flood zone site specific plan approval application sheet issued from our Office with the FLD plan number noted –*if applicable*

To upload the documents to accompany application must select “Click Here” option. Follow instructions as noted.

## **MAKE PAYMENT**

To make the payment for the application must select “Click Here” option. Follow instructions as noted.

Upon completion an email confirmation will be sent to Permit Applicant.

***NOTE: Application will not be reviewed until payment has been made.***

## **HOW TO MAKE A CORRECTION or MODIFICATION ON AN APPLICATION SUBMITTAL**

Select the online Permit Application online portal

Check box –To make a correction or modification to an existing permit application submitted or denied.

Type in the ID application number  
Permit Applicant email address

Please note: When making a correction or modifying an application you will not be able to retrieve previous information submitted. Applicant is required to complete each section on the Permit Application as previous information is no longer retained.

Be advised once the permit has been issued any modifications or changes must be submitted utilizing the Request to make a Change on Installation Permit form and fee.

## **HOW TO UPLOAD ADDITIONAL DOCUMENTS**

To upload additional documents to accompany application must click on “Check on your applications”

Type in Application ID  
Permit Applicant Email address

Choose the appropriate permit application number, go to the “Files” column and select “Click here to Submit”

## **HOW TO ENSURE PAYMENT WAS SUBMITTED SUCCESSFULLY**

To verify or make a payment for an application submitted must select “Check on your applications”

Type in Application ID  
Permit Applicant Email address

Select the appropriate permit application number, go to the “Unpaid Items” column and select “[Click here to pay](#)”