



Manufactured Home Permit Application

| Date Received | Map/Parcel | Flood Zone | Permit # | Permit Fee |
|---------------|------------|------------|----------|------------|
| | | | | |

Are there any other manufactured/mobile homes on this parcel? ☐ Yes ☐ No

If Yes, please explain _____

Do you own the property where the home is going to be located? ☐ Yes ☐ No

If No, please explain _____

Job Address: _____ Lot #: _____ Lot Size: _____

MH Information

Value of MH: \$ _____ Size: _____ X _____ Bedrooms: _____ Bathrooms: _____

Year Model: _____ Serial #: _____

Manufacturer: _____ Model: _____ Condition: _____

Owner/Seller Information

Owner: _____

Dealer/Seller: _____

Mailing Address: _____

Mailing Address: _____

Phone: _____

Phone: _____

Email Address: _____

Email Address: _____

Installer Name & Address: _____

All provisions of building codes, zoning ordinances, or other ordinances of Wayne County and that any omission of or misrepresentation of fact with or without the intention of the permit holder shall constitute sufficient ground for the revocation of any permit issued which was based on the approval of this application. The granting of a permit does not presume to give authority to violate or cancel any provisions of any other state or local law regulating construction or the performance of construction or any alteration from this application. The permit holder will be held responsible for insuring that all permits have been obtained and that all required inspections have been made. The permit holder will be held legally liable for any violations which may occur with or without their knowledge. The permit holder may request a Certificate of Occupancy when all required inspections have been approved. As the permit holder I understand and agree and certify that I have read and examined this application and know the same to be true and correct.

Signature of Applicant

Date

I have read and fully understand the MH Checklist. _____



AFFIDAVIT OF APPLICANT FOR BUILDING PERMIT IN WAYNE COUNTY

The undersigned Deponent, being duly sworn, deposes and says on oath that he/she is over the age of eighteen years, is suffering from no legal disability, and has personal knowledge of the facts contained herein and that they are true.

Deponent states that he/she is vested owner of the property that they are requesting a perm to build upon; and...

Deponent further states that he/she understands and acknowledges that the Wayne County Government does not review or render any type of opinion on the validity of deeds, restrictive covenants, easements or any other documents that may show or suggest ownership or encumber ownership of the property, while reviewing the application for building permit ; and...

Deponent further states that he/she understands and acknowledges that it is his/her responsibility to ensure that the requested building plans/permit is in compliance with any restrictive covenant, easement, or other restriction(including but not limited to permitting for infringement on EPA designated wetland areas) that may be applicable to the property; and...

Deponent further states that he/she agrees to hold all departments within the Wayne County Government including but not limited to the Wayne County Board of Commissioners harmless from any damages or otherwise, because of his /her breach of any restriction applicable to the property.

Deponent's attention has been directed to the fact that the information within the affidavit will be relied upon by the Wayne County Tax Assessor's Office as part of the building permit application process.

Sworn to and subscribed before me this
_____ Day of _____, 20____

Deponent Signature

Printed Name

Notary Public

Manufactured Home Checklist

Revised 5/15/25

First Inspection

- Home must be set up by a state licensed installer. The installer's permit must be placed on the interior electrical panel.
- Prior to install, all vegetation must be removed and the dirt must be graded to allow water to drain away from home. A 6 mil vapor barrier must be placed under home.
- Exterior service panel should be mounted to a pole or the side of the home depending on service type. Connection from the meter panel to the inside panel to be completed with 4 conductor wires. Buried wire to be 24" deep. In conduit when above ground.
- A whole house surge suppressor is required on exterior panel or interior panel.
- The waste piping should be installed with proper slope and support hangers. Seal around pipe where line connects to septic tank. At least 1 cleanout is needed outside of the skirting.
- HVAC unit must be installed with a disconnect that is visible from unit. Package units will need a hood over the ducts so that they are covered and protected.
- Water service line will need a cutoff valve where the line connects to the home.

Final Inspection

- Skirting to be installed with proper ventilation. Do not install until the first inspection is done. Wood skirting should be tight fit to keep animals out.
- Dryer vent must be terminated outside of the skirting.
- All entrances require steps that are built to code. Landings should be at least 15 SF.
- Address numbers should be at least 4" tall and visible from the road.

It is illegal to occupy a home until a Certificate of Occupancy has been granted.

Manufactured homes older than June 15, 1976 are not allowed to be set up in Wayne Co.