

**KANDIYOHI COUNTY**  
**MANUFACTURED HOME - PERMIT REQUIREMENTS**

01/26/10

*The Kandiyohi County Zoning Ordinance does not allow dwelling units less than 14 feet in width*

The following information must be submitted to the Building Department before a building permit can be processed and approved.

1. **Permit Application Form.**
2. **Site Plan (two copies)**
3. **Plans and Installation Instructions from Manufacturer (two copies)**
4. **Contractor(s) License Number**
5. **Septic Compliance (if applicable)**
6. **Miscellaneous as required**

A more detailed description of items 1-6 is listed below. After preliminary review additional information may be required. Allow a minimum of **10** (ten) working days for processing.

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**1. Building Permit Application:** Complete a Building Permit application form. Application forms and handouts are also available on-line at [www.co.kandiyohi.mn.us](http://www.co.kandiyohi.mn.us)

**2. Site Plan:** Complete the Site Plan form providing an updated diagram of the property. The type of information required and details to be included regarding the construction site is listed at the top of the form. An example of a site drawing is provided for reference. A registered survey may be required.

**3. Plans / Installation Instructions (two copies):**

- A. Floor Plans of the home showing the length and width of the home, room layout and use of each room. Such as a bedroom, bathroom, etc. If a basement is being installed, include floor plans of the basement, header/beam sizes and egress window locations.
- B. Installation Instructions showing the anchoring and support system design provided by the manufacturer. If the manufacturer's installation instructions are not available the home must be anchored and supported per section 1350 of the MN State Building Code.
- C. A cross section of the footings and foundation is required if a basement, crawl space, frost protected piers or a slab on grade is being installed. Provide the manufacturers design for the foundation including footing size, foundation type, anchoring system, center bearing wall design, damp proofing/waterproofing, drain tile and foundation insulation.

**4. The Installers License Number and the General Contractors License Number** must be provided on the permit application.

**5. Septic Compliance:**

Septic Compliance *may or may not* be required depending on the type of construction and/or zone the property lies within. This requirement would be determined upon review of your project during the initial visit for permits. If septic compliance information is required, it must be submitted with the buildings permit application. Permits will not be issued until septic compliance information is submitted.

\_\_\_ None Required

\_\_\_ New Design

\_\_\_ Septic Compliance Inspection

\_\_\_ GREEN LAKE SANITARY SEWER WATER DISTRICT  
Contact Ron Hagemeyer 320-796-4523 fax 320-796-4561

\_\_\_ EAGLE LAKE SANITARY SEWER DISTRICT  
Contact Chuck Ericson 320-235-5010

## 6. Miscellaneous:

**Gas Piping Air Test:** Provide the name and phone number of the contractor performing the air test on the gas piping within the home. All piping must be of approved material and pressure tested; from the meter to the main connection at 25 psi for 10 minutes, within the home with an air test of 10-14 inches water column for 10 minutes and soap tested. Support the gas piping every 4 feet with approved connectors. The tests must be witnessed by an inspector before the home can be occupied. Refer to the manufacturers installation instructions for additional requirements.

**Zoning:** After review for zoning compliance, a zoning permit application is required if a Variance, Conditional Use Permit or special evaluation is required. Permits will not be issued until the specific parcel is deeded in the applicant's name.

**Electrical:** Electrical permits are issued by the State Electrical Inspector. For permit and inspection requirements call Don Wagoner at 320-693-8497 between 7:00 AM and 8:30 AM, Monday thru Friday.

**Permit Fees:** Building and Zoning fees will be determined after the application and plans have been reviewed and approved. Fees must be paid in full before a permit can be issued or work can begin.

## GENERAL INFORMATION Manufactured Home

### PIER SET - Required Inspections:

1. Footing inspection prior to placing concrete.
2. Setup inspection of anchoring and support system.
3. Gas piping air test.
4. Plumbing manometer final.
5. Final after all inspections have been completed, code compliant landings and stairs are in place. The unit can not be occupied prior to receiving a certificate of occupancy.
- \* Miscellaneous as needed

### BASEMENT OR CRAWL SPACE - Required Inspection:

1. Footing inspection after all forming and rebar are in place but prior to pouring concrete.
2. Foundation inspection after the waterproofing/dampproofing and drain tile is in place but prior to backfilling.
3. Under slab compaction/vapor retarder inspection is required prior to pouring concrete. Installation of a vapor barrier not less than 6 mil is required under the slab in heated spaces.
4. Plumbing – under slab rough in includes a 5 psi air test for 15 minutes.
5. Plumbing – rough in after all water piping and waste and vent piping is installed, a 5 psi air test must hold firm for 15 minutes.
6. Framing inspection after all framing has been completed and prior to insulating.
7. Insulation inspection after the vapor retarder has been installed and sealed.
8. Drywall prior to taping.
9. Gas Piping – The test pressure to be used shall be no less than 1 ½ times the proposed maximum working pressure, but not less than 25 psig irrespective of design pressure. The test duration shall not be less than 10 minutes.
10. Plumbing final after all fixtures have been set. The manometer test must hold 1 inch water column pressure differential.
11. Building Final – after the building is complete and the electrical final has been completed.

**For inspections call 320-231-6229, a minimum 24 hours in advance.**

**A Certificate of Occupancy** is required before the house can be occupied. All the required inspections must be completed and approved including final approval from the State Electrical Inspector.

**Licensed installers:** All homes are required to be installed by a licensed installer or the owner/occupant. Installers must attach a support and anchoring seal to the home. Because of frost conditions homes installed after November 15 require a temporary installation seal before occupancy. The installer/owner must provide a copy of the temporary installation seal before occupancy and contact the building department when the final seal is installed.

**Construction Seals:** Include on the application form the MN State Construction Seal or the HUD Serial Number, name of the manufacturer and year built. These seals must be affixed to the structure or replacement seals must be acquired from the State of Minnesota prior to the unit being set.

**Vapor Barrier:** The grade must slope a minimum of ½ inch per foot to direct water from under the unit. Install a vapor retarder the full width and length of the structure. Six (6) mil poly is acceptable. The vapor retarder must lap a minimum of 12” at all splices.

**Water Piping:** All water piping must be of approved material and fittings. Piping under the home must be insulated, heat tape installed, and supported every six (6) feet.

**Gas Water Heaters/Furnaces:** Gas water heaters and furnaces must be listed specifically for manufactured homes and be installed to the manufacturers specifications and the State Building Code. All gas water heaters and furnaces require outside combustion air and proper venting.

**Fireplaces:** Fireplaces must be listed for manufactured homes and installed per manufacturer’s instructions and the State Building Code.

**Gas and Electric Utilities:** Contact your local supplier for specific requirements.

**Electrical Wiring:** Must be inspected and approved by a State Electrical Inspector. To request an inspection or to answer electrical questions call: Don Wagoner, 320-693-8497, Monday thru Friday 7:00 am to 8:30 am.

**Excavations:** Before excavating call Gopher State One Call 48 hours in advance at 1-800-252-1166 to verify the location of underground utilities, etc.

If you have any questions, please contact the building department Monday – Friday, 8:00 am to 4:30 pm at:

**Department of Environmental Services**  
**400 Benson Ave SW**  
**Willmar MN 56201**  
**Ph. 320-231-6229 / Fax 320-231-6564 / [www.co.kandiyohi.mn.us](http://www.co.kandiyohi.mn.us)**