

Permit Application Checklist for Manufactured Home

A. ELIGIBILITY

Only manufactured homes that bear a seal of approval by the State of Iowa Building Code Commissioner and a data plate certifying the home complies with Federal Manufactured Home Construction and Safety Standards will be issued a permit to be permanently located on a residential factory-built home park. (for the purpose of this document the term “manufactured home” shall be used for all references to both modular homes and manufactured homes).

B. REQUIREMENTS

An eligible manufactured home shall comply with the following requirements when located on an approved lot located within RF-B zoning district.

1. No structural alterations have been made to the structure that would place the home in violation of North Liberty’s applicable codes.
2. The home has been maintained in accordance with North Liberty’s code requirements.
3. Is occupied only as a residential use.
4. Is in conformance with all provisions of the City of North Liberty Zoning Ordinance, the Subdivision Ordinance and the Health and Safety Code applicable to residential structures.
5. The home shall be installed in accordance with State of Iowa Department of Public Safety rule 661-16.621.
6. The electrical service connection complying with the electrical code adopted by the State of Iowa.
7. The gas service connection complying with residential building code adopted by the City of North Liberty.
8. Means of egress outside the unit in accordance with residential building code adopted by City of North Liberty.

C. BUILDING PERMIT

Prior to placement of a manufactured home in a RF-B zoning district, the home owner or a licensed contractor shall obtain a building permit from City of North Liberty Department of Building. To obtain such a permit, the owner or contractor shall comply with all applicable local, state and federal requirements. Permit application fee is \$100.00

D. APPROVAL FOR OCCUPANCY

The owner shall not occupy the home until certificate of occupancy is obtained from the City of North Liberty Department of Building Safety. The Department of Building Safety shall determine that the proposed project complies with all applicable requirements and conditions prior to issuing final approval for occupancy.

STEP 1: PROCESSING OF BUILDING PERMIT

Submit a permit request to the building department and construction documents that consist of the following:

1. Plot plan showing location of the home in compliance with all zoning requirements.
2. Manufactured home foundation plan along with installer's certification from the State of Iowa.
3. Manufactured home floor plan and exterior elevations (may be photocopied from manufacturer/dealer brochures).
4. Details as needed to reflect materials and construction for all landings, porches, ramps, stairs, or decks comply with the current building code.
5. Manufactured home skirting must be shown. Manufactured home must be skirted to grade with a non-combustible finish (stucco, cement fiber board, etc.)
6. Used manufactured homes will require acceptance inspection by the City of North Liberty Inspection Department to determine if the home has been maintained in accordance with applicable codes.
7. Names of subcontractors.

STEP 2: CERTIFICATE OF OCCUPANCY

Request a final inspection from the building department to determine if the home is safe for occupancy. At that time, the building inspector will sign off on final inspection report and issue the certificate of occupancy. Copy of the certificate of occupancy will be provided to the home owner and the property owner. The Manufacturer's HUD data plate certification and State of Iowa's installer seal shall be affixed to the home prior to requesting final inspection.

INFORMATION

Please contact the department of building permit counter for any permit application questions between 7:00 a.m. and 4:00 p.m., Monday thru Friday. 319-626-5713