

Permit Instructions for a Manufactured Home for Town of Oneonta

I want to obtain a permit for a manufactured home. (single or double wide)

What do I need to apply for my permit?

These are the items you will need when you submit your permit application.

Check List

- A completed building permit application (no permit application will be accepted unless it is completely filled out).
- Application fee (see schedule) No permit application will be reviewed without the necessary fee.
- Proof of NYS Workmen's Compensation / Disability Insurance for ALL contractors or an exemption.++
- Planning Board / ZBA approvals as required.
- Site plan (to scale).**
- An engineered slab and support system or frost protected support system that demonstrates compliance with the manufacturer's instruction manual.
- Tie downs by engineer as part of a slab design system, or approved system extending below frost in compliance with the manufacturer's installation manual.
- NYS installer certificate number.
- An engineered septic design or an engineered septic report on an existing system.#
- Units manufactured prior to 1976 require a structural survey by a NYS Licensed Professional Engineer, an electrical inspection by a certified electrical inspection agency, and a heating system inspection by a qualified heating technician.

Construction cannot begin until your permit is issued. No occupancy may occur until a certificate of occupancy is issued. Fines for violation of these requirements may be assessed.

After I receive my permit what will I need to obtain a certificate of occupancy?

- Your Building Permit MUST be posted so that it is visible from the road.
- A Warranty Seal from a certified NYS manufactured home installer.*
- A manufacturer's warranty seal for models manufactured after January 2006.*
- A final electrical inspection certificate from an electrical inspector approved by this office.
- A passing bacteriological water test from a certified testing laboratory.#
- An "as-built" certification for your septic system from a design professional.#

- A smoke detector in each bedroom and one outside the bedroom area(s).
- A carbon monoxide detector immediately outside the sleeping area.
- Tie downs per manufacturer's specifications.
- Skirting completely around unit with ventilation as required by manufacturer.
- Your 911 number posted in 4" numbers visible (both directions) from the road.
- All required inspections including a final inspection from this office to determine that all NYS Codes are complied with.+

* Warranty seal is posted in the largest closet of the largest bedroom.

**Code official reserves the right to require engineered stamped plans for all projects.

+You are responsible to schedule all inspections when required. Allow adequate time to be placed on the schedule.

++Construction accomplished by homeowners requires an Affidavit of Exemption

Units placed in mobile home parks regulated by NYS Department of Health are exempt from this requirement.