



MANUFACTURED HOMES CHECKLIST

1. PLANNING & ZONING REQUIREMENTS

Room #210 Phone # (719)276-7360

- Evidence of Ownership – Most recent recorded deed.
- Address – Issuance of Address or Verified Address
- County Driveway Access Permit / State Highway Access Permit
- Plot Plan – Configuration of lot and all property dimensions. Location on lot & dimensions of all structures. Identify each structure as “existing” or “proposed.” Setback distances from proposed structures to all property lines and any existing buildings. Location and name of any public or private roads which adjoin property. Location that driveway enters property. North arrow. (2 Copies)

2. BUILDING DEPARTMENT REQUIREMENTS FOR MANUFACTURED HOMES

Room #212 Phone # (719)276-7460

- Flood Damage Prevention Permit – Only required if the property lies within a designated flood plain as determined by FEMA. A Flood Elevation Certificate is required to accompany the permit.
- Evidence of Water – A water tap contract or recent water bill from a public entity; a Well Construction & Test Report or Pump Installation Report.
- Evidence of Sanitation – A sewer tap contract of recent sewer bill from a public entity; an individual sewage disposal system (septic) permit.
- Registered & Licensed Installer – Installers must be registered & Licensed as a manufactured installer by the Colorado State Division of Housing & Fremont County Building Department. Any individual who is the owner of the home & property is allowed to install 1 manufactured home in any 12 month period without meeting the installer registration requirements.
- Detailed Floor Plan – Must identify the dimensions & intended use of all floor space. (2 Copies)
- Installation Manual – Provide an installation manual for the home. (2 Copies)
- Additions, Alterations & Repairs – Require all construction plans to be prepared, signed and sealed by a Colorado registered design professional. Attachment of 2 or more homes is not permitted. (2 Copies)

****Where special conditions exist, the Building Official is authorized to require additional construction documents to be prepared, signed and sealed by a Colorado registered design professional.****

Manufactured Housing Installation Program Owner Installer Disclosure Statement

The State of Colorado, Manufactured Housing Installation Program (MHIP), allows individual home and property owners to install no more than one manufactured home in any twelve-month period without meeting the installer registration requirements of the program. Home/property owners should carefully consider the liabilities and responsibilities that will be accepted by the home/property owner installing a manufactured home under this program provision.

By signing this document, the home/property owner understands and accepts the following:

1. Any damage that occurs to the home during transportation to the installation site must be reported to the transport company and the shipment originator (dealer, manufacturer) immediately. Serious damage will prevent the home from being set until repaired to factory or other approved specifications. Professional engineering may be required.
2. The manufactured home must be installed in accordance with the approved engineered foundation design. In any case where engineering is not required (single wide units only), the home shall be installed in compliance with one of the adopted alternate standards; 1) manufacturer's written installation instructions or; 2) HUD Permanent Foundations Guide for Manufactured Housing.
3. A Fremont County Building Permit must be obtained prior to starting the installation. The Building Permit will serve as the required Installation Authorization. The Fremont County Building Department will provide all inspections and affix the Certification Insignia upon completion.
4. Required inspections must be coordinated. Inspection approval shall be required prior to covering up work. Final installation approval and affixing the installation Certification Insignia is required prior to occupying the home.
5. The home/property owner acting as the installer is responsible for correcting all installation deviations as required, including the work done by subcontractors on the job.

Home/Property Owner's Name: _____
Last Name First Name Middle Initial

Signature Date

Signed This _____ Day Of _____ 20 _____
Date Month Year

By (Please Print): _____

My Commission Expires: _____

Notary Signature: _____

Fremont County Building & Environment Health Departments

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Building Inspector

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Environmental Health Officer

Danielle Adamic
Permit Technician

General Notes for Manufactured Home Placement

1. Provide a minimum 18 inch x 24 inch unobstructed opening for access to crawl space.
2. (As amended by Resolution 40) Provide ventilation at the rate of 1 sq. ft. of opening for each 500 sq. ft. of crawl space area.
3. Any outward swinging door shall be required to have a minimum 36 inch x 36 inch landing at threshold level. For inward swinging doors, landings may not be more than 7 ¾ inches below threshold level.
4. Stairs are not to be less than 36 inches in width with a maximum rise of 7 ¾ inches & a minimum run of 10 inches. A nosing not less than ¾ inch shall be provided on stairways with solid risers. Open risers are permitted when opening between treads does not allow passage of a 4 inch sphere.
5. Deck landings which are 30 inches or more above finished grade are required to have a guardrail, 36 inches in height & intermediate rails or ornamental closures which do not allow passage of a 4 inch sphere.
6. Stairways with four or more risers are required to have a handrail on at least one side.
7. Wood embedded in the ground, or embedded in concrete which is in direct contact with the ground, shall be treated wood.
8. If wood framing skirting is used, please call for a framing inspection before sheathing.
9. Smoke detectors inside unit will be tested.
10. Colorado State law requires that carbon monoxide detectors be installed within 15 feet of the entrance o each room lawfully used for sleeping purposes.
11. Complete field set of plans to be on job site for **all** inspections.
12. Please obtain acceptance of final State plumbing & electrical inspections **before** requesting final building inspection.
13. Footing shall be supported on undisturbed natural soils or engineered fill. When using engineered fill, the engineer must approve the material used & approve a compaction test. Test results shall be submitted to the building official. Foundation inspections may not be approved without it.
14. Surface drainage shall be diverted to a storm sewer conveyance or other approved point of collection so as to not create a hazard. Lots shall be graded to drain surface water away from foundation walls. The grade shall fall a minimum of 6 inches within the first 10 feet.
15. Concrete & masonry foundation walls shall extend above the finished grade adjacent to the foundation at all points a minimum of 4 inches where masonry is used & a minimum of 6 inches elsewhere.
16. Approved numbers or addresses shall be provided for all new buildings in such a position as to be plainly visible & legible from the street or road fronting the property.
17. Foundation walls that retain earth & enclose interior spaces & floors below grade shall be damp proofed from the top of the footing to the finished grade.
18. The under floor grade shall be cleaned of all vegetation & organic material. All wood forms used for placing concrete shall be removed before a building is occupied, or used for any purpose. All construction materials shall be removed before a building is occupied or used for any purpose.