SUBMITTAL REQUIREMENTS FOR NEW AND USED MANUFACTURED HOUSING
(MODULAR, DOUBLE-WIDE AND MOBILE HOMES)

As required by Bureau Veritas North America, Inc.

**Drawings must include all information on this form. Each item should be checked off and this form must be returned with drawings.**

- [ ] Application
- [ ] Water permit (when applicable)
- [ ] Sewer or septic permit
- [ ] Local Municipal Approval
- [ ] Site Plan
- [ ] Two (2) full sets of plans that contain the following applicable items:
  - [ ] One (1) Complete Manufacturers Installation (Instruction Manual, to be at job site)
  - [ ] Floor Plan
  - [ ] Footer Specifications
  - [ ] Foundation Specifications
  - [ ] Designate type of backfill material to be used
  - [ ] Support Pier Set
  - [ ] Approved Tie Down Specifications (anchoring system)
  - [ ] Energy Requirements (when applicable)
  - [ ] Mechanical Specifications (when applicable)
  - [ ] Plumbing Specifications (when applicable)
  - [ ] Electrical Specifications (when applicable)
  - [ ] All deck and porch plans (must be self supporting and must have minimum 3' X 3' landing)
  - [ ] Complete plans of any structure and/or framing of any structural item (roofs, etc.) that is not completed at the manufacturing facility and is field constructed
  - [ ] Indicate full basement means of egress method

**INSPECTION GUIDELINES**

**FOUNDATION** (any of the following options):

*Concrete Pier Footings Round* – Must be protected from frost (typically 36"). For piers spaced 8' apart, runner should be 28" diameter, unless soil bearing capacity can be determined to be more than 1,500 lbs. per square foot.

*Concrete Pier Footings, Runners* – Must be protected from frost (typically 36"). For piers spaced 8' apart, footings must be 24" wide, unless soil bearing capacity can be determined to be more that 1,500 lbs. per square foot.

*Main Beam Piers* – Generally within 2' from each end, and spaced 8' apart. A single stack concrete block pier capacity is 8,000 lbs., up to 36". Piers higher than 36' require double blocks, interlocked. No mortar required for piers less than 80" high. Cap blocks must be full size (16x16 pier requires 16x16 cap block).

*Support Pier Set* – Generally openings in side wall and marriage wall 4' or larger require piers; includes patio doors, double gang windows, certain doors with side lights. Some manufacturers require piers for all entry doors.
Full Foundation – Plan and specifications required. Verify that all imposed structural loads are properly supported.

ANCHORING (any of the following types)
Auger and Strap Type:
Within 2' of the end of the home
Full depth
Below frost line
Above water table
Stabilizing plates required (unless auger is in-line with strap)
Strap attached to top of I-Beam, completely wraps beam 40 to 60 degrees.
NOT embedded in concrete footing.

Alternative systems - Vector systems, OTI system. Any stamped engineered or alternative system approved by the manufacturer. Must be approved by Manufacturer and their DAPIA.

Maximum Anchor Spacing (auger type) – 11’ unless a greater spacing is required by the manufacturing specifications.

If manufactured installation instructions are not available all set up requirements shall go through NCSBCS/ANSI A225.1-1994.

All homes without skirting – Frost depth 48”.

All concrete compression strength of 3,000 lbs. per square inch.

Any modification to the building frame - must be approved by either the manufacturer or a Professional Engineer.

Electrical Service Equipment – as per the NEC (see article 550, section 550.32) and power company requirements

INSPECTION SCHEDULE
1. Foundation (prior to placement of footings)
2. Concrete slab or under floor (prior to pouring concrete)
3. Anchorage (after installed and anchored)
4. Service Equipment – Electrical, Plumbing, Mechanical
   (**Electric service inspection is included in fee price. Power cannot be supplied until service inspection is approved.)
5. Frame (any work performed in field)
6. Means of egress (Decks & Porches)
7. Final (prior to occupancy)

THIS COMPLETED FORM MUST BE TURNED IN WITH PLANS

Revised 2/15/07
NOTICES
EFFECTIVE IMMEDIATELY

ELECTRICAL SERVICE INSPECTIONS FOR ALL MANUFACTURED, MODULAR OR MOBILE HOMES WILL NOT BE PROVIDED UNTIL FINAL INSPECTION OF SUCH STRUCTURES IS CONDUCTED.

As required by Bureau Veritas North America, Inc.
Effective September 9, 2005

In accordance with Pennsylvania's Manufactured Housing Improvement Act, installers of new manufactured homes must provide a Manufactured Housing Installer Certification from the Department of Community and Economic Development prior to the issuance of a Certificate of Occupancy.