



# Building Permit Submittal Requirements

## New and Used Manufactured Homes



CITY OF WARREN - BUILDING CODE DEPARTMENT  
318 W. Third Avenue, Warren, PA 16365 · (814) 723-6300 · www.cityofwarrenpa.gov

The instructions outlined below will assist you in providing the necessary information required to obtain a building permit. All the required information is necessary to adequately determine compliance with the provisions of the Pennsylvania Uniform Construction Code (UCC). No work is to be commenced until a building permit has been issued. To obtain a building permit, the following information is required to be submitted for review:

- Completed Application for Building Permit.**
- A site plan including the following:**
  - Size and location of manufactured home on lot. Include all driveways, decks, stairs, porches, garages, carports and sheds.
  - Distances to the front sides and rear property lines or park lot lines.
  - Details regarding the site grading to prevent water accumulation around the home's foundation.
- Installer's certification from the State of Pennsylvania.** (New homes only)
- Copy of installation checklist.** (New homes only)
- Construction documents** for footers and foundations if the home will be installed on a crawl space or full foundation. (Must provide certification from the manufacturer that the home is approved for installation on a crawl space or basement foundation.)
- Two (2) complete sets of DAPIA approved manufacturer's installation instructions** clearly indicating specific installation methods to be used. (Pier plans will not be accepted unless it contains a DAPIA stamp.)

Used homes may submit plans based on one of the following options:

  - The original manufacturer installation instructions.
  - The PHRC Field Guide-Foundation Systems for Relocated Manufactured Housing.
  - The PA Installation Guide for relocated manufactured homes.
- Floor plan for the home.**
- Exterior door access details.** (Temporary/prefabricated landing and stairs, deck or porch.)
- Construction drawings and specifications** for all site built structures such as decks, porches, stairs, roofs, garages or carports. Note: No structure is permitted to be structurally supported or attached to a manufactured home without the approval of the manufacturer's engineer.
- Completed Habitability Guidelines for Relocated Manufactured Homes form.** (Used homes only)
- Zoning Permit.** For new construction, additions or changes in the use of a structure or portion of structure, a copy of the approved Zoning Permit must be submitted. (Not required in existing parks or municipalities that do not have zoning regulations.)
- Stormwater Permit.** For new construction and additions located in the City of Warren, an approved Stormwater Permit must be submitted. In addition to new construction and additions, the requirement for Stormwater Permit also applies the creation of any new impervious surfaces such as sidewalks, driveways and parking.