

# APPLICATION FOR RESIDENTIAL BUILDING PERMIT Manufactured Housing



## City of Warren Building Code Department

318 West Third Avenue, Warren, PA 16365  
Phone (814) 723-6300 - Fax (814) 723-3242  
www.cityofwarrenpa.gov

**PLEASE COMPLETE ALL REQUIRED INFORMATION.**  
**(Incomplete applications cannot be processed)**

<b>Official Use Only</b>
Permit No. _____
Date Received: _____

Application Date: \_\_\_\_\_

### LOCATION OF PROPOSED WORK OR IMPROVEMENT:

Site Address: \_\_\_\_\_ Tax Parcel No.: \_\_\_\_\_  
(REQUIRED)

Park Name: \_\_\_\_\_ Lot No.: \_\_\_\_\_

### Municipality: (Please check appropriate box)

- City of Warren    Cherry Grove Twp    Clarendon Boro    Glade Twp  
 Glade Twp    Mead Twp    Pine Grove Twp    Pleasant Twp    Sheffield Twp

Directions to Site: (If located on a private road or remote location) \_\_\_\_\_

OWNER: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Cell: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

PRINCIPAL CONTRACTOR: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Cell: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

UNIT INFORMATION: Single Wide: \_\_\_\_ Double Wide: \_\_\_\_ New: \_\_\_\_ Used: \_\_\_\_ Model Year: \_\_\_\_\_

Model Name: \_\_\_\_\_ Serial No.: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Width: \_\_\_\_\_ ft. Length: \_\_\_\_\_ ft.

TYPE OF FOUNDATION:  Pier (Min. 24" diameter—36" deep)    Pad (Engineered design required)

(Include construction specifications)

Approved anchoring method: \_\_\_\_\_

## FLOOD PLAIN

Is the site located within an identified flood hazard area? (Check One)  Yes  No

Will any portion of the flood hazard area be developed? (Check One)  Yes  No

**If either is checked yes, certification that the lowest floor elevation is at or above the design 100-year flood elevation as required in the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978, Section 60.3)**

Lowest floor elevation: \_\_\_\_\_

### **Applicant's Certification:**

As the owner or authorized agent of the project for which this application is filed, I certify that:

1. The estimated construction cost and all other information provided as part of this application for a building permit is correct.
2. The building or structure described in this application will not be occupied until all known code violations are corrected and a Certificate of Occupancy has been received from the City of Warren BCO.
3. This project will be constructed in accordance with the approved drawings and specifications (including any required non-design changes and the Uniform Construction Code standards as specified in 34 PA Code Chapters.
4. Any changes to the approved documents will be filed with the City of Warren Building Code Department.
5. If the licensed architect or engineer in responsible charge of this construction should change, written notice of change will be provided to the City of Warren Building Code Department.
6. No error or omission in either the drawing and specification or application, whether approved or not, shall permit or relieve me from constructing the work in any manner other than provided for in 34 PA Code Chapter 401-405 and misrepresentation of facts or statements may be cause for permit revocation by the Building Code Official.
7. I certify that the Building Code Official or authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such a permit.



\_\_\_\_\_  
**Signature of Owner or Authorized Agent**

**Notice To Taxpayers:** Under the provisions of Ordinance No. 1409, you may be entitled to a property tax exemption on your contemplated alteration or new construction. An application for exemption may be secured from the Code Enforcement Officer and Must be filed with the City of Warren at the time a building or alteration permit is secured.

Revised 8/2/2018

# SITE PLAN

Show the size and location of all new construction and all existing structures on the site. Show distances from the new construction to the front, side and rear property boundaries. This form may be used in lieu of a formal site plan.

The form consists of a large rectangular grid. The grid is composed of small squares, with a larger square grid overlaid on top. The larger square grid is defined by 10 vertical dashed lines and 10 horizontal dashed lines, creating a 9x9 grid of larger squares. The smaller square grid is defined by 20 vertical dashed lines and 20 horizontal dashed lines, creating a 19x19 grid of smaller squares. At the bottom of the grid, there is a solid horizontal line representing a street. Below this line, the word "STREET" is centered.

STREET

# WORKERS' COMPENSATION INSURANCE COVERAGE INFORMATION FORM

Additional copies available upon request

- A.** Is the applicant a contractor within the meaning of the Pennsylvania Workers' Compensation Law?  Yes  No

If the answer is "Yes" - complete Sections B, C & D below as appropriate.  
If the answer is "No" - complete Sections C, D & E below as appropriate.

**B. Insurance Information**

Name of Contractor: \_\_\_\_\_

Federal or State Employer Identification No.: \_\_\_\_\_

Applicant is a qualified self-insurer for workers' compensation.  Certificate attached.

Name of Workers' Compensation Insurer: \_\_\_\_\_

Certificate Attached Policy No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**C. Exemption**

The undersigned hereby swears or affirms that he/she is not required to provide workers' compensation Insurance under the provisions of Pennsylvania Workers' Compensation Law for one of the following reasons, as indicated below:

- Property owner doing own work.** If property owner does hire contractor to perform any work pursuant to this permit, contractor must provide proof of insurance.
- Contractor with no employees.** Contractor is prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance.
- Religious exemption under Section 304.2 of the Workers' Compensation Law.** All employees of contractor are exempt from workers' compensation insurance provided that copies of religious exemption letters for EACH EMPLOYEE that will be performing work at the project site are submitted with this application.

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The undersigned hereby swears or affirms that he/she has read, understands and will comply with the following:

1. Any sub-contractors working on this project are also required to complete this form and carry their own workers' compensation coverage.
2. The applicant is not permitted to employ any individual to perform work on this project pursuant to the permit in violation of the Workers' Compensation Law.
3. Violation of the Workers' Compensation Law or the terms of this permit will subject the applicant to a stop work order and other fines and penalties provided by the law.

**A VIOLATION OF ANY OF THESE REQUIREMENTS WILL RESULT IN A STOP-WORK ORDER BEING ISSUED.**

**D. Applicant Signature**

\_\_\_\_\_  
Applicant Name—Please Print Clearly

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Signature of Applicant

**E. THIS FORM MUST BE NOTARIZED  
WHEN CLAIMING AN EXEMPTION**

Subscribed and sworn before me this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

My Commission Expires: \_\_\_\_\_

# RESIDENTIAL BUILDING PERMIT SUBMITTAL REQUIREMENTS FOR PLACEMENT OF A MANUFACTURED HOME

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. 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 all new construction and all existing structures on the site.
- Distances to the front, sides and rear property lines.
- Established street grades and the proposed finish grade.

**You must include the following documents:**

• **NEW HOMES**

- Approved Manufacturer Installation and Anchoring Instructions (DAPIA)
- Blank Installation Checklist
- Certificate of Compliance (supplied by Certified Manufactured Housing Installer)
- HUD Manufactured House Certificate of Completion

• **USED/RELOCATED HOMES**

- Pre-Inspection (fee paid and inspection completed)
- Habitability Guide Checklist completed and submitted
- Field Guide for Relocated Manufactured Housing
- Manufacturer's Installation Instructions

**Proof of Workers' Compensation.** If you are hiring a contractor to construct your dwelling, and they have Workers' Compensation coverage, the contractor is required to provide a Certificate of Insurance showing proof of coverage. This may be provided by the contractor's insurance carrier. Homeowners or contractors that do not require workers' compensation may be exempt from this requirement by completing the Workers' Compensation Insurance Coverage Information Form.  
**This form must be notarized when claiming this exemption.**

## INSPECTION PROCEDURE

**FOOTING(s)** - This inspection is required for pier footings, deck post footings, etc. Empty hole(s) must be inspected and approved before placing concrete.

**TIEDOWN(s)** - This inspection is required when moving a home into park. Tie downs must be installed, inspected and approved before electricity can be introduced to the home.

**ELECTRICAL** - This inspection is required before site installed wiring is covered, and before electricity can be turned on.

**PLUMBING** - This inspection is required before site installed plumbing is covered, and before water can be turned on.

**FRAMING** - This inspection is required before any site constructed framing is covered.

**FINAL** - This inspection is required after job is totally completed and before a Certificate of Occupancy can be issued.

**Note:** When moving home onto the site, you must have;

- All electrical, plumbing, heating installation(s) completed.
- A completed deck or stoop at main entry / exit door, including completed stairs.
- A code compliant barrier or completed deck or stoop at all other doors.
- "Certificate of Compliance" for home. (new homes only - completed by installer).
- Completed Installation Checklist

**CERTIFICATE OF OCCUPANCY** - Structure / building may not be used or occupied until a Certificate of Occupancy is issued by the Municipality.