

CHECKLIST FOR MOBILE HOME INSTALLATION IN TOWN LIMITS:

Provide Application Requirements to Mayor/Aldermen:

- Copy of Deed showing proof of property ownership (minimal lot size 70x140)
- Documents showing proof of ownership of manufactured home to be moved into town (must include date of manufacture of the home, no older than 10 years)
- Survey or legal property description showing lot lines and values for length and width of property. Property and home owner should be the same name, or a resident of the home or an immediate family member.
- Water/sewer connection availability confirmed.

Pay \$50 non-refundable permit fee.

Site Check:

- Foundation and site work approved to ordinance standard
- Water/Sewer connection locations and line locations cleared by operator
- Site has all setbacks and clearance to meet State Fire Marshall Code.

Upon meeting ALL the above requirements, the home can be moved in BUT not connected to utilities.

Final:

- Home anchored as per State Fire Marshall Code
- All skirting installed as per ordinance
- Deck/porch installed as per ordinance.
- \$100 Connection Fee Paid
- Fee paid for TAP IN to Water System *
- Fee paid for TAP IN to Sewer System *

*Fee is based upon \$1400 flat PLUS any extra cost incurred

Upon these final requirements the home may be connected to water/sewer.

****Failure to meet any requirements of the manufactured home ordinance at any point of inspection will result in an additional \$50 for each additional inspection required.**