



City Of Wyoming - Department Of Building Safety

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Wyoming, MN 55092

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permits@wyomingmn.org

MANUFACTURED HOME ALTERATION BUILDING PERMIT APPLICATION

THERE IS A PENALTY FOR CONSTRUCTION PRIOR TO ISSUANCE OF THE PERMIT. ALL FEES MUST BE PAID.

Site Address _____
Address City State Zip

Park Name _____

Owner Name _____ Phone _____

Builder/Contractor: Name _____ License # _____

Contact _____ Phone _____

Address _____

Email _____

Building Size _____ x _____ = _____ ft²

Manufactured Home Width: Single Double

Valuation of Completed Work \$_____ (includes labor & materials)

Desired Start Date ____ / ____ / ____ Estimated Completion Date ____ / ____ / ____

Complete the attached Minnesota Building Codes & Standards Division Form #A-1 and provide those documents that apply to this alteration as listed on the form.

The undersigned agrees to do all work in conformance with City Ordinances and herewith declares that all facts and representation on this application are true and correct.

The undersigned agrees to notify the inspections department when ready for inspections.

Applicant Signature _____ Date ____ / ____ / ____

OFFICE USE ONLY

APPROVED / DISAPPROVED By _____ Date ____ / ____ / ____

Permit # _____ Plans in BS&A

MANUFACTURED HOME
ALTERATIONS APPLICATION FORM

HOMEOWNER: _____
ADDRESS: _____

PARK NAME: _____

* MAKE/MODEL OF HOME: _____

*SERIAL NUMBER: _____ *DATE OF MANUFACTURER _____

*(OBTAINED FROM DATA PLATE OR COPY OF TITLE AS PROOF OF OWNERSHIP).

DESCRIPTION OF PROPOSED ALTERATION: _____

PARTS OF HOME AFFECTED: STRUCTURAL _____ ELECTRICAL _____

MECHANICAL _____ PLUMBING _____ INSULATION/VAPOR BARRIER _____

CONTRACTORS NAME: _____ LICENSE NUMBER: _____

SUBMITTALS REQUIRED: DIMENSIONED FLOOR PLAN _____

WINDOW/DOOR SCHEDULE _____ MATERIAL SPECIFICATIONS _____

FASTENING SCHEDULE _____ WIRING DIAGRAMS _____ PLUMBING

PLANS (WATER LINES) _____ (DRAIN/WASTE LINES) _____

(VENT DIAGRAM) _____ INSULATION SPECIFICATIONS _____ VAPOR

BARRIER _____ STRUCTURAL CALCULATIONS _____ TRUSS

DRAWINGS _____ FURNACE SPECIFICATIONS _____ WATER HEATER

SPECIFICATIONS _____ SOLID FUEL/FIREPLACE SPECIFICATIONS _____

FOUNDATION/FOOTING PLANS SPECIFICATIONS _____ GAS LINE

DIAGRAM/SPECIFICATIONS _____ OTHER/COMMENTS: _____

APPLICATION GIVEN/SENT TO: _____ DATE _____

DATE OF SUBMITTAL RECEIVED: _____

SUBMITTED TO (MUNICIPALITY OR STATE OF MN): _____

SUBMITTAL REVIEWED BY: _____ DATE _____

APPROVED YES/NO RESUBMITTAL REQUIRED FOR THE FOLLOWING:

MANUFACTURED HOME ALTERATIONS

(MSBC 1350.3800)

In general, alterations are changes that are proposed or made to a manufactured home which affect the original structural, mechanical, plumbing, electrical equipment or installations or fire safety of the home. Alterations are usually proposed by a consumer/owner or required by a Licensed Manufactured Home Dealer due to damage or previous owner non-compliance alterations.

Alterations to a manufactured home shall void the (State Code/HUD Code) certification construction seals on the home and the seals shall be removed and returned to the Minnesota Building Codes and Standards Division. Submitted with the construction seals shall be the following information; titled owner of the home, address home is located at, make/model names of home, serial number of the home, and date of manufacturer of home. Application for a replacement state construction seal may be made on a form furnished by the Building Codes and Standards Division after completion or corrections of the alterations have been verified by a Minnesota Building Official, (municipal or state).

Alterations that typically occur or are requested are; replacement of windows, replacement of siding materials, add a pitched shingled roof over a roof with rounded trusses and metal roofing, replacement of water lines; replacement of electrical panels and electrical equipment, and adding or removing interior walls of the manufactured home. *The above items are only common examples and alterations are not limited to items mentioned.*

Acts that do not constitute alterations would be conversion of listed fuel-burning appliances in accordance with terms of their listings, or replacement of equipment in like kind, or repairs with approved components or parts. However, a municipality may require a permit and inspection for all items.

New manufactured homes that are under the Minnesota warranties as required by Statutes 327B.02 and 327B.03 should not have alterations created by the consumer/owner. Consumer/owner alterations to a new manufactured home may void the manufacturers/dealers required warranty.

ALTERATION SUBMITTALS

Documentation is required to be submitted for review and approval prior to beginning an alteration to a manufactured home. Documentation shall be submitted to the municipal/local building official or to the Minnesota Building Codes and Standards Division for review. Alterations to electrical systems or components require application for permit to, and inspection by a Minnesota Electrical Inspector.

Some items, depending on the nature of the alteration, that may be required for submittal are as follows:

1. Types of materials and their specifications. Include; span ratings, grade and species, installation instructions, fire ratings, and etc.
2. Procedure for installation of material; fastening type and spacing.
3. Engineering for trusses, window or door headers and frame ground support.
4. Method for extension of appliance flues and plumbing vents thru roof if roof changes are proposed.
5. Window schedule indicating and verifying compliance for light (8%), vent (4%), and egress.
6. Plot plan including building location on property, property lines, easements and setbacks.
7. Dimensioned floor plan of existing home and proposed alteration or addition.
8. "R" or "U" values of home when originally constructed (*data plate*).
9. Owners name and site address.
10. Contractors License number and name.
11. Serial number, model name/number, and date of manufacture of home (*photo-copy of title*).

Prior to submittal of documentation, contact the municipality/local building official of the Minnesota Building Codes and Standards Division to find out the type of documentation that will be required for proposed alteration.

ALTERATION INSPECTIONS

Inspections during the construction of approved alterations will be required.

Inspections required are:

Rough-in Inspection: Structural, Mechanical, Plumbing, Electrical.

Insulation and Vapor Barrier: If affected in alteration.

Testing: Drain line, water line, gas line, electrical

Final: All systems included in alteration.

Permit and inspection fees may be invoiced by the Department of Administration and a municipality enforcing the Minnesota State Building Code. As per MSBC 1302.0600 fees for inspection or plan review may be charged at \$45.00/hour (*minimum charge one-half hour*).

Upon final inspection and acceptance of the alteration construction a replacement State Construction Label may be ordered on the Minnesota Building Codes and Standards Division form. Photo-copies of permit and inspection reports shall be attached to replacement label application.

If after an alteration has been approved and completed, a dealer or a consumer wishes to sell or offer for sale a manufactured home with the roof alteration, copies of all documentation (approved documentation and inspection reports), must be provided to the future consumer. The future consumer must be made aware of the alterations that were made to the home and that the home is now in compliance.