

## Manufactured Home Installation Building Permit Packet

### 11-4-13: MANUFACTURED HOMES:

#### **A. Appearance.**

1. Removal of Manufactured Home Wheels. All wheels, axles, and running gear shall be removed from manufactured homes.
2. Skirting. The open space between the finished grade of the pad on which each manufactured home is located and the exterior edges of the finished floor of each unit shall be skirted as follows:
  - A. Installation. Skirting is installed on a concrete footing so there is no visible gap between the finished floor and the ground.
  - B. Materials. The material used for skirting is rock, brick, manufactured vinyl, or concrete masonry construction, compatible in appearance with the manufactured home, and allows for ventilation and drainage.
  - C. Design. Skirting consists of a continuous, complete, opaque, and rigid surface that lends permanency to the appearance of the unit and completely screens the crawl space under the unit.
3. Roofing.
  - A. The roof shall be pitched, with a minimum vertical rise of four feet for every 12 feet of horizontal run.
  - B. Roofing material shall be comparable to that used on homes in standard residential construction, including, but not limited to, approved wood, asphalt composition shingles, or fiberglass. Corrugated aluminum, corrugated fiberglass, and metal roofs are prohibited.
4. Siding. Exterior siding shall consist predominantly of:
  - A. Decorative vinyl or metal horizontal lap siding with a reflectivity that does not exceed that of gloss white paint.
  - B. Wood or hardboard; or
  - C. Brick, stone, or stucco comparable in composition, appearance, and durability to that used in standard residential construction.

#### **B. Perimeter Buffering.**

When abutting any Residential Single-Family (RS) zoning district or a public street right-of-way, a manufactured home park shall:

1. Provide a Type B Buffer yard as set out in Section [11-6-10](#), Screening and Buffer yards; and
2. Construct an opaque fence or wall along all side and rear property lines adjacent to said districts and streets as set out in Section [11-6-10](#), Screening and Buffer yards. (Ord. 746, 11-14-2017)

## Manufactured Home Installation Building Permit Application

### PROPERTY INFORMATION:

Proposed Site Address:

Subdivision:

Lot:

Block:

### HOMEOWNER INFORMATION: \*Legal Owner of Record.

Company Name:

Contact Name:

Mailing Address:

Suite #:

City:

State

Zip:

Phone #:

E-Mail:

### LANDOWNER INFORMATION: \*Legal Owner of Record.

Company Name:

Contact Name:

Mailing Address:

Suite #:

City:

State

Zip:

Phone #:

E-Mail:

### MANUFACTURED HOME INFORMATION:

Year:

Length:

Width:

Total Sq Ft:

# of Bedrooms:

Total Project Valuation: \$

### UTILITIES:

Type of Water:

Sewage Disposal:

☐ City or ☐ Other:

☐ City or ☐ Other:

Gas Provider Company Name:

Electric Provider Company Name:

**Utility Meter releases will be sent to the provider after approval of the required trades inspections.**

## Manufactured Home Installation Building Permit Application

**Contractors Registration is required prior to application submittal.  
Registration is to be completed online at: [glenpoolonline.com](http://glenpoolonline.com)**

### SETUP/GENERAL CONTRACTOR INFORMATION:

Company Name:

Contractor Name:

Mailing Address: Suite #: City: State Zip:

Phone #: E-Mail:

### ELECTRICAL CONTRACTOR INFORMATION:

Company Name:

Contractor Name:

Mailing Address: Suite #: City: State Zip:

Phone #: E-Mail:

### MECHANICAL CONTRACTOR INFORMATION:

Company Name:

Contractor Name:

Mailing Address: Suite #: City: State Zip:

Phone #: E-Mail:

### PLUMBING CONTRACTOR INFORMATION:

Company Name:

Contractor Name:

Mailing Address: Suite #: City: State Zip:

Phone #: E-Mail:

**Licensed Contractors must request inspections.  
Inspection requests are completed online at: [glenpoolonline.com](http://glenpoolonline.com)**

## NOTICE

### The following items must be submitted to process permit:

- **Manufactured Home Installation Building Permit Application** – Complete application in its entirety.
- **Site Plan** – Identifying all existing buildings on property, proposed additions, and/or new structures. Include Property Lines with Dimensions, Driveway with Dimensions, Electric Meter Pedestal Location, Water Meter Location, & Sewer Tap Location.
- **Manufactured Home Details** – Images showing that the home meets current City Code Regulations. This would include pictures of the home's exterior, to include the roof, sides of the home, and skirting.

### Application Submittal: **Permit processing may take up to 10 business days from date of submittal.**

1. E-mail completed application, along with all supporting documentation, to:  
[permit@cityofglenpool.com](mailto:permit@cityofglenpool.com)
2. Permit fee payments, via Mastercard or Visa, can be made by calling (918) 209-4610.

**No work is to commence until a permit has been issued.**

**A “Certificate of Occupancy” is required prior to occupancy of home.**

## ACKNOWLEDGEMENT

I certify that I have read this application and state that the above information is correct. I agree to comply with all city ordinances and state laws relating to building construction, and hereby authorize representatives of the City of Glenpool to enter upon the above-mentioned property for inspection purposes.

Applicant Name:	Applicant Signature:	Date:
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Homeowner Name:	Homeowner Signature:	Date:
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Landowner Name:	Landowner Signature:	Date:
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E-Mail Completed application to: [permit@cityofglenpool.com](mailto:permit@cityofglenpool.com)