

CRAWFORD COUNTY PLANNING & ZONING

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**NEW & USED Manufactures Home PERMIT REQUIREMENTS**

**\*\*\* Any pre-owned home, within or outside Crawford County, must be inspected before relocating to insure compliance with building codes.**

1. Well and septic system permit approval by health officer prior to any other permits issued
2. **UNDER NO CIRCUMSTANCE WILL A MANUFACTURED HOME BE BROUGHT INTO THE COUNTY WITHOUT A BUILDING PERMITS**
3. Information required on mobile/manufactured home
  - a. Copy of MSO (Manufactured Statement Origin)
  - b. Copy of manufactured home dealer inventory list, model name, year, model and serial number.
  - c. Tax paid receipt showing taxes have been paid on manufactured home for current year.
  - d. Dealer's statement of MHPT-41
4. Driveway permit required if driveway installed
5. No home shall be located within three hundred (300) ft of property zones R-1
6. The home shall have a **MINIMUM WIDTH OF SIXTEEN (16) FEET**
7. All roof surfaces exposed to view shall be covered with asphalt, fiberglass shingles, wood shakes, clay tiles, slate, or similar materials. The roof shall be in good condition to be approved by building inspector.
8. The exterior siding shall consist of wood, hardboard, vinyl, brick, masonry, or stone, and shall be in comparable in composition, appearance and durability to the exterior siding commonly used on site-built homes. Any loose, deteriorated, or missing siding to be replaced prior to C.O issued.
9. The home shall be **COMPLETELY UNDERPINNED** except for proper ventilation and access openings. **HOME SHALL BE UNDERPINNED WITH MASONRY MATERIALS, FINISHED CONCRETE, OR SIMILAR MATERIALS WITH STUCCO FINISH AS APPROVED BY BUILDING INSPECTOR.**
10. All windows and doors shall be in proper operating condition.
11. The lot shall be graded to prevent standing water under home.
12. Axles, tongues, and all other transporting equipment and towing apparatus shall be removed before occupancy.
13. A minimum one hundred twenty (120) square feet deck on the front and a minimum of eighty (80) square feet on the rear of the home are required. Guard rails minimum height not less than thirty-six (36") inches required on any deck thirty (30") inches above grade with pickets no more than four (4") inch spacing. **DECKS MUST BE UNDERPINNED AND STUCCO FINISH BEFORE ISSUANCE OF PERMENANT POWER IS RELEASED.**
14. No masonry mailboxes.
15. A minimum of eighteen (18") inches of crawl space must be maintained under the entire home.
16. All insulation under the home must be secured in space.
17. All electrical devices throughout home must be secured, safe and in proper working condition.
18. Water heater and HVAC must be safe and in proper working condition.
19. All electrical work to be preformed by a licensed electrician.
  - \$50.00 Permit fee will need copies of State & Local License.
20. Installation of manufactured home to be completed by licensed installers.
21. Dryer exhaust vent must terminate outside the home.

**BUILDING PERMIT CHECKLIST**  
**FOR SITE-BUILT HOMES**

1. Health Approval
2. Copy of Recorded Plat
3. Copy of Recorded Deed
4. Copy of House Plans / File Copy (Optional)
5. Copy of State and Business Licenses for General Contractor, Electricians, Plumbers and HVAC Contractors

**BUILDING PERMIT CHECKLIST**  
**FOR MANUFACTURED HOMES**

1. Health Approval
2. Copy of Recorded Plat
3. Copy of Recorded Deed
4. Floor Plan
5. Purchase Agreement
6. PT-41 Form – Statement of Origin from Dealer
7. Copy of State and Business Licenses for Set-up, Elec., Plumbing & HVAC Contractors

**BUILDING PERMIT CHECKLIST**  
**FOR OUTBUILDINGS**

1. Copy of Recorded Plat
2. Copy of Recorded Deed
3. Diagram of Proposed Building
4. Copy of Contractors' licenses