



Mobile Home

Site Address: _____ Park Name _____ Lot Number _____

Building Owner: _____ Phone #: _____

Owner Mailing Address: _____ City: _____ State: _____

Project Description: _____

State Manufactured Home Installer Number: _____

Licensed Contractor: _____

Licensed Plumber: _____

Licensed Electrician: _____

Licensed Mechanical: _____

Kansas Roofers Registration Number: _____

Building Area

Main floor living space: _____ Sq Ft Misc Space: _____ Sq Ft

Call 1-800-344-7233 or 811 For Utility Locates

Dig Safe Ticket # _____

Valuation: \$ _____

Applicant Signature: _____ Date: _____

This Application Will Not Be Approved Without A Completed House Moving Permit Application Attached

DO NOT WRITE IN THIS BOX. FOR OFFICE USE ONLY

Application received by _____ Date _____

Items required:
 Site Plan _____ Floor Plan _____ Legal Description _____ Building Guide _____

Zoning: Zone _____ Flood Plain _____ Approved _____ Initial _____ Date _____

Inspections: NRP _____ RHID _____ Approved _____ Initial _____ Date _____

Permit No: _____ **Permit Fee:** \$ _____

Notes:

Have Questions Regarding this Application?
Contact the Dodge City Development Services and Inspections Department
806 N. 2nd Ave ***Phone: 620-225-8105***

Mobile Homes

This handout addresses the frequently asked questions regarding the process of constructing a detached garage.

This document must be completed and approved before a building permit can be issued:

- 1. Provide a Completed House Moving Application.** One is provided at the back of this application and will need to be filled out by the Licensed Home Mover.
 - 2. Provide a Separate Site Plan** showing dimensions of your project or addition and its relationship to existing buildings or structures on the property. Show all utilities, easements and the distance to the existing property lines. See example on page 2
 - 3. Fill out the Building Permit Application.** The majority of the permit applications are processed with little delay. The submitted documents will help determine if the project is in compliance with building safety codes, zoning ordinances and other applicable laws.
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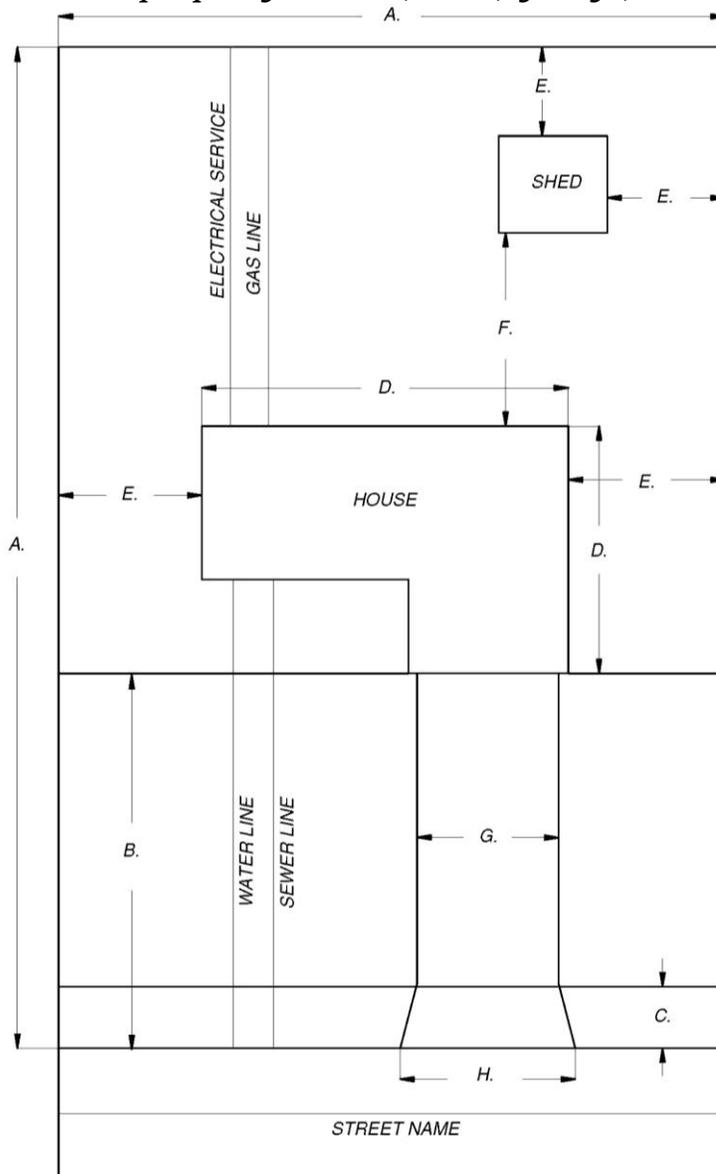
**Be sure all of the items below are shown on your completed site plan drawing.
Give measurements as accurately as possible to assure code compliance.**

- A. Property Line dimensions
- B. Minimum Building Setback
- C. Property Line to the Back of the Curb
- D. Dimensions of the Main Structure
- E. Distance between accessory structure and property lines
- F. Distance between the Main and Accessory Structures.
- G. Driveway width
- H. Driveway Open Curb Width

**Show all utility lines and services as shown below.*

**Label all structures on the property. (house, shed, garage, etc)*

*Example
Site plan:*



4-102 Building Permit Policy: Permits Required: No building or structure regulated by this code shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted, re-roofed, or demolished unless a separate permit for each building has first been obtained by the building official.

4-105 Building Permit Requirements - (D) : Mobile home(s) which do not bear a label certifying compliance with the National Manufactured Home Construction and Safety Standards, effective June 15, 1976, shall not be permitted into this jurisdiction.

All Mobile / Manufactured Homes shall have all items listed below inspected and approved by the building official(s) before a Certificate of Occupancy can be obtained.

- Pictures of the structure must be submitted with all required paperwork, including pictures of all sides, all interior rooms, HUD tag with serial number, roof line, roof covering, and any damages to the interior and exterior.
- A site plan shall be submitted along with the building permit application.
- A foundation plan shall be submitted along with the building permit application.
- The house moving permit is to be submitted with all required paperwork. (Permit is included in this packet and must be filled out by the Licensed House Mover.)
- Home shall be clearly numbered with numbers facing the street.
- All exits shall have at minimum a 3' x 3' landing with stairs. If landing is 30" or higher above grade, handrails are required. Please include an explanation or design of the exterior landing.
- Skirting around home shall be in good repair, free of damages, and be of approved materials.
- All HVAC mechanical equipment shall be in good working condition. If deemed unsafe by building official it shall be repaired, replaced, and/or corrected by a licensed contractor.
- Electrical Systems, including but not limited to outlets, switches, panels, service and wiring shall meet minimum code requirements.
- Smoke alarms shall be installed on the ceiling or wall in each sleeping room, and outside or in the immediate vicinity of each sleeping room within 3' of doorway, unless otherwise specified by the Building Official(s).
- Plumbing shall be in good working condition and gas line shall have a pressure check permitted and completed by a Licensed Contractor before gas is turned on to home. If plumbing is found to be in disrepair, any repairs, replacement and/or corrections are needed, work shall be done by a Licensed Contractor.
- Water Heater shall be in good working condition, and rated for use in mobile home by the manufacturer.

A signed contract from Licensed Tradesmen, (Electrician, Plumber, Mechanical) stating that they agree to do the work to make repairs, and/or corrections may be required by the Building Official(s).

All exterior surfaces, including but not limited to doors, door and window frames, porches, trim, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. The structure is to be cosmetically similar to new construction.

Property around the home shall be clean and free of rubbish, garbage, unsafe structures, and in good condition and maintained.

Home shall be placed on concrete piers or foundations that have been approved by the Building Official(s).

Roof shall be in good repair and shall not have any defects that admit rain. The pitch of the roof must be of a 3/12 pitch or greater with approved residential protective covering.

The title for the home is required to be provided before any permits can be issued. The title must match the HUD stamp of the home.

An initial inspection is required once home is placed on site, once any violations that have been addressed by the Building Official(s) have been corrected, a final inspection shall be performed by the Building Official(s).

After a final inspection is performed and approved by the Building Official(s), a Certificate of Occupancy shall be issued and the home occupied by the resident.

I understand that failure to comply with these requirements may result in administrative or legal action pursuant to the codes of the City of Dodge City. If you agree with the statement above please initial, sign your name and provide the date that you reviewed the agreement.

_____ *I have read and understand the above declaration*

Date of Review: _____ **Signature:** _____

Date of Final Inspection: _____

Building Official Signature: _____

Thank you,

City of Dodge City
Development Services and Inspections

House Moving Application

NAME OF MOVER: _____
ADDRESS OF MOVER: _____
PHONE # OF MOVER: _____
SITE ADDRESS: _____
VALUATION OF MOVE/SETTING \$ _____

Application must be accompanied by a Bond in the amount of twenty five thousand dollars (\$25,000) or in lieu thereof, a copy of or insurance policy conditioned that the person securing the permit will indemnify the City and all persons against all damages caused by the moving of any such building. Mover shall provide verification of State Licensing.

Provide A Marked Map of The Route That Will Be Taken: Google Map Route Or Something Similar

DATE & TIME OF MOVE: _____

When Date And Time Are Delayed Because Of Weather Please Notify Us As Early As Possible

Please list any trees, telephone, telegraph or electric wires that must be removed or cut:

ADDRESS: _____
ADDRESS: _____

- *Attach copy of liability insurance certificate
- *Attach copy of state licensed installer certificate
- *D.O.T. Certificate # _____

FOR OFFICE USE ONLY

APPROVED: _____
City Clerk

Date

City Inspector

Date

PERMIT # _____

PERMIT FEE: \$30

Building Permit Will Not Be Issued Without House Moving Permit Application Submitted