



# Installation of Manufactured Homes, Excluding Modular Homes (Unincorporated Areas)

## 1 GETTING STARTED

### Zoning Verification

Obtain verification letter from Planning/GIS at 755 Roanoke Street, Suite 2A. (540) 394-2148.

### Virginia Residence Verification

Visit the Commissioner's Office in Suite 1A to complete a "Virginia Residence Verification" form and provide proof of title for all Singlewide Dwellings and for Double Wide Dwellings being set in a park. (540) 382-5710

### Building Permit

Apply for a building permit at the Department of Inspections in Suite 1D after receiving the Zoning Verification Letter. You are required to bring **ONE** set of footing plans, a floor plan, a

## 2 PERMIT APPROVALS

Applications require a 7-10 business-day review period. If more information is needed, the process will take longer. Zoning and Building Departments must approve permit applications before a permit to build can be issued. When the building permit has been issued, construction may begin. No work can be done, nor inspections performed until a permit has been issued. Zoning and Erosion & Sediment Control Permits, if required, must be issued *prior* to issuance of the building permit.

copy of a pre-set-up contractor's certification and a deck form (if you intend to build decks larger than 30 S.F. in size).

Trade permits (electrical, mechanical, and plumbing) are included in the manufactured housing building permit.

The responsible person must be either a *licensed and certified contractor, or a homeowner*. Homeowners acting as a contractor must furnish a copy of the certification belonging to the person actually setting the home.

**The permit fee is due at time of application.**

## 3 POWER AUTHORIZATION

Power will be authorized for a manufactured home once it passes rough-in inspections, including all MEP (mechanical, electrical, plumbing) connections, underpinning and decks, and the Operations Permit is in the file (for private well and/or septic). In some cases, an application to connect electrical power can be signed to release power. An AEP work order number is required before authorizing provider for power. For final the skirting, decks, finish grade, and street address numbers are required.

## 4 INSPECTIONS

Call the Health Department at (540) 585-3300 for the required inspection(s) related to the septic system before it is covered. The Health Department will issue an operation permit for the well and septic system. **If you are on public systems, contact the Montgomery County Public Service Authority (PSA) at (540) 381-1997 to obtain an operations permit.**

Call the Department of Inspections at (540) 382-5750 for required inspections of the structure. No final inspections will be scheduled until an Operations Permit from the Health Department and/or Montgomery County PSA (as it pertains to your job) is in possession. A post-set-up certification form will be required before a Certificate of Occupancy (CO) is issued.

After passing the Final Inspection, the Department of Inspections issues a Certificate of Occupancy (CO). Note: The applicant will be the "owner" of the CO. It will be mailed, unless otherwise instructed by the applicant.