MOBILE HOME PARK CHECKLIST
(Return with Application)

Permit application for ____________________________ (job location)
Owner’s Name ____________________________________________
Contractor’s Name ________________________________________

Before a permit may be issued, all of the following documentation must be submitted. Missing information may delay the processing of your application. If you should have any questions, please contact the BUILDING DEPARTMENT at (231)882-9673 before mailing your application.

1. PARK MANAGER’S APPROVING SIGNATURE DATE ______________________________

2. BLUE PRINTS or DRAWINGS - Include blocking diagram, all tie downs, and stair details at each exit from dwelling. Two (2) complete sets of drawings are required with any permit.

3. A licensed mobile home installer may apply for all permits if they are connecting to existing equipment. Any new installation requires that a contractor licensed in the specific trade obtain the trade permit.

4. OTHER PERMITS REQUIRED are: ___ Electrical ___ Mechanical ___ Plumbing

5. This section must be completed by the MOBILE HOME INSTALLER:

NAME__________________________________________

ADDRESS________________________________________

CITY_________________________________________ ZIP__________

LICENSE #________________________________________

SIGNATURE________________________ DATE________

RESPONSIBILITIES OF APPLICANTS

It is the legal responsibility of the applicant to call for all required inspections or before any electrical, plumbing, mechanical, or structural work is concealed or covered. It is also the applicant’s responsibility to obtain and submit separate applications for any electrical, mechanical, plumbing or building permits.

BUILDING DEPARTMENT OFFICE HOURS are 8:00 am to 12:00 and 1:00pm to 5:00pm, Monday through Friday. PHONE at 231-882-9673; by MAIL at 448 Court Place, Beulah, MI 49617; or by FAX at 231-882-0033.

Signed: ___________________________________________ Date: ____________________________

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10/09/12 BL
BUILDING PERMIT

Permit #

Job Address: ____________________________ Property Tax I.D.: ____________________________

Zoning district: __________________________ Permit Determinant: ____________________________

Use Group: ____________________________ Owner: ____________________________ Phone: _________

Type Const.: ____________________________ Address: ____________________________ Phone: _________

Basic Dimensions: _______ ft. x _______ ft, Contractor: ____________________________

No. Floors: ____________________________

_______ Sq. ft. main floor
_______ Sq. ft. second floor
_______ Sq. ft. fin. basement
_______ Sq. ft. unfin. bsmt.
_______ No. rooms 1st floor
_______ Sq. ft. garage (attached garage requires fire separation)

No. rooms 2nd floor
No. full baths
No. half baths
No. fireplaces
No. chimneys
No. wood burners
Sq. ft. porch/breezeways
Sq. ft. wood deck
( ft.) ceiling height
( ft.) building height

PLEASE FILL IN OR CHECK THE APPROPRIATE SPACES BELOW:

FOUNDATIONS (11)

f.g. _______ "x"
" below fin. grade
No. post footings _______ "x"
Poured walls
H.C. block _______ 
Wood foundation
(provide diagram)
Ft. Foundation wall height
" crawl space wall height
" egress sill height
No. bsmt. windows
" Crawl space vent openings

ROUGH-IN FRAMING (10)

Sill plate (trest.)
Wall plates
headers
wood girder
steel girder
post _______ fl. O.C.
stud wall
masonry
fl. joists _______ O.C.
Ceil. jats _______ O.C.
Falters _______ O.C.
Truss (diagram required)
" floor sheathing
" wall sheathing
" roof sheathing
" corner brace sheath

EXTERIOR (3)

Wood
Aluminum/Vinyl
Brick
Block

ROOFS (4)

Hip
Gable
Front overhang
Other overhang
Eaves/overhang

CHIMNEY TYPE

Brick
Block
Stone
Metal
Asphalt Shingles
Underlayment
Vents
Other Coverings

WINDOWS (6)

No. of windows
Wood sash
Metal sash
Type
egress/bedrms
attic access 22" x 30"

INSULATION (9)

" Fiberglass
" Cellulose
" Blown in ft. glass
" Foam
other
" rigid poly ure.
" rigid styro
" insul sheath
" wind barrier
" (mill) moisture barr.

INTERIOR (13)

Poyer
Kit fl.
Other fl.
drywall
plaster
covered ceiling
" pnl. wainscot
6/8" garage fire code

BUILT-IN ITEMS (15)

oven range
disposal
" hood/fan
dishwasher
refrigerator
closet
vanities
" cupboard length

Contractor Will Stake 2 Adjacent Lot Lines for First Inspection, Sketch Lot Diagram On Back.

COST OF PERMIT $ ________

Building Dept.

By: ____________________________

Make checks payable to:

PLEASE COMPLETE THE INFORMATION ON THE BACK OF THIS PAGE, READ AND SIGN THE AFFIDAVIT.
LOT DIAGRAM

Owner: ____________________________
Address: ____________________________
Tax I.D.: ____________________________

1) Draw lot lines in feet
2) Label street
3) Draw existing structures
4) Draw proposed construction
5) Show dimensions of all buildings
6) Show distance from all sides of buildings to sidewalks
7) Draw lakes, streams, and wet lands within 500 feet
8) Contractor/owner will stake 2 adjacent lot lines

Engineer/Architect: ____________________________ Phone (__________)
Address: ____________________________

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:

Name: ____________________________ Phone (__________)
Address: ____________________________ City: ____________________________ State: ______ Zip: ______
Federal ID No/Social Security No. ____________________________ ME50 Employer No. ____________________________
Licenses No. ____________________________ Expiration Date: ____________________________ Worker’s Disability Compensation Carrier: ____________________________

If exempt from any of the above, explain here: ____________________________

Section 23a of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

HOME OWNER’S AFFIDAVIT and SIGNATURE
I hereby certify that the work described above shall be installed in accordance with the local code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the inspector. I will cooperate with the inspector and assume the responsibility to arrange for necessary and timely inspections.

Signed: ____________________________ Date: ____________________________

AGENT/CONTRACTOR’S AFFIDAVIT and SIGNATURE
I hereby certify that the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his authorized agent.

Signed: ____________________________ Date: ____________________________
EXAMPLE

NOTE: INDICATE LOCATION OF ROAD/STREET AND NORTH POINT
Foundation Plan

- Minimum depth of footer from finish grade:
  - To bottom of footing: 12" base
  - 1 x 8 plate
  - 6" x 6" or 8" x 8" plate
  - 6" x 6" or 8" x 8" plate
  - 4" x 4" or 8" x 8" plate
- Installation of steel columns:
  - Use 2" x 10" steel plate
  - Use 2" x 10" steel plate
- Anchor bolts:
  - Minimum 1/2" diameter
  - Maximum 1/2" apart
- Window locations:
  - Subject to change in relation to garage and door location
  - 9" reinforced concrete

Example:

- Use with 16" O.C. floor systems