

**CUSTOMER ASSISTANCE GUIDE**  
**BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS**  
**MANUFACTURED AND INDUSTRIALIZED HOUSING**

- Please read all of the following information.
- The following is a checklist. You must have a “checklist” in all the sections listed below prior to submitting your application.
- Must submit a ‘Valid Installers Certificate’ before final certificate is issued.
- 

\_\_\_\_ “Affidavit of Exemption” (see attached form) If you are hiring a contractor to construct your structure, and they have workers’ compensation, have the contractor or their insurance carrier provide us with a “Certificate of Insurance” showing proof of such. If the homeowner or a contractor without workers’ compensation is constructing the structure, the attached form must be completed and notarized.

\_\_\_\_ A site plan showing the proposed dwelling, the outside dimensions of the structure, distances in feet to the front, side and rear property lines; and the height of floor surface above grade at highest point on deck or landing on exterior of main exit door.

\_\_\_\_ Septic permit if applicable.                      \_\_\_\_ Sewer permit if applicable.

\_\_\_\_ Three (3) sets of construction drawings that show in detail code compliance for all of the work proposed, to include but not limited to the following information;

- \_\_\_\_ Footing detail. Thickness and depth below frost line
- \_\_\_\_ Size of masonry units for foundation (piers or full foundations)
- \_\_\_\_ Type, size, and placement of anchorage for the structure to the foundation
- \_\_\_\_ A copy of the manufacturer’s specifications and installation instructions.
- \_\_\_\_ Electrical. Service size \_\_\_\_ and location
- \_\_\_\_ Plumbing
- \_\_\_\_ Mechanical if applicable
- \_\_\_\_ Main exit door – 36” x 36” landing on exterior (required).

**EXTERIOR DECK WHERE REQUIRED:**

- \_\_\_\_ Floor joist size, species and grade of wood.
- \_\_\_\_ Floor joist spacing (16” or center, 24” on center etc.)
- \_\_\_\_ Span of floor joist (clear distance between supports)
- \_\_\_\_ Depth of post footing below finished grade
- \_\_\_\_ Guardrail height from floor or deck, and/or stairs
- \_\_\_\_ Spacing of balusters. (maximum 4”)
- \_\_\_\_ Stairs – Riser height and tread depth (riser 8¼ max tread 9” min)
- \_\_\_\_ Stairs – Handrail height (from nose of tread) (minimum 34”, Maximum 38”)
- \_\_\_\_ Handrail grip size – must have a circular cross section of 1¼” minimum to 2” maximum
- \_\_\_\_ Guardrail (34” minimum measured vertically from nose of thread)

**Type of Foundation (circle the type you are using)**

- |                             |                      |                     |
|-----------------------------|----------------------|---------------------|
| 1. Set on full basement     | 2. Crawl space       | 3. Piers            |
| A. Heated: yes ____ no ____ | A. Cross ventilation | A. Spacing          |
| B. Garage in basement       |                      | B. Diameter         |
| C. Stairs                   |                      | C. Depth            |
| D.                          |                      | D. Type of skirting |

\_\_\_\_ Completed building permit application

BIU will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be marked “approved”. A building permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit at the Municipal Building. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedures provided to have all of the required inspections performed.