

# SUBMITTAL REQUIREMENTS FOR NEW AND USED MANUFACTURED HOUSING

As required by Bureau Veritas North America, Inc.

**Drawings must include all information on this form. Each item should be checked off and this form must be returned with drawings.**

- \_\_\_\_\_ Application
- \_\_\_\_\_ Water permit (when applicable) Sewer or septic permit
- \_\_\_\_\_ Local Municipal Approval
- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Two (2) full sets of plans that contain the following applicable items:

- One (1) Complete Manufacturers Installation (Instruction Manual, to be at job site) Floor Plan
- Footer Specifications
- Foundation Specifications
- Designate type of backfill material to be used
- Support Pier Set
- Approved Tie Down Specifications (anchoring system) Energy Requirements (when applicable)
- Mechanical Specifications (when applicable)
- Plumbing Specifications (when applicable)
- Electrical Specifications (when applicable)
- All deck and porch plans (must be self-supporting and must have minimum 3' X 3' landing)
- Complete plans of any structure and/or framing of any structural item (roofs, etc.) that is not completed at the manufacturing facility and is field constructed
- Indicate full basement means of egress method

## INSPECTION SCHEDULE

1. Foundation (prior to placement of footings)
2. Concrete slab or under floor (prior to pouring concrete)
3. Anchorage (after installed and anchored)
4. Service Equipment – Electrical, Plumbing, Mechanical **\*\*\*Electric service inspection is included in fee price. Power cannot be supplied until service inspection is approved.\*\*\***
5. Frame (any work performed in field)
6. Means of egress (Decks & Porches)
7. Final (prior to occupancy)

**THIS COMPLETED FORM MUST BE TURNED IN WITH PLANS**

For **NEW** manufactured housing:

All new manufactured housing permitted on or after October 1, 2020 must be installed by a **HUD LICENSED INSTALLER**. Manufactured housing installers previously certified by the Pennsylvania Department of Community and Economic Development will no longer be allowed to install new manufactured housing permitted on or after this date.

The Certified Building Code Official is required to obtain a copy of the license of the HUD Licensed Installer at the time of the permit being applied for, as required by the Uniform Construction Code. In no case should a BCO issue a permit for installation of new manufactured housing without obtaining a copy of the license of the HUD Licensed Installer prior to issuing the permit.

You can verify an installers license at <https://manufacturedhousinginstallation.com/installers>

Upon completion of the installation, the HUD Licensed Installer is to complete the appropriate sections of **HUD Code 309-most current version is attached.**

For **RELOCATED** manufactured housing:

All relocated manufactured housing permitted on or after October 1, 2020 must be installed by a **HUD LICENSED INSTALLER**. Manufactured housing installers previously certified by the Pennsylvania Department of Community and Economic Development will no longer be allowed to install relocated manufactured housing permitted on or after this date.

The Certified Building Code Official is required to obtain a copy of the license of the HUD Licensed Installer at the time of the permit being applied for, as required by the Uniform Construction Code. In no case should a BCO issue a permit for installation of relocated manufactured housing without obtaining a copy of the license of the HUD Licensed Installer prior to issuing the permit.

The Certified Building Code Official is also required to obtain a copy of the Habitability Checklist for Relocated Manufactured Homes (found on page 7 of the Habitability Guidelines), completed by the permit applicant prior to issuance of the UCC permit for relocation and installation of the manufactured housing unit.

The Habitability Guidelines for Relocated Manufactured Housing (2019 edition) may be found and downloaded at this link:

<https://dced.pa.gov/download/habitability-guidelines-for-relocated-manufactured-homes/?wpdmdl=56739&refresh=5f63726f86dfe1600352879>

Inspection of **NEW** Manufactured Housing prior to issuance of a UCC Certificate of Occupancy:

All new manufactured homes installed under a permit issued on or after October 1<sup>st</sup> must be inspected by an individual that meets the requirements of being a HUD approved inspector. Those requirements are as follows inspector must meet one or more qualifications:

## **Inspectors**

According to 24 CFR 3286.409 all retailers/installers must contact and arrange for an inspection 10 days before the completion of the house. Consistent with 24 CFR 3286.511, any individual or entity that meets at least one of the following qualifications is permitted to review the work and verify the installation of a manufactured home that is subject to the requirements of the HUD-administered installation program:

- A manufactured home or residential building inspector employed by the local authority having jurisdiction over the site of the home, provided that the jurisdiction has a residential code enforcement program
- A professional engineer
- A registered architect
- A HUD-accepted Production Inspection Primary Inspection Agency (IPIA) or a Design Approval Primary Inspection Agency (DAPIA)
- An International Code Council certified inspector

The inspector must be independent of the manufacturer, the retailer, the installer, and any other person that has a monetary interest, other than collection of an inspection fee, in the completion of the sale of the home to the purchaser.

Keep in mind that Certificates of Occupancy for new manufactured homes must be issued by the Certified Building Code Official under the Uniform Construction Code regulations. The Certified Building Code Official must be provided a copy of the fully completed HUD Form 309 before they can lawfully issue a UCC Certificate of Occupancy.

**PLEASE NOTE THAT UNDER HUD REQUIREMENTS FOR INSPECTION, CERTIFIED BUILDING CODE OFFICIALS DO NOT QUALIFY AS AN INSPECTOR UNLESS THEY MEET ONE OF THE CRITERIA.**

PRIOR TO OCTOBER 1<sup>ST</sup> BUILDING CODE OFFICIALS WERE PERMITTED TO INSPECT NEW MANUFACTURED HOUSING WITHOUT HAVING TO BE CERTIFIED AS AN INSPECTOR UNDER THE UNIFORM CONSTRUCTION CODE, AS LONG AS THEY HAD PARTICIPATED IN AT LEAST 3 HOURS OF TRAINING FROM DCED AND RECEIVED ACKNOWLEDGEMENT OF SUCH BY DCED.

Some words of caution from the PABCO Board of Directors:

Carefully review the HUD Form 309 which is attached.

Whoever completes and signs that form (assuming they are a HUD qualified inspector) is verifying that:

1. They have conducted a visual inspection as follows:

**24 CFR § 3286.507 of the Regulations states:**

**(a) Verification by Inspector:** When an inspector is satisfied that the manufactured home has been installed in accordance with the requirements of this part, the inspector must provide verification of the installation in writing and return the evidence of such verification to the installer.

The Installation Inspector is responsible to inspect and verify compliance for several inspection elements at a minimum that are visually observable around, beneath and inside

the home as necessary and applicable to each installation. The minimum inspection elements of each home are listed in 24 CFR

3286.505 and are as follows:

- (a) Site location with respect to home design and construction;
- (b) Consideration of site-specific conditions;
- (c) Site preparation and grading for drainage;
- (d) Foundation construction;
- (e) Anchorage;
- (f) Installation of optional features;
- (g) Completion of ductwork, plumbing, and fuel supply systems;
- (h) Electrical systems;
- (i) Exterior and interior close-up;
- (j) Skirting if installed; and
- (k) Completion of operational checks and adjustments

If all items are installed correctly, check the appropriate "Pass" box on the HUD 309 form.

If items are not installed correctly, check the "Fail" box and write a brief but self-explanatory description of the failure to comply on the form where indicated.

If the inspection item does not apply to the home that has been installed, then the "N/A" box must be checked. All items inspected must pass or be checked "N/A" in order for the home to pass the inspection.

If the installation does not pass the inspection, the inspector shall provide a brief description of the specific items that must be addressed in order to pass the inspection in Section 2 of the form (using additional sheets if necessary).

Upon re-inspection, the inspector shall briefly describe the work performed to address the specific failure{s}

Following the initial inspection and if the re-inspected item(s) are in compliance, shall initial those items.

Upon satisfactory completion of the visual inspection that verifies the home's installation complies, the installation inspector is to sign the Form HUD 309. This signature verifies that all of the visual inspections addressing the minimum elements have been completed and to the extent observable during the inspection, passes.

A. This is the verification that must be provided by the inspector in Section 3 of HUD Code 309 Form:

B. Inspector Verification | have performed a visual inspection in accordance with 24 CFR § 3286.507, of the manufactured home installation identified above. I have inspected the minimum elements noted above, as required by 24 CFR § 3286.505 and the items above have been installed in accordance with an installation design and instructions that have been provided by the manufacturer and approved by the DAPIA or an installation design and instructions that have been prepared and certified by a professional engineer or registered architect that have been approved by the manufacturer and the DAPIA as providing a level of protection for residents of the home

that equals or exceeds the protection provided by the federal installation standards in part 3285 of this chapter. It is a crime to knowingly make false statements in any matter within the jurisdiction of the United States such as the verification statement on this or any similar form. Penalties upon conviction can include a fine and imprisonment. See 18 U.S. Code Section 1001.

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Inspector Signature

(Date)

The Department of Community and Economic Development's Housing Standards Division has stated that inspection items are no different than they have been under the Pennsylvania Program", since all installations must comply with the DAPIA Approved Plans for that particular housing unit.

**With that being said, the PABCO Board of Directors is cautioning members to understand:**

The inspector, by their signature, is verifying that they have conducted a visual inspection of all of the items and components in the various subsections of the HUD Code as itemized in Section 2 of the HUO.

That those individuals who have been conducting inspections of new manufactured housing in Pennsylvania **may not have routinely checked for all those items in Section 2** that they are now being asked to verify as being visually inspected and "passed"

While the inspection process and protocol may be the same or similar to what was being conducted under the Pennsylvania Program, the inspector is verifying by their signature that they are aware of and familiar with the requirements in those portions of the HUD Code as they relate to inspection of new manufactured housing.

***There may be legal and liability issues for current Pennsylvania inspectors who must now meet the requirements of HUD qualified inspectors in signing a form and verifying compliance with inspection requirements that they may not fully understand because it is referencing the Federal HUD Code and/or cause the inspection requirements on HUD Code Form 309 go beyond what they are accustomed to actually inspecting for a new manufactured home installation.***

***The PABCO Board is not suggesting one way or the other how you deal with this new inspection requirement and the Form 309 inspection verification. However, the Board is strongly recommending that you consult with your municipal solicitor or with your private attorney / insurance carrier in the case of a third-party agency.***

Inspection of **RELOCATED** Manufactured Housing prior to issuance of a UCC Certificate of Occupancy:

Requirements for inspection of installed relocated manufactured housing **HAVE NOT CHANGED.**

Inspections may be performed by any individual who is permitted to do so under the Pennsylvania Program, ***including Certified Building Code Officials who are not certified as inspectors but who have completed 3 or more hours of training from DCED and have proof (acknowledgement) of such training.***

Upon completion of a satisfactory inspection for installation of the relocated manufactured home, the Certified Building Code Official shall issue a UCC Certificate of Occupancy.

Keep in mind that installations of any relocated homes permitted on or after October 1st must be installed by a HUD Licensed Installer.

The Installer must still complete a copy of the **Pennsylvania Certificate of Compliance** and

provide it to the Building Code Official before a UCC Certificate of Occupancy can be lawfully issued.

Please note that the Certificate of Compliance is being revised to relate only to relocated manufactured. PASCO will provide you a copy as soon as it becomes available.

If you have any questions or concerns regarding this communication, please reply back via email and your concerns will be addressed at the earliest opportunity.

# Habitability Checklist for Relocated Manufactured Homes

Use this checklist to aid in confirming compliance with the habitability guide for relocated manufactured homes. All items must be correct prior to occupancy. A completed checklist must be submitted to the local building code official as part of the building permit process.

Home Address: \_\_\_\_\_

## Data Plate, Serial Number & Certification Label

- Locate the serial number from the front chassis crossmember and the certification labels from the exterior siding. Cross reference to the data plate in the home. See page 2.
- Verify the home was certified as a manufactured home and that it was designed and constructed for the Pennsylvania climate zone.

## Floors

- Floor is structurally sound. Floor coverings are secure and do not present tripping hazards.
- Floor insulation is properly installed in floor cavity, especially at access areas.
- Bottom Board is patched and secure. See page 5.

## Walls

- Walls are structurally sound, without holes, breaks or protrusions.
- Doors and windows are operational with proper glazing. See page 3.
- Doors are equipped with proper hardware. See page 3.

## Exterior Coverings

- Roofing material free from obvious defects, holes, etc.
- Roof caps, vents, flashing, etc. are properly installed. Fireplace chimneys are the proper height (3' above the roof where it passes and 2' higher than any part of the building with 10' of the chimney).
- Siding material is free from obvious defects, holes, etc. and is properly channeled or sealed around penetrations.

## Sanitary Facilities

- Plumbing system is in good working order and free from defects, leaks and obstructions. See page 4.
- Drain piping under the floor is properly sloped and supported every 4'. See page 4.
- Water supply line crossover insulation and covers are properly installed.
- Hot water appliance is properly installed and in good working order.

## Ventilation

- Clothes dryer exhaust ducts terminate outside of the skirting crawl space enclosure. See page 4.
- Kitchen, bath and toilet compartment fans are operational. For homes built after Oct 25, 1993, see page 4.

## Heating

- Heating facilities are in working order.
- Registers and grills are in place at all outlets and intakes for the heating system.

## Fuel Burning Appliances

- All vents, flu pipes, chimneys, etc. are properly installed, and are free from rust, damage or any condition that could result in a leak of combustion gases into the home. See page 4.
- Fire-blocking is adequately installed where vents, flu pipes, chimneys or other penetrations are present in the ceiling or walls inside furnace and water heater compartments. See page 5.
- Fuel supply piping is properly installed and supported.
- Fuel supply piping has been tested for leaks by qualified personnel.

## Electrical Systems

- All electric receptacles, switches, junction boxes, fixtures, etc. are properly installed with appropriate cover plates. See page 5.
- All electrical crossovers are properly assembled and secured. See page 5.
- Operational test assured that all electrical devices operate properly.
- Ground Fault Circuit Interrupters (GFCI) where required, test and reset properly. See page 5.
- All exposed metal parts likely to be energized have been bonded.
- Proper smoke detectors/alarms placement and operation. See page 3.
- Proper carbon monoxide alarm placement and operation, if applicable. See page 4.

**HUD Manufactured Home  
Installation Certification  
And Verification Report**

**U.S. Department of Housing and Urban Development  
Office of Manufactured Housing Programs**

OMB Approval No. 2502-0578  
Expires 07/31/2022

The Manufactured Housing Installation Program Regulations 24 CFR Chapter XX Part 3286 Sections 111 and 411 require the licensed installer certify that the manufactured home has been installed and inspected in accordance with the regulations. The Manufactured Housing Installation Program Regulations 24 CFR Chapter XX Part 3286 Subpart F requires a qualified inspector verify that the manufactured home has been installed in accordance with the requirements of Part 3286 and Part 3285. The information collected here will ensure that the licensed installers and qualified inspectors inspect the minimum elements for compliance. The public record burden for the collection of information is estimated to average 3.5 hours per response including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collected information. Response to this information is mandatory. This agency may not collect this information, and you are not required to complete this form, unless the form displays a currently valid OMB control number.

Certification Label Number(s) <small>(include all zeros and agency prefix)</small>	Manufacturer's Serial Number(s) <small>(include all letters and numbers)</small>	_____ (Installer Name)	_____ (HUD License No.)
_____ (Homeowner Name)	_____ (State)	_____ (Inspector Name)	_____ (State)
_____ (Street Address)	_____ (City)	_____ (Zip)	_____ (Street Address)
			_____ (Phone)

**1. Initial Inspection**

Inspection Item	Inspector Verification			Installer Certification		
Site location with respect to home design and construction	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Consideration of site specific conditions	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart C - Site preparation and grading for drainage	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart D - Foundation construction	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart E - Anchorage	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart F - Optional features (Skirting, etc.)	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart G - Completion of ductwork, plumbing, and fuel supply systems	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart H - Completion of electrical systems	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart I - Exterior and interior close-up	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Completion of operational checks and adjustments	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A

**2. Reinspection of Home** (To be completed and initialed by the inspector)

If the inspector discovers that any item during the Initial Inspection fails to comply with the manufacturer's installation instructions or with an installation design and instructions that have been certified by a professional engineer or registered architect, the installation must be reinspected after the installation is corrected.

Briefly describe the work that did not pass the initial inspection. Upon reinspection, inspector must initial item(s) that are in compliance. Attach additional sheet(s) if necessary.

**3. Inspector Verification**

I have performed a visual inspection in accordance with 24 CFR § 3286.507, of the manufactured home installation identified above. I have inspected the minimum elements noted above, as required by 24 CFR § 3286.505 and the items above have been installed in accordance with an installation design and instructions that have been provided by the manufacturer and approved by the DAPIA or an installation design and instructions that have been prepared and certified by a professional engineer or registered architect that have been approved by the manufacturer and the DAPIA as providing a level of protection for residents of the home that equals or exceeds the protection provided by the federal installation standards in part 3285 of this chapter. It is a crime to knowingly make false statements in any matter within the jurisdiction of the United States such as the verification statement on this or any similar form. Penalties upon conviction can include a fine and imprisonment. See 18 U.S. Code Section 1001.

\_\_\_\_\_  
Inspector Signature

\_\_\_\_\_  
(Date)

**4. Installer Certification**

I hereby certify, in accordance with 24 CFR §§ 3286.111 and 3286.411, that the manufactured home identified above has been installed in accordance with an installation design and instructions that have been provided by the manufacturer and approved by the DAPIA or an installation design and instructions that have been prepared and certified by a professional engineer or registered architect that have been approved by the manufacturer and the DAPIA as providing a level of protection for residents of the home that equals or exceeds the protection provided by the federal installation standards in part 3285 of this chapter. It is a crime to knowingly make false statements and/or certifications in any matter within the jurisdiction of the United States such as the certification on this or any similar form. Penalties upon conviction can include a fine and imprisonment. See 18 U.S. Code Section 1001.

\_\_\_\_\_  
Installer Signature

\_\_\_\_\_  
(Date)

**Privacy Statement:** HUD is committed to protecting the privacy of individuals information stored electronically or in paper form in accordance with federal privacy laws, guidance and best practices. HUD expects its third-party business-partners who collect, use maintain, or disseminate HUD information to protect the privacy of that information in accordance with applicable laws.

**Distribution:** Installer, Retailer, Purchaser

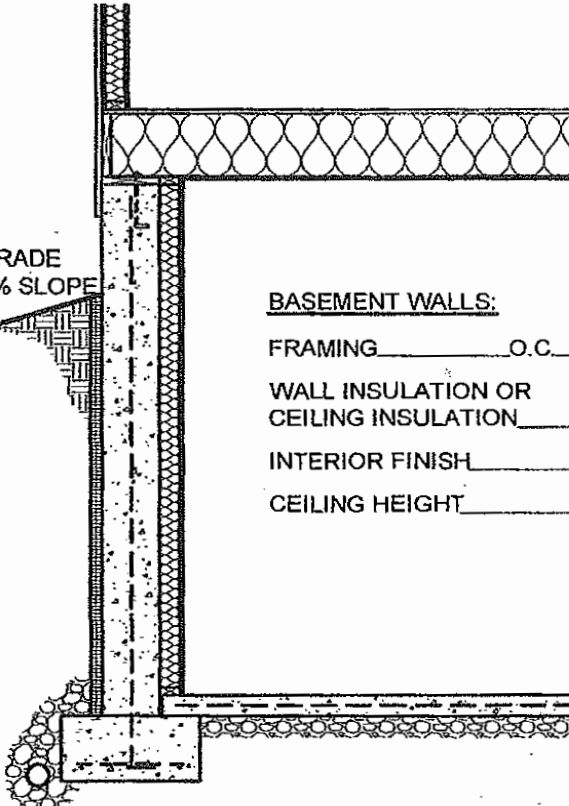


FOUNDATION SUBMITTAL  
AS REQUIRED BY BUREAU VERITAS NORTH AMERICA, INC.

FOUNDATION:

FOUNDATION TYPE \_\_\_\_\_  
ANCHOR TYPE \_\_\_\_\_  
ANCHOR SPACING \_\_\_\_\_  
SILL PLATE \_\_\_\_\_  
BLOCK WALL SIZE \_\_\_\_\_  
VERTICAL REINFORCEMENT \_\_\_\_\_  
CONCRETE FLOOR THICKNESS \_\_\_\_\_  
VAPOR BARRIER \_\_\_\_\_  
COLUMN PAD SIZE \_\_\_\_\_  
COLUMN SPACING \_\_\_\_\_  
FOOTING WIDTH \_\_\_\_\_ HEIGHT \_\_\_\_\_  
FOOTING DEPTH BELOW GRADE \_\_\_\_\_

GRADE  
5% SLOPE



BASEMENT WALLS:

FRAMING \_\_\_\_\_ O.C. \_\_\_\_\_  
WALL INSULATION OR  
CEILING INSULATION \_\_\_\_\_ R-VALUE \_\_\_\_\_  
INTERIOR FINISH \_\_\_\_\_  
CEILING HEIGHT \_\_\_\_\_