

# Notice to Owners Completing Installation Work

Dear manufactured home owner:

You have elected to complete, or are considering the completion of, one or more of the following components related to the installation of your manufactured home: excavation and grading, the footings/foundation system, frame (support) piers, the anchoring system, the plumbing system, the mechanical system, the electrical system, or fuel-supply (gas) piping system.

The Minnesota State Building Code (MSBC) allows an owner of a manufactured home to complete: the installation of a support or anchoring system without having to be licensed as a Minnesota manufactured home installer (Minnesota Statute (MS) 326B.805, Subd. 6), the installation of the plumbing system without having to be licensed plumber (MS 326B.46), or the installation of mechanical heating system without being bonded as a mechanical contractor (MS 326B.197).

Though a manufactured home owner is exempt from the licensing and bonding required of an installer, plumber or HVAC contract, **an owner must:**

- Obtain installation permits,
- Schedule and pass inspections to assure compliance with federal and state standards, and
- Obtain building or zoning permits.

To obtain a building or zoning permit, submit an application for a permit from the local authority having jurisdiction (building official). In areas that have no local enforcement, you must hire a licensed code official or Minnesota-licensed engineer to review plans and inspect the installation.

## Building permits

Typically, building permit applications for manufactured home installations are accompanied by plans, drawings and specifications that are reviewed by the local code official or approved third party inspectors. In areas of Minnesota where the MSBC isn't enforced locally, the zoning permit application should be submitted to the city, county or township clerk for approval and issuance of the permit. All plans, drawings and specifications for the installation of the home must be submitted and approved by a third-party inspector or the local authority having jurisdiction. Once approved, the owner will receive either a building permit card (from the local code official) or a letter of approval (from the approved third-party inspector). Once received, installation may begin.

## Inspections

Inspections of the owner's installation work must be completed by the local authority having jurisdiction or an approved third-party inspector. The owner is responsible for all costs associated with the plan review and inspections of all installation items for which they accept responsibility. Work must not be covered or concealed until inspections are complete. An owner cannot occupy a newly installed or re-installed manufactured home until a written approval to occupy the structure is provided by the approved third-party inspector, or where required, a Certificate of Occupancy is issued to the owner by the local building official.

All work completed by the owner must comply with the manufacturers installation instructions or the provisions of CFR 3285 for new and used home installations, or Minnesota Rule 1350 for homes built prior to June 1976 which have no manufacturer installation instructions.

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Every HUD-labeled manufactured home in Minnesota must have an anchoring system (CFR 3280.305 (c), (2)). In addition, when the manufacturer's installation manual uses command language requiring frost-protected footings for the support of your home, the footings must be constructed and placed accordingly (MN Rule 1350.2600). Examples of command language are; footings **shall**, footings **must**, footings **are to be placed**, footings are **required to be installed, or others similar language of this nature**. NOTE: Alternate foundation systems designed by a Minnesota-licensed engineer may be reviewed, and approved for use, by the local authority having jurisdiction, or the approved third-party inspector.

### Violations

Improper installation or placement of anchors, footings or utility systems must be corrected prior to occupancy (MS 327.31 to 327.34). Additionally, **violations created during the installation of a new manufactured home may void any warranties afforded you by the manufacturer or their component part manufacturers and may even extend to the dealer.**

If you have questions regarding this matter or with regard to any installation components that you have elected to complete as the owner/occupant of your manufactured home, please contact the local authority having jurisdiction, your approved third-party inspector or the Minnesota Department of Labor and Industry for clarification at (651) 284-5092

### Installation work to be completed by the consumer/purchaser:

- |  |   |
|--|---|
| <input type="checkbox"/> Site Preparation, grading and drainage  | <input type="checkbox"/> Footings                 |
| <input type="checkbox"/> Frame (Support) Pier Blocking           | <input type="checkbox"/> Foundation               |
| <input type="checkbox"/> Stairs/Decks or Landings/Handrails      | <input type="checkbox"/> Module Connections       |
| <input type="checkbox"/> HVAC Connections/Crossovers             | <input type="checkbox"/> Skirting                 |
| <input type="checkbox"/> Anchoring (Includes anchors and straps) | <input type="checkbox"/> Drain Waste Piping       |
| <input type="checkbox"/> Electrical (Consumer Must Own Property) | <input type="checkbox"/> Fuel Supply (Gas) Piping |
| <input type="checkbox"/> Water Piping                            |   |

The signature(s) below indicate the consumer/purchaser's agreement to complete the installation work indicated immediately above this statement. The signature(s) below are also acknowledgement that the dealer has explained to the consumer/purchaser, for the installation work listed above, the materials and procedures required for Minnesota State Building Code compliance and that those materials and procedures outlined by the dealer to the consumer/purchaser are specific to the site of installation, i.e. soil conditions, site drainage and frost depth.

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(Consumer/purchaser sign and date)

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(Dealers sign and date)