

### APPLICATION FOR BUILDING PERMIT FOR MANUFACTURED HOMES

- A.) This application must be printed and submitted to the Victor Building Department. Incomplete applications will not be accepted.
- B.) This application must be accompanied with, unless otherwise specified by the Code Enforcement Officer:
  - i. Statement that manufactured home bears required HUD and NYS seals, including certification numbers.
  - ii. Ensure copy of manufacturer’s installation instructions and specifications are on file with Town, demonstrating compliance with Appendix “E” of the NYS Residential Code.
  - iii. Letter of acceptance from New York State.
  - iv. Pier layout that shows tie-down equipment and layout
  - v. Site plan showing location of manufactured home (setbacks) and location of units on adjacent lots.
- C.) Applicant shall provide a certificate of insurance for Workmen’s Compensation / Employer’s Liability and Disability Insurance presently held by the General Contractor.
- D.) No person may manufacture, sell, install, or service a manufactured home unless certified and a certified individual is on site during all work operations.
- E.) The application fee shall be based on the Schedule of Fees available from the Building Department and shall be submitted upon approval of application.

Address of Job Site \_\_\_\_\_ Install Start Date \_\_\_\_\_

Name of Manufacturer \_\_\_\_\_ Estimated End Date \_\_\_\_\_

Model Designation # \_\_\_\_\_ Proposed Cost \_\_\_\_\_

Manufacturer Serial # \_\_\_\_\_

Included is application for:     Shed             Garage             Carport             Solid Fuel Appliance  
(data supplied as required)

Resident Owner \_\_\_\_\_ Phone Number \_\_\_\_\_

Resident Owner Address \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

Installer Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Installer Address \_\_\_\_\_ Certification # \_\_\_\_\_

*Acceptance does not relieve the agent, applicant, architect, builder, engineer, or owner from complying with any of the provisions of the NYS Building Code, Energy Code, SEQR Act, Local Zoning, etc., whether stated, implied, or omitted in the plans and specifications submitted for the building permit. Incorrect information may result in revocation of permit.*

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION CONTINUES ON NEXT PAGE**

The applicant shall, as part of this application, agree to:

- Notify the building department of any changes in the information contained in the application or approved plans and specifications.
- Perform all work in accordance to the submitted and accepted construction documents.
- Notify the building department at least 24 hours in advance for all required inspections and receive approval before any building element, equipment, or system is covered or enclosed.
- Authorize inspections by Code Enforcement Officer or his representative during all phases of construction.
- Prominently display on the premises the building permit issued and authorize the Building Inspector access for the purpose of inspections during construction.
- Not use in whole or in part for any purpose whatsoever until the structure meets all applicable codes, stipulations, all inspections have been made, approvals granted and a certificate of occupancy or compliance is issued.
- Abide by Planning Board and Zoning Board of Appeals approvals and conditions.
- Have all electrical work inspected by an authorized agent of the Town of Victor and procure a certificate of approval.
- Commence work within six months of the issuance of this permit or the permit will be revoked.
- Make application for and pay all appropriate fees to the Town of Victor before a Certificate of Occupancy is issued.
- Protect and repair any of the town facilities pursuant to Section 162-55 (Sewer) and Section 202-9 (Water).
- Abide by the Town Design and Construction Standards.
- Work may NOT commence prior to the issuance of the building permit. At the time of the issuance of such permit, a copy of the approved plans will be returned to the applicant to be kept at the work site, available for inspection throughout the progress of the work.

**Applicant's initials and date, signifying agreement to above:** \_\_\_\_\_

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**For Office Use Only**

	Signature	Date		Fee Schedule
Site review by	_____	_____	Unit Inspection	\$200
Approved/Denied by	_____	_____	Recreation Fee	\$1,500
Issued by:	_____	_____	Accessory Structure	\$50
			Garage	\$50
Receipt #	_____		Carport	\$50
Permit #	_____		Fireplace	\$50
			Water Usage	\$50
			Total Amount	_____

Comments: \_\_\_\_\_