



BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS
for
Mobile Home Parks
(Residential only)

THIS PACKET CONTAINS

SUBMITTAL INSTRUCTIONS for;

- S1** - Moving Home into Park
- S2** - Moving Home out of Park
- S3** - Enclosed Addition, Attached Garage, Attached Car Port
- S4** - Detached Garage, Detached Car Port, Shed, Pavilion, Gazebo - Less than 100 sq. ft
- S5** - Detached Garage, Det. Car Port, Shed, Pavilion, Gazebo – Between 100 & 1000 sq. ft.
- S6** - Detached Garage, Detached Car Port, Shed, Pavilion, Gazebo - Over 1000 sq. ft.
- S8** - Deck / Ramp (covered or uncovered)
- S7** - Other than listed above

BUILDING PERMIT APPLICATION

INSPECTION PROCEDURE

AFFIDAVIT OF EXEMPTION

CONDITIONAL USE REQUIREMENTS FOR MOBILE HOME PARKS

DO NOT begin construction before Building Permit is issued!

DO NOT bring a Mobile Home into the Township before Building Permit is issued!

DO NOT move persons and/or belongings into any construction area before a Certificate of Occupancy is obtained!

Non compliance with any part of the Building Permit process may result in legal action as set forth in the Pennsylvania Uniform Construction Code and/or The Center Township Codification of Ordinances.

Questions call 724 282 7805

SUBMITTAL INSTRUCTIONS for;

S1 Moving Home Into Park

You must include the following documents with your submittal. Check off as completed;

- Completed BUILDING PERMIT APPLICATION. (see attached)
- Pier layout from home's manufacturer. (2 identical sets)
- Pier and footer detail. (2 identical sets)
- Tie down installation instructions. (2 identical sets)
- Proof of Installers DCED Certification - required for new (never lived- in) home.
OR
Removal Permit from previous municipality - required for used (previous lived-in) home.
- Completed INSPECTION PROCEDURE. (see attached)
- Proof of builder's and/or hauler's workers compensation insurance
OR
Notarized AFFIDAVIT OF EXEMPTION. (see attached)
- Completed SUBMITTAL INSTRUCTIONS for S8 Deck or ramp. (see attached)

S2 Moving Home Out of Park

Call Township (724 282 7805) to get information on required documents.

S3 Enclosed Addition, Attached Garage, Attached Car Port

Call Township (724 282 7805) to get information on required documents for these structures.

SUBMITTAL INSTRUCTIONS for;

S4 Detached Garage, Detached Car Port, Shed, Pavilion, Gazebo **Under 100 sq. ft.**

No permit is required for these structures, **HOWEVER**, keep in mind the following:
Maximum permitted height is 15 feet from finished grade.
You must maintain 10 feet of clear area between all structures.
You must stay 10 feet from the closest lot boundary line.

S5 Detached Garage, Detached Car Port, Shed, Pavilion, Gazebo **Between 100 & 1000 sq. ft.**

You must include the following documents with your submittal. Check off as completed;

Completed BUILDING PERMIT APPLICATION (see attached)

Completed INSPECTION PROCEDURE (see attached). Only a Final inspection and Certificate of Occupancy will be required.

Construction documents (drawings) are not required for these structures, **HOWEVER**, a **permit is required**. Keep in mind the following:

Maximum permitted height is 15 feet from finished grade.
You must maintain 10 feet of clear area between all structures.
You must stay 10 feet from the closest lot boundary line.

S6 Detached Garage, Detached Car Port, Shed, Pavilion, Gazebo **Over 1000 sq. ft.**

Call Township (724 282 7805) to get information on required documents for these structures.

S7 Other than listed

Call Township (724 282 7805) to get information on required documents.

SUBMITTAL INSTRUCTIONS for;**S8** Deck or Ramp (covered or uncovered)

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Important Information:

Exemptions: An uncovered deck or ramp where the walking surface of the deck or ramp is no more than 30 inches above finish grade and is NOT associated with a swimming pool, does not require construction documents (drawings). However, the following are required;

- Completed BUILDING PERMIT APPLICATION (see attached).
- Completed INSPECTION PROCEDURE (see attached).
- Proof of Builder's Workers Comp insurance or AFFIDAVIT OF EXEMPTION (attached).
- A **permit is required.**

Higher than 8 feet: Construction documents (drawings) for all decks or ramps who's walking surface is higher than 8 (eight) feet from finished grade must be prepared and sealed by a registered design professional licensed in Pennsylvania OR must be supported by rod reinforced masonry piers (minimum 16" x16"). This includes structures built on existing decks.

Mobile Home Park Restrictions: Center Township Zoning Ordinance sets forth Zoning restrictions for decks and ramps associated with homes located inside Mobile Home Parks. Most of these restrictions are included in this packet (CONDITIONAL USE REQUIREMENTS FOR MOBILE HOME PARKS). However to see all Zoning restrictions you must read the entire Ordinance. It can be found at www.centertownship.net ordinances / chap20.

Design/Construction Requirements: Decks or ramps must be designed and constructed in compliance with the Pennsylvania Uniform Construction Code and all other applicable local, state and federal regulations. The primary reference documents are the latest adopted version of the International Residential Code (copy available for in office use at the Township building or can be purchased at www.iccsafe.org/store) and Design for Code Acceptance (DCA) 6. A copy of DCA 6 can be downloaded free at www.awc.org/Codes/dcaindex.html.

Swimming Pools, Spas & Hot Tubs: Decks or ramps associated with swimming pools, spas and hot tubs must meet the barrier requirements of Appendix G of the International Residential Code.

CONTINUED ON NEXT PAGE

SUBMITTAL INSTRUCTIONS for;**S8** (continued) **Deck or Ramp (covered or uncovered)** Page 2 of 2

You must include the following documents with your submittal. Check off as completed;

___ Completed BUILDING PERMIT APPLICATION (see attached).

___ Completed INSPECTION PROCEDURE (see attached).

___ Proof of builder's workers compensation insurance OR notarized AFFIDAVIT OF EXEMPTION. (see attached).

___ Two (2) identical sets of the following construction documents (drawings) must be included with your submittal. Do not mark documents with the color red;

___ **Exterior Elevation View(s)**; to include, but not limited to, all sides & roof (if applicable) and show approximate finish grade (applicable dimensions required).

___ **Structural Drawing(s)**; to include but not limited to the following information (applicable dimensions required);

Note: Center Township structural design criteria; wind load 90mph, snow load 25 psf, deck live load 40psf, frost depth 36 inches.

Footing- height & width, depth below finish grade.

Post – type, height and thickness, typical bracing details, detail showing typical bolting & notching.

Roof Framing ; (if applicable)

Rafter dimensions & spacing, truss to plate securing method, roof pitch, sheeting, underlayment, covering, ventilation, detail showing flashing method and material.

Floor Framing; joist materials & dimensions & spacing, girder & beam materials & dimensions, floor sheathing, hanger locations

Typical Stairway Detail;

To include but not limited to riser / run, nosing, headroom, guards, handrails (include 3 dimensional detail of handrail), platforms, stairway width, footing at base.

Attachment Detail;

Note: Decks or ramps cannot be attached to or supported by a mobile home. Roofs can only be attached if permitted by the homes manufacturer. Documentation of manufacturer approval must be submitted with permit application.



BUILDING PERMIT APPLICATION

MOBILE HOME PARK
CENTER TOWNSHIP, BUTLER COUNTY

PARK NAME _____ SITE (Lot) ADDRESS _____

HOME OWNER (Name) _____ Phone _____

(Present Address) _____

CONTRACTOR (Name) _____ Phone _____

(Address) _____

TYPE OF WORK (check all applicable) Size of structure: __wide __long __high

- | | | | |
|--|---|---|-------------------------------|
| <input type="checkbox"/> New Home Set-up | <input type="checkbox"/> Used Home Set-up | <input type="checkbox"/> Enclosed Addition to Existing Home | |
| <input type="checkbox"/> Uncovered Deck | <input type="checkbox"/> Covered Deck | <input type="checkbox"/> Deck Roof / Awning | <input type="checkbox"/> Ramp |
| <input type="checkbox"/> Attached Garage | <input type="checkbox"/> Detached Garage (<input type="checkbox"/> temporary <input type="checkbox"/> permanent) | | |
| <input type="checkbox"/> Attached Car Port | <input type="checkbox"/> Detached Car Port (<input type="checkbox"/> temporary <input type="checkbox"/> permanent) | | |
| <input type="checkbox"/> Shed | <input type="checkbox"/> Pavilion / Gazebo | <input type="checkbox"/> (other) _____ | |

ESTIMATED COST OF CONSTRUCTION (Reasonable fair market value) \$ _____

I the park owner, certify that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and the PA Uniform Construction Code and any additional approved code requirements adopted by Center Township. I assume the responsibility of locating all property lines, lot lines, setback lines, rights of way, flood areas, etc. I understand that the issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provision of the codes or ordinances of the Municipality, or any other governing body. I certify that I understand all applicable codes, ordinances and regulations.

I the park owner certify the code administrator or code administrator's authorized representative shall have the authority to enter areas covered by such permit at reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of park owner

Print park owner's name

Park owner's address

Date

INSPECTION PROCEDURE

FOOTING(s) - This inspection is required for pier footings, deck post footings, etc. Empty hole(s) must be inspected and approved before placing concrete.

TIEDOWN(s) - This inspection is required when moving a home into park. Tie downs must be installed, inspected and approved before electricity can be introduced to the home.

ELECTRICAL - This inspection is required before site installed wiring is covered, and before electricity can be turned on.

PLUMBING - This inspection is required before site installed plumbing is covered, and before water can be turned on.

FRAMING - This inspection is required before any site constructed framing is covered.

FINAL - This inspection is required after job is totally completed and before a Certificate of Occupancy can be issued.

Note; When moving home into park, you must have;

- All electrical, plumbing, heating installation(s) completed.
- A completed deck or stoop at main entry / exit door, including completed stairs.
- A code compliant barrier or completed deck or stoop at all other doors.
- "Certificate of Compliance" for home. (new, never lived in homes only). Installer can fax the certificate to the Township. Fax # 724 282 6550

CERTIFICATE OF OCCUPANCY - Structure / building may not be used or occupied until a Certificate of Occupancy is issued by the Township.

Additional fees will be charged if inspections are scheduled before work is completed !

I the park owner, fully understand that it is my responsibility to call 724 282 7805 for above listed inspections and that, if inspections are not made according to this procedure, I may be in violation of the UCC and/or Center Township Ordinances, and may be subject to prosecution. I also understand that no one may occupy the structure / building (or portion thereof) until a Certificate of Occupancy is obtained.

Lot Address _____ Park Name _____

Park Owner (signature) _____ Date _____

Park Owner (print name) _____

THIS FORM REQUIRES A NOTARY SEAL

AFFIDAVIT OF EXEMPTION

The undersigned confirms that he/she is not required to provide workmen’s compensation insurance under the provisions of Pennsylvania’s Workers’ Compensation Law for one of the following reasons, as indicated:

___Property owner performing own work. If property owner does hire contractor to perform any work pursuant to building permit, contractor must provide proof of workers’ compensation insurance to the municipality. Property owner assumes liability for contractor compliance with this requirement.

___Contractor has no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit, unless contractor provides proof of insurance to the municipality.

___Religious exemption under the Workers’ Compensation Law. All employees of contractor are exempt from Workers’ compensation insurance (attach copies of religious exemption letters for all employees).

Applicant Name (print)

Applicant Name (signature)

County of Butler

Municipality of Center Township

WITNESS MY HAND AND NOTARY SEAL this _____ day of _____, 20 _____.

SEAL

Notary Public

My Commission expires the _____ day of _____, 20 _____.

CONDITIONAL USE REQUIREMENTS FOR MOBILE HOME PARKS

Section 20-1408.A.26 of Center Township Codification of Ordinances

Mobile home park

- a. A minimum of ten (10) acres, under single ownership, is required for the development of a mobile home park.
- b. Overall density in a mobile home park shall not exceed four (4) units per acre of land included in the tract to be laid out for the mobile home use. The maximum number of lots (units) in a mobile home park shall not exceed forty-three (43).
- c. All applicable provisions of the Township's Subdivision and Land Development regulations shall be addressed.
- d. All park service and accessory structures shall comply with the Pennsylvania Uniform Construction Code (see Chapter 2), the Township Subdivision and Land Development Ordinance (see Chapter 14), and all other local, state, and federal regulations.
- e. Mobile home units in the park shall comply with ALL the following conditions:
 - 1) Units shall meet all State and Federal construction standards for manufacture housing.
 - 2) Units shall be titled by the bureau of motor vehicles as a Mobile Home (MH).
 - 3) Units shall be consistent with the definition of "Mobile Home" found in Section 20-202.
 - 4) Units shall be installed on concrete footings and masonry unit piers, all compliant with the Pennsylvania Uniform Construction Code.
 - 5) Units shall be secured to the ground in compliance with the Pennsylvania Uniform Construction Code (see Chapter 2), with approved manufactured ground anchors. Homemade ground anchors are not permitted.
 - 6) Units shall have an exterior exit landing/stairway area (deck, stoop, etc.) located at the home's primary exit door installed as follows:
 - a) Landing/stairway area shall permit entry of Emergency Medical Service's gurney directly into the unit's primary exterior door without turning, OR, the landing shall be constructed to permit an unobstructed turning radius of eight feet (8'). The landing shall be located at a horizontal height consistent with the home's interior floor surface.
 - b) Landing/stairway area shall be installed in such a manner as to resist movement due to winter freeze/thaw cycles.
 - c) Landing/stairway area shall be secured to the ground in such a manner as to resist tipping or movement from above grade sources.

CONDITIONAL USE REQUIREMENTS FOR MOBILE HOME PARKS

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7) Units shall be skirted within thirty (30) days of arrival on the lot. A one (1) time extension of not more than thirty (30) days may be granted by the Zoning/Code Enforcement Officer upon written request by the unit owner.

f. Accessory structures

1) Maximum permitted overall height of accessory structure shall be fifteen feet (15') from finished grade.

2) Distance between principal and/or accessory or attached structures - a clear area of not less than ten feet (10') must be maintained between any principal and/or accessory structure on a mobile home lot and the closest lot boundary line.

g. All applications for required permits shall be made by the owner of the mobile home park to the Township including all mobile home set-ups, construction, repairs, and renovations including the placement of pre-manufactured accessory structures not limited to storage sheds and carports.

h. No manufactured/mobile home shall be removed from the Township until all current and back municipal and school district taxes have been paid in full. The property occupied by the home may be liened for the unpaid taxes whether or not such property is owned by the occupants of the mobile home.

i. No existing or proposed mobile home park and/or RV park or campground or expansion of such use, shall be located within one thousand (1,000) linear feet measured from boundary line to boundary line, or any part of any other existing or proposed mobile home park and/or RV park or campground. This shall include mobile home parks and/or RV parks or campgrounds in adjoining municipalities.