

THE CITY OF

Building Inspection Division



Owatonna

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Dear manufactured home dealers, installers and park owners,

Minnesota State Statute 327 requires building officials and building department personnel to inspect and approve the installation and alterations of all manufactured and prefabricated homes located within the State of Minnesota. Therefore, the City of Owatonna will require further documentation at submittals and additional time for plan review prior to building and plumbing permits being issued for installation of a new manufactured home or relocation of an existing home.

Beginning July 1st, 2002 the following items must be submitted to the building department a minimum of 5 working days prior to the manufactured or prefabricated home arriving at the site. No setup beyond temporary supports shall be commenced without a building permit being approved and issued to the applicant.

1. A site (lot) plan must be submitted showing the location of the home on the property including dimensions and grading requirements relating to the lot.
2. A written approval must be obtained from the park manager.
3. A complete Manufacturer's Installation Manual shall be retained at the site and available to the inspector.
4. The City of Owatonna Manufactured Home Permit Application Questionnaire must be completed and submitted. This can be obtained from the Owatonna Building Inspection Department.
5. 2 copies of the foundation layout showing footing sizes, locations, pier information, and anchoring locations shall be submitted.
6. 2 copies of the anchoring system shall be submitted, including model number and installation instructions for the anchoring device. The anchors shall be capable of 4,725# without failure and be approved by the Minnesota State Manufactured Housing Division.
7. 2 copies of Alternative Construction (A.C.) letters shall be submitted addressing all site installed components.
8. A copy of the installers Minnesota license certificate shall be submitted. (Unless already on file with the building inspection department.)
9. Copies of the installation seal and anchoring seal certificate, including identification number, for that home's installation.
10. 2 copies of the stair and landing design. These stairs shall meet the Minnesota State Building Code. Stairs shall be provided at two exit doors minimum. Guardrails may be required at additional doors not provided with landings and stairs.
11. Provide the name of the Minnesota licensed plumber and City of Owatonna licensed gas installer performing installations on the home. The installer may complete basic hookup of water and sewer according to the installation instructions to existing utilities provided at the site. A separate permit is required prior to performing this work.

The following inspections will be required to assure compliance with the manufacture's installation instructions and the Minnesota State Building Code. A representative of the Installation Company shall be present for the footing, anchoring and data plate/walk through inspection. **Inspections must be requested one day (minimum) prior to inspection. Manufacture's Installation Instructions, approved plans and permit cards shall be available at inspection. Inspections can be scheduled by calling (507) 444-4370 between 8 a.m. and 4 p.m. weekdays.**

1. Frost footings shall be inspected prior to concrete placement. Depth, location and size shall be verified. Above grade piers will be inspected at the anchoring system inspection.
2. Anchoring shall be inspected prior to the skirting installed. The use of hardwood shims and there orientation will be verified at this time.
3. Data plates shall be inspected for compliance with Minnesota design criteria. Wind zone I, middle snow zone and heating zone III. A walk through of the home shall be performed at this time to verify compliance with the installation instructions and Minnesota State Building Code.
4. Plumbing hookup shall be inspected prior to the skirting installation. Additional inspection and testing of interior plumbing if required in the manufacturer's installation instructions shall be performed.
5. Gas piping shall be air tested at 15# for 15 minutes. This test shall be performed in the presence of the building inspector. Soap testing of all joints beyond the stop values not air tested shall be performed following the air test. Approved soap solutions shall be used as specified in the manufacturer's installation instructions. The public utilities shall be present to unlock the utility meter. *It is the responsibility of the installer to schedule appointments with utility company personnel for the inspection time.*
6. Stair landings and stairs shall be inspected prior to the home being occupied.
7. Mechanical equipment shall be inspected in existing or relocated homes for compliance with the Minnesota State Building Code.
8. The hitch or tongue, if detached, shall remain with the manufactured home.

A Certificate of Occupancy from the building inspection division is required prior to the home being occupied. Should you need further assistance or have questions regarding the above information please contact the Owatonna Building Inspection Division at 507-444-4370.