

Melstrom Inspections, LLC

Used Manufactured Home Installation

*****SPS 320.13(1);*** No modular home, manufactured building system or component of the building system subject to this part shall be manufactured for use, sold for initial use, or installed in this state unless it is approved by the department and it bears the Wisconsin insignia issued or a state seal or an insignia reciprocally recognized by the department.

All of the following items need to be submitted when applying for a building permit for a ***USED*** manufactured home installation.

Reviewing and processing a permit application can take up to ten business days to complete once all the required documents have been received.

***Any forms required below can be found under the forms/applications tab on my website, melstrominspections.com*

- 1 A completed and signed building permit application, backside of this page. Contractors shall be licensed.
- 2 If you are a homeowner who resides at the project property address and will be the one completing the application, a signed cautionary statement will need to be submitted.
- 3 A copy of the issued sanitary permit, issued by the County. This is even needed for a disconnect and reconnect.
- 4 A copy of the approved land use permit from the appropriate municipality, if applicable.
- 5 A site plan: A site plan is a bird's eye view of your property. The site plan shall include a North directional arrow, property lines, street(s), existing buildings, proposed home location, including any decks/porches that will be installed with the home. To be included are the distances from the proposed project to all property lines, streets, and/or any other structures on the property.
- 6 Provide documentation that the home is approved in the State of Wisconsin. A picture of the data/nameplate for the home will suffice.
- 7 A footings detail page. Method of footings or the layout for a slab approved by the State.
- 8 A data sheet providing the installation information of the anchoring system being used.
- 9 A floor plan of the home showing any decks/porches, with dimensions, to be installed.
- 10 If a deck is to be built, a deck framing plan shall also be submitted. A deck framing worksheet is available at my website.

***Per Wisconsin administrative code SPS 320.09(9) and Wisconsin State statute 101.654(1)b, only a home owner who owns the property and **will reside** in the residence once the project is completed is allowed to be the building contractor.*

***Per Wisconsin State Statutes 101.862(4)a, and 145.06(4)a, only a home owner who owns the property and **currently resides** in the residence is allowed to be the electrical contractor and/or the plumbing contractor.*

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Project Site Address:(City, State, Zip)		Town, Village, or City of:
Owner's Name	Owners Daytime Phone	Parcel ID
Mailing Address		Email
Year of the home	Project Value: \$	***Project value includes all the trades(building, electrical, plumbing, HVAC, etc...) that is involved in the project. The total cost of the project minus the land.

Complete all the contractor information below that applies to this project. Fill in "Self" if the owner will be doing the work.

Dwelling Qualifier		Dwelling Qualifier License Number	
Dwelling/General Contractor	Contact Name	Dwelling Contractor License	Daytime Phone
Mailing Address		Email	
HVAC Contractor	Contact Name	HVAC Contractors License	Daytime Phone
Mailing Address		Email	
Plumbing Contractor	Contact Name		Daytime Phone
Mailing Address		Email	
Master Plumber	Master Plumbing License Number		
Electrical Contractor	Contact Name	Electrical Contractor License	Daytime Phone
Mailing Address		Email	
Master Electrician	Master Electrician License Number		

One of the two boxes shall be checked:

I vouch that I am or will be the owner-occupant of this dwelling for which I am applying for a building permit without a dwelling contractor license and have submitted a signed the cautionary statement regarding contractor responsibility. I certify that the information provided on this application is accurate. I understand that I am subject to all applicable codes, conditions of this permit, laws, statutes, and ordinances. I understand that the issuance of this permit creates no legal liability, express or implied, on the state, municipality, building inspector, and the inspectors authorized agent. I understand that the work installed with this permit is subject to inspection and I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which the permit is sought at all reasonable hours to inspect the work which is being done.

I vouch that: I am the WI credentialed contractor and I am in a contract for the described work per this application. I certify that the information provide on this application is accurate. I understand that I am subject to all applicable codes, conditions of this permit, laws, statutes, and ordinances. I understand that the issuance of this permit creates no legal liability, express or implied, on the state, municipality, building inspector, and the inspectors authorized agent. I understand that the work installed with this permit is subject to inspection and I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which the permit is sought at all reasonable hours to inspect the work which is being done.

SIGNATURE OF
APPLICANT

Print Name

Date