



Town of Queensbury

742 Bay Road, Queensbury, NY 12804

P: 518-761-8256 www.queensbury.net

MANUFACTURED HOME PERMIT APPLICATION

Office Use Only

Permit #: _____

Permit Fee: \$ _____

Rec Fee: \$ _____

Invoice #: _____

Project Location: _____ Tax Map ID #: _____

Name of Park: _____ Proposed Date of Placement: _____

CONTACT INFORMATION:

• **Applicant:**

Name(s): _____

Mailing Address, C/S/Z: _____

Cell Phone: (_____) _____ Land Line: (_____) _____

Email: _____

• **Primary Owner(s):**

Name(s): _____

Mailing Address, C/S/Z: _____

Cell Phone: (_____) _____ Land Line: (_____) _____

Email: _____

Check if all work will be performed by homeowner only

• **Contractor(s):**

Contact Name(s): _____

Contractor Trade: _____

Mailing Address, C/S/Z: _____

Cell Phone: (_____) _____ Land Line: (_____) _____

Email: _____

****List all additional contractors on the back of this form**

Contact Person for Building & Code Compliance: _____

Cell Phone: (_____) _____ Land Line: (_____) _____

Email: _____

• **Contractor(s):**

Contact Name(s): _____

Contractor Trade: _____

Mailing Address, C/S/Z: _____

Cell Phone: (_____) _____ Land Line: (_____) _____

Email: _____

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Contact Name(s): _____

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Email: _____

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Contact Name(s): _____

Contractor Trade: _____

Mailing Address, C/S/Z: _____

Cell Phone: (_____) _____ Land Line: (_____) _____

Email: _____

MANUFACTURED HOME INFORMATION:

(INFORMATION FOUND ON THE PLATE OR STICKER LOCATED IN THE HOME):

Insignia serial #: _____

Name of Manufacturer: _____

Place approval #: _____

Model or component designation (New Home Only): _____

Date of manufacture: _____

ADDITIONAL INFORMATION:

1. Approximate Value of Home: \$ _____
2. Is the home NEW ____ or a REPLACEMENT ____?
3. Single-wide ____ or Double-wide ____; Size: ____ ft. X ____ ft.
4. Foundation support (**choose one**):

	<u>Size</u>	<u>Depth</u>
____ Piers:	_____	_____
____ Slab:	_____	_____
5. Is the home being placed on a private lot? No ____ Yes ____ (**if yes, you must provide stamped engineered drawings of the permanent foundation plan**)
6. Total # of rooms (**exclude bathrooms**): _____; # of bedrooms: _____; # of bathrooms: _____
7. Additional heat source? No ____ Yes ____ Choose one, if yes: gas fp ____ woodstove ____ wood fp ____
8. Are there any other/existing buildings on the property? No ____ Yes ____; Explain: _____
9. What is the water source? PUBLIC PRIVATE WELL
10. Is the parcel on SEWER or a PRIVATE SEPTIC system? _____
11. Do you need a septic permit application? No ____ Yes ____

DECLARATION:

I swear that, to the best of my knowledge and belief, the statements contained in this application, together with the plans and specifications submitted, are a true and complete statement of all proposed work to be done on the described premises; and, that all provisions of the NYS Building Code, the Zoning Ordinance and all other laws pertaining to the proposed work shall be completed with

I have read and agree to the above:

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

REQUIREMENTS FOR SUBMITTAL:

1. Completed Manufactured Home permit application

TWO (2) COPIES OF THE FOLLOWING:

2. Structural drawings, which include:
 - a. Floor plan
 - b. Foundation plan (see 2015 IRC Appendix E Section AE502: foundation systems)
 - c. If the home is being placed on a private parcel (**not** in a manufactured home park or designated zone), you **MUST** provide **stamped engineered drawings** of the permanent foundation plan.
3. Plot plan, using a survey map if possible, which includes:
 - a. Drawn to scale (i.e. 1 inch = 30 feet)
 - b. Indicate proposed location, with setbacks
 - c. Include **all** structures on the property
 - d. Include location of water supply (well or water lines)
 - e. Include location & configuration of septic system or sewer line

ADDITIONAL SUBMITTAL INFORMATION:

1. Installer Warranty seal must be provided prior to issuing Certificate of Occupancy.
2. Any **changes to the approved plans prior to or during construction** will require the submittal of amended plans, additional reviews and re-approval.
3. If, for any reason, the building permit application is **withdrawn**, 20% of the fee is retained by the Town of Queensbury. After 1 year from the initial application date, 100% of the fee is retained.
4. Workers' Comp insurance information is required to be submitted with this application.