



# COUNTY of SUSSEX

## Manufactured Home/Industrialized Building Application

**Applicant:** \_\_\_\_\_ Date: \_\_\_\_\_  
 Owner's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone: Home: \_\_\_\_\_ Work/Cell \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Location of work:**                      **Is this location a manufactured home park?**  YES,  NO

Tax ID # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_  
 City: \_\_\_\_\_, Virginia                      Zip \_\_\_\_\_

**Description of Unit:**

Manufacturer: \_\_\_\_\_ **Value: \$** \_\_\_\_\_

Singlewide                       Doublewide                       Other

Overall Dimension: \_\_\_\_\_ X \_\_\_\_\_ Year of Manufacture: \_\_\_\_\_

**Dealer's Name:** \_\_\_\_\_

Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 License Number: \_\_\_\_\_ Phone: (      ) \_\_\_\_\_

**Installer's Name:** \_\_\_\_\_

Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 License Number: \_\_\_\_\_ Phone: (      ) \_\_\_\_\_

**Mechanics Lien Agent:** \_\_\_\_\_

Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone: (      ) \_\_\_\_\_

I hereby certify that I have the authority to make the foregoing application and that the application, to the best of my knowledge, is complete and correct and that the permitted construction will conform to the regulations of the Uniform Statewide Building Code and all applicable Ordinances.

Signature (\*) \_\_\_\_\_ Date \_\_\_\_\_

## Manufactured Home Required Information

**Two copies of the following are required to accompany the completed application**

- |   |                                   |                              |
|---|-----------------------------------|------------------------------|
| - Zoning Permit (1)                                   | <input type="checkbox"/> Provided | <input type="checkbox"/> N/A |
| - Site Plan (1)                                       | <input type="checkbox"/> Provided | <input type="checkbox"/> N/A |
| - Private Sewage Disposal Permit (1)                  | <input type="checkbox"/> Provided | <input type="checkbox"/> N/A |
| - Water &/or Sewer Tap Fee Receipts (1)               | <input type="checkbox"/> Provided | <input type="checkbox"/> N/A |
| - Skirting Detail                                     | <input type="checkbox"/> Provided | <input type="checkbox"/> N/A |
| - Construction Details for Decks & Porches (3)        | <input type="checkbox"/> Provided | <input type="checkbox"/> N/A |
| - Set-up / Installation Manual with foundation design | <input type="checkbox"/> Provided | <input type="checkbox"/> N/A |
| - HUD Installation Disclosure to Customer Form        | <input type="checkbox"/> Provided | <input type="checkbox"/> N/A |

I, \_\_\_\_\_, hereby certify all documents indicated above are included with this  
 Print Name  
 application. I understand that these documents need to be on the job site when calling for an inspection or I will be assessed a \$50 re-inspection fee that shall be paid prior to any re-inspection being performed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>GENERAL CONTRACTOR:</b>	ADDRESS:
VA.STATE LICENSE NUMBER:	
CLASS / EXPIRATION:	COST ESTIMATE: \$

<b>MECHANICAL CONTRACTOR:</b>			
VA.STATE LICENSE NUMBER:		ADDRESS:	
CLASS / EXPIRATION:			
OPERATING DATA	BTU RATING	FUEL TYPE	COST ESTIMATE: \$

<b>PLUMBING CONTRACTOR:</b>	ADDRESS:
VA. STATE LICENSE NO:	
CLASS / EXPIRATION:	COST ESTIMATE: \$

<b>ELECTRICAL CONTRACTOR:</b>	ADDRESS:
VA. STATE LICENSE:	
CLASS / EXPIRATION:	COST ESTIMATE: \$

**AFFIDAVIT OF LICENSURE EXEMPTION**

Name of Applicant: \_\_\_\_\_ Permit #: \_\_\_\_\_

Location of Project: \_\_\_\_\_

§ 54.1-1111. Prerequisites to obtaining business license; building, etc., permit.

A. Any person applying to the building inspector or any other authority of a county, city, or town in this Commonwealth, charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, or structure, or any removal, grading or improvement shall furnish prior to the issuance of the permit, either (i) satisfactory proof to such inspector or authority that he is duly licensed or certified under the terms of this chapter to carry out or superintend the same, or (ii) *file a written statement, supported by an affidavit, that he is not subject to licensure or certification as a contractor or subcontractor pursuant to this chapter.* The applicant shall also furnish satisfactory proof that the taxes or license fees required by any county, city, or town have been paid so as to be qualified to bid upon or contract for the work for which the permit has been applied.

It shall be unlawful for the building inspector or other authority to issue or allow the issuance of such permits unless the applicant has furnished his license or certificate number issued pursuant to this chapter or evidence of being exempt from the provisions of this chapter.

The building inspector, or other such authority, violating the terms of this section shall be guilty of a Class 3 misdemeanor.

\* \* \*

**AFFIDAVIT**

I hereby affirm that I have read § 54.1-1111(A) of the Code of Virginia and fully understand the contents thereof; that I am not subject to licensure or certification as a contractor or subcontractor. I further affirm that I will be responsible for all construction on the property allowed by the permit(s) hereby issued. If the work is performed by any other person or firm employed or retained by me, I acknowledge that such person or firm must comply with the state and local contractor licensing laws.

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

Commonwealth of Virginia  
CITY/COUNTY OF \_\_\_\_\_, to-wit:

Sworn and subscribed to before me, a Notary Public, the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,  
by \_\_\_\_\_.

My commission expires: \_\_\_\_\_

Notary Registration Number: \_\_\_\_\_ Notary Public

\* \* \*

**PLEASE BE ADVISED THE VIRGINIA BOARD OF CONTRACTORS STRONGLY ADVISES THAT CONTRACTORS OBTAIN BUILDING PERMITS—NOT OWNERS OR RESIDENTS.**

**VIOLATION OF THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE IS A CRIMINAL MISDEMEANOR AND WILL BE PROSECUTED AGAINST THE PERMIT HOLDER.**

More information is available at: [http://www.dpor.virginia.gov/Consumers/Consumer\\_Guides/](http://www.dpor.virginia.gov/Consumers/Consumer_Guides/)