



## Manufactured Home/Industrialized Building Application

**Applicant/Contractor** \_\_\_\_\_ 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

Dimensions of Home \_\_\_\_\_ X \_\_\_\_\_ Year of Manufacture: \_\_\_\_\_

Size of Porch Dimensions: \_\_\_\_\_ x \_\_\_\_\_ Size of Deck Dimensions: \_\_\_\_\_ x \_\_\_\_\_

**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: ( \_\_\_\_\_ ) \_\_\_\_\_

**Overall square footage of project:** \_\_\_\_\_

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 <sup>(1)</sup>                            | <input type="checkbox"/> Provided | <input type="checkbox"/> N/A |
| - Site Plan <sup>(1)</sup>                                | <input type="checkbox"/> Provided | <input type="checkbox"/> N/A |
| - Private Sewage Disposal Permit <sup>(1)</sup>           | <input type="checkbox"/> Provided | <input type="checkbox"/> N/A |
| - Water &/or Sewer Tap Fee Receipts <sup>(1)</sup>        | <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 <sup>(3)</sup> | <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: \$

### 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**



In 2005, a County-wide soil study was conducted and revealed that 0.6% of all acreage in the County (or 2,052 acres) has a high probability of the presence of shrink swell soil. This study also revealed that 26.3% of all acreage in the County (or 83,002.8 acres) has a moderate probability of the presence of shrink swell soil in the County. ***The County has not interpreted the results of this soil study to authorize the building official to require soil tests. The soil study did, however, reveal that there is a probability that shrink swell soils might be present in certain isolated locations in the County.*** Detailed information about this soil study, including maps delineating areas where these soils may be present, is available for inspection at the Sussex County Community Development Department upon request.

\* \* \*

I have (or my contractor) has applied for a building permit to erect a building or construct improvements to an existing building in Sussex County, Virginia (“the project”).

I have been informed by the Sussex County Community Development Department of the possibility that shrink swell soil may exist at site of the project. I have also been advised of the nature of the damage the presence of shrink swell soil may cause to a building, to include footing failure, foundation failure and residential structural damage.

I have further been advised by the Sussex County Community Development Department that I should consult a professional engineer familiar with shrink swell soil to design any footings and foundations associated with the project. By signing this document, I acknowledge that I have read and understand this disclosure and agree that Sussex County and its officials will be held harmless for any and all structural failures or other damages that may be incurred because of the presence of shrink swell soil should I decide to proceed with the project without having obtained the advice of an approved agency as specified in the International Residential Code.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address of Project

**Before Final Inspections can be scheduled on a New Construction and to insure a timely issuance Certificate of Occupancy the following must be in the file:**

1. Approved Virginia Department of Health Sewage Disposal System Operation Permit **(Copy of paid Tap Fees) (If Applicable)**
2. Soil Treatment Statement
3. VDOT Land Use Permit Status (Completed) (If Applicable)
4. The completed Manufactured Home Certification of Installation form
5. The Request for Certificate of Occupancy signed and dated