

Application for Manufactured Home Building Permit



PLANNING & BUILDING DEPARTMENT
 85 EAST MAIN STREET 585-742-5035
 VICTOR NY 14564 585-924-0202 FAX
 www.victorny.org codes@town-victor-ny.us

INSTRUCTIONS

Work shall not commence until a permit is issued. The undersigned hereby makes application for the work indicated on this form and supplied documentation. This application is to be reviewed by the code enforcement official, whose review will be based on the supplied documentation.

The permit will be issued when all review notes are addressed, contractor insurances are on file, and permit fees are paid.

COMPLETE PERMIT PACKAGE CHECKLIST

Incomplete applications will not be accepted

- | | | |
|--|---|--|
| <input type="checkbox"/> Completed application | <input type="checkbox"/> Manufacturer's installation instructions | <input type="checkbox"/> Contractor insurances |
| <input type="checkbox"/> Proposed plot plan | <input type="checkbox"/> HUD approval letter | <input type="checkbox"/> Shed/ Garage plans* |
| <input type="checkbox"/> Flood plain permit application* | <input type="checkbox"/> Pier layout with tie down info | |

*if necessary

APPLICATION INFORMATION

Address of Job Site _____ Install Start Date _____

Name of Manufacturer _____ Estimated End Date _____

Model Designation # _____ Estimated Value of Work _____

Manufacture Serial #s _____

Included is application for: Shed Garage Carport Solid Fuel Appliance

**OUR OFFICE ISSUES COMMENTS AND FINAL CERTIFICATES VIA EMAIL.
 PLEASE DOUBLE CHECK EMAIL ADDRESSES.**

Applicant's Name _____	Best phone # _____
Applicant's Address _____	
Applicant's Email _____	
Resident's Name _____	Best phone # _____
Resident's Address _____	
Resident's Email _____	
Installer's Name _____	Best phone # _____
Installer Certification # _____	
Installer's Address _____	

APPLICATION CONTINUES ON NEXT PAGE

PROPERTY OWNER CERTIFICATION

To be signed by the property (park) owner or submit a letter

I, _____, hereby certify that I have full knowledge of the proposed work as described herein and take no exception to such activity. I am aware that no person may manufacture, sell, install, or service a manufactured home unless certified and that a certified individual is on site during all work operations. I understand I cannot allow the occupancy or use the area of work until completed and final certificates are issued by the Town of Victor. I further understand it is ultimately my responsibility that the project meets the NYS Uniform and Building Codes and the local zoning code.

Signature of Owner/title: _____

Date _____

Acceptance does not relieve the agent, applicant, architect, builder, engineer, or owner from complying with any of the provisions of the NYS Building Code, Energy Code, SEQRA Act, Local Zoning, etc., whether stated, implied, or omitted in the plans and specifications submitted for the building permit. Incorrect information may result in revocation of permit.

Signature of Applicant: _____

Date _____

8Jan2020 Version

For Office Use Only

	Signature	Date		Fee Schedule	
Site review by	_____	_____	Unit Inspection	\$300	_____
Approved/Denied by	_____	_____	Recreation Fee	\$1,500	_____
Issued by:	_____	_____	Accessory Structure	\$75	_____
			Garage	\$75	_____
Receipt #	_____		Carport	\$75	_____
Permit #	_____		Fireplace	\$75	_____
			Total Amount		_____