

WHAT YOU NEED TO GET A MANUFACTURED HOME PERMIT

Wright County Planning & Zoning 763-682-7338

1. TAX PARCEL NUMBER AND LEGAL DESCRIPTION

No lot of less than twenty thousand (20,000) square feet shall be allowed as a building site unless the owner can prove that adequate sewer facilities can be provided on a smaller lot. (As regulated in Section 404.(1)(2) & 502.2 of Wright County Ordinance.)

Lot Coverage: No more than 15% of lot shall be occupied by buildings.

2. TWO SETS OF COMPLETED PLANS & WORKING DRAWINGS OF ALL PROPOSED CONSTRUCTION

to include:

A. The manufactured home must be **new** and meet the zoning requirements for a dwelling unit. Section 740. Single Family Dwelling Standards. In order to prevent blight, to protect the general welfare and property values, and to ensure reasonable consistency with existing housing styles and designs, the following minimum standards shall apply to all single family dwellings, in addition to any other standards or conditions contained within this Ordinance:

(1) Building shall be anchored to a permanent concrete or treated wood foundation, in accord with State Building Code standards.

(2) The minimum width of the structure shall be twenty-four (24) feet, as measured across the narrowest portion. Width measurements shall not take into account overhangs or other projections beyond principal walls.

(3) There shall be a minimum 3:12 roof pitch with a minimum 12 inch soffit. Alternative roof styles may be approved by the building inspector based on general accepted construction practices, building codes and the nature of the surrounding neighborhood. Unadorned flat roofs shall be prohibited.

(4) **Only new unit shall be permitted.** The relocation of previously occupied units shall require a Conditional Use Permit.

B. **To apply for a permit the applicant must provide one copy of the installation instructions of the manufactured home.**

C. Two sets of plans for all foundation work including, but not limited to: a foundation plan; a floor plan of the lower level; a cross section of the lower level; the heat source (furnace or boiler) for the lower level; and a cross section through the stairs. The plans shall show all footings (sizes and locations); all walls (sizes and locations); all room sizes; all doors (sizes and locations); all windows (sizes and locations); and all construction material used.

The building plans must be of blue print quality.

D. The applicant must provide the manufactured home installer and state certification number.

This information is required from the surveyor and/or site evaluator.

3. **STAKE PROPERTY**: An inspection for the following items will be made prior to the issuance of the building permit by a member of the Planning & Zoning staff. If these things have not been completed, please let us know to avoid unnecessary trips. **FAILURE TO DO SO WILL RESULT IN A DELAY IN ISSUING YOUR PERMIT. A notice and/or phone call will be made to the appropriate people indicating what needs to be done before permits can be issued. If an inspection is made and staking is initially inadequate, do not expect an immediate reinspection after the work has been corrected.**
- a. The location of the house, garage, soil treatment areas (primary and alternative sites), well, driveway approach and lot corners shall be staked. The stakes shall be easily distinguished from the surrounding landscape and be marked properly showing the area or what they represent.
 - b. **The EXACT location of BOTH soil treatment areas are to be staked and roped off (including the four corners, two soil borings and any other work done in the area). All traffic must stay off these sites to avoid soil compaction. Snowfencing or silt fencing will be required when the sewer sites are located close to the house or for undersized lots. Heavy duty orange string may be used when the sites are a distance from the house. Under no circumstances will plastic tape be considered adequate protection.**
 - c. Building sites near lakes, rivers and wetlands will require the installation of erosion control measures. A handout is available showing how to properly install silt fencing. Sod layers and hay bales may be used in less sensitive situations.
4. **ONE COPY OF CERTIFICATE OF SURVEY**

For all lots ten (10) acres or less in size, a Certificate of Survey shall accompany each residential building permit application. The Certificate of Survey must be within two (2) years old. The survey must show boundaries and items staked in the field. Lakeshore or river lots are required to have the Ordinary High Water/Floodplain Elevations shown on the survey with the lowest proposed house elevations clearly marked. Shoreland lots must also show land alteration changes and erosion control measures when the lots have sloping topography or the house is not an additional 20 feet from shoreland setbacks. Substantial alterations beyond what is needed to build the house may require more detailed plans or a Planning Commission hearing.

5. **SITE EVALUATION/DESIGN**: for the onsite sewage treatment system, per Chapter 7080 and Wright County Zoning Ordinance.

NO JOB IS TO START BEFORE A PERMIT FOR THE IMPROVEMENT IS RECEIVED BY THE APPLICANT. PERMIT FEES ARE DUE AT THE TIME OF APPLICATION.

Access permits are required for driveways off of County Highways. Certain townships also require driveway permits. Contact the Highway Department or your local township for these permits before any work begins on the driveway.