

CITY OF HOPE

BUILDING SERVICES / INSPECTIONS / PERMITS

PO BOX 667 HOPE, ARKANSAS 71802

TEL. (870) 722-2505 FAX. (870) 722-2511

MANUFACTURED HOME PERMIT PROVISIONS

ELECTRIC SERVICE IS THE FINAL STEP IN THE CONSTRUCTION PROCESS. THE FOLLOWING ITEMS MUST BE COMPLETE AND IN PLACE FOR THE FINAL INSPECTION AND CONNECTION OF ELECTRICITY.

- (1) A completed building permit is required prior to the placement of a manufactured home. All building permit fees, street cut permits, water & sewer assessments charges must be paid in order for a building permit to be issued. Water meter fees that may apply for Hope Water and Light are not included in the building permit fees. Contact Hope Water and Light at 777-3000 for more information.
- (2) All manufactured homes shall meet the Federal Manufactured Home Construction and Safety Standards Act specifications. The placard stating compliance must be attached to the home and original to the structure. (HUD red seal attached to each section.)
- (3) All manufactured homes must be tied down and anchored according to the manufacturer's requirements.
- (4) The home must be completely underpinned with a solid material.
- (5) The home must be placed within the setback distances stated on the permit. **Survey information is usually required in order to verify proper placement.**
- (6) Plumbing and Electrical work must be completed by licensed trades and inspected.
- (7) A paved driveway with parking space must be provided and all surfaces subject to wheeled traffic must be paved. Driveways must be minimum of 9' x 20' on private property, connected to the City street with a 5' radius. The minimum construction method is as follows: one and one-half (1½) inch asphaltic concrete hot mix over six (6) inch compacted base, or a five (5) inch concrete slab. A 3" deep sawcut, or expansion joint, is required at the property line.
- (8) Culvert Installation must be completed by the Street Department BEFORE CONCRETE IS PLACED. Contact the Street Foreman for culvert information (870-777-8644).
- (9) Residential Manufactured Home shall be the only use on the lot.
- (10) **ELECTRICAL SERVICE WILL NOT BE CONNECTED UNTIL ALL REQUIRED ITEMS ARE IN PLACE. THERE ARE NO EXCEPTIONS.**

I have read and understand all of these provisions for placement of a manufactured home.

Date _____

Print Name _____

Signature _____

**CITY OF HOPE APPLICATION FOR A BUILDING PERMIT
FOR PLACEMENT OF A RESIDENTIAL MANUFACTURED HOME**

This is only an application for the proposed development of a site. **All information** requested below must be completed and returned to the Building Official for review and processing.

A site plan must accompany the application.

Applicant: _____ Zoning: R-5 Residential Use

Address: _____ Date: _____

_____. Telephone: _____

Address of Property To Be Developed: _____

Legal Description of Property: _____

(A Copy of a Deed & a Survey is Required) _____

Property Owner _____ Telephone: _____

Address: _____

Type of Development = Residential Manufactured Home

On which side of the street will the construction be? (N, E, S, W) _____

Which way will the structure be facing? (N, E, S, W) _____

Known or Estimated cost of the proposed construction _____

Mobile Home Dimensions _____

Will a culvert need to be constructed on this site _____ If so, the applicant may hire the City to perform the installation. Check with the Street Foreman for more information.

Manufactured Home Contractor _____

Address _____

Telephone _____

NOTE All Plumbing contractors must be appropriately licensed

Name of Plumbing Contractor _____

Address _____

Telephone _____ License # _____

NOTE All Electrical contractors must be appropriately licensed

Name of Electrical Contractor _____

Address _____

Telephone _____ License # _____

NOTE All HVAC/R contractors must be appropriately licensed

Name of Heat & Air Contractor _____

Address _____

Telephone _____ License # _____

Upon receipt and review of all completed information and payment of the required fees a permit may be issued without unnecessary delay. All improvements must comply with applicable portions of the Land Development Code and all applicable Technical Codes. The responsibility for compliance with all requirements of applicable laws and technical codes lies with the applicant or person performing the work. Electrical and Water connections to be reviewed and approved by Hope Water & Light. Separate permits are required for plumbing, electrical and HVAC/R and will be issued to the trade professionals. All required inspections must be requested by the respective trades.

Fees due will be calculated upon receipt of all required information and must be paid prior to the issuance of a building permit.

Failure to fully provide all information will result in denial of the permit application.

I hereby certify that I have read and completed this application and know the same to be true and correct.

Printed Name of Applicant: _____

Signature of Applicant: _____

Date: _____