



Elkhart County Planning & Development

Public Services Building | 4230 Elkhart Road, Goshen, Indiana 46526

Phone: 574-875-3335 | Fax: 574-875-3308

www.elkhartcountyindiana.com

NOTICE TO MOBILE HOME PARK MANAGERS / INSTALLERS

November 25th, 2009

RE: Mobile Home Installation – Permits and Inspections

Dear Mobile Home Community Manager,

This letter is to advise you of the requirements for installing mobile homes on lots in an established mobile home community. Also attached, you will find information about the permits and fees required as well as the inspections that will need to be performed by the County Building Department. These regulations are according to Indiana Code and Elkhart County Building Ordinance.

Important points:

No skirting material is to be installed prior to all rough-in and/or utility hook-up inspections.

An access door of at least 24 inches wide and 18 inches high must be built into the skirting as to permit future inspection and/or maintenance of the utility hook-ups.

Exterior stairways and ramps which provide egress to the public way shall comply with applicable provisions of the code. Any landing more than 30" off the ground, and/or any stair system of four or more risers will be required to have a railing system installed on all sides. The space between spindles can be no more than 4 inches and the handrail grip size portion of handrails shall have a circular cross section of 1-1/4 inches minimum to 2-7/8 inches maximum.

All electrical service feeders and plumbing/mechanical supply pipes shall be properly supported.

No electrical service feeders or plumbing/mechanical shall rest on the ground.

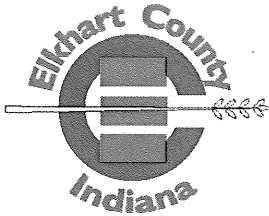
The Elkhart County Building Department recognizes that the items mentioned in this letter may bring a significant change to how things have been done in the past. The Department also realizes that time may be needed to communicate the changes to contractors and/or installers. The code is going to be enforced as of the date of this letter, however we are willing to work with the park managers as well as the installers. Beginning Monday, 1 February, 2010, all regulations will be enforced as written in the code.

Thank you for your cooperation through this transition. If you have any questions, please do not hesitate to call.

Respectfully,

A handwritten signature in black ink, appearing to read 'Michael Gard'.

Michael Gard
Building Commissioner



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It shall be the duty of the person doing the work authorized by a permit to notify the appropriate division that such work is ready for inspection. Also, access to and means for proper inspection shall be permitted by the owner or agent. If access is not possible on the date scheduled, re-inspection may not be on the following day unless at the convenience of the inspectors schedule. Unless otherwise specified, requests can be made 24 hours a day by calling 574-875-3335.

NOTE: Permit Number and Township are required when calling for an inspection.

NOTE: Posting the Construction Site: All building sites must be posted in a way to identify the property without the inspector exiting the vehicle. This could be done by placing a weatherproof board near the point of access to the building site with the permit number and lot number in the park.

The following inspections will be required for placing or installing any mobile home:

Footing / Foundation: This will also be known as the under-carriage inspection if existing concrete runners are already in place. Otherwise, new footing excavations will be inspected prior to placement of any concrete. No skirting material is to be installed until this inspection has been done. The inspection covers supports from the footing to the bearing points on the mobile home under-carriage as well as the tie-downs.

Plumbing: Under-floor sanitary line and supply line hook-ups will be inspected. No skirting material is to be installed until this inspection has been done.

Gas Line: Gas line inspections shall be called for after the pressure gauge has been in place for more than 24 hours and has held 15 pounds per square inch for that 24 hour period.

Heating / Air Conditioning: Connections of any heating and/or air conditioning units will need to be inspected. No skirting material is to be installed until this inspection has been done.

Electrical: Connections to service will need to be inspected. All metal frames must be bonded. Service and Feeder conductors must be protected to point of entry. No skirting material is to be installed until this inspection has been done.

Final Inspection: Skirting should be in place prior to this inspection, as well as all stoops, porches, decks and/or stairs. Handrails must be installed.

NOTE: Any discrepancies needing correction shall be re-inspected after previous corrections are made. All inspections shall be called for only when site is prepared for them; if items to be inspected are covered, **removal of covering will be required.** After final inspections have passed, a Certificate of Occupancy will be issued. The building, structure or portion thereof may not be used or occupied until the Certificate of Occupancy is issued.