



Botetourt County, Virginia
Development Services
Construction Compliance

Manufactured Housing Building Permit Guidelines

Information Resources	2
Contacts	2
Permit Information	3
Requirements for a Manufactured Housing Building Permit	3
Types of Permits Required	5
Building Inspections.....	5
Blocking / Footings	6
Anchors	7
Electrical.....	7
Plumbing	8
Mechanical	9
Stairs, Steps, and Decks.....	9
Underpinning / Underskirting, Landings and Decks.....	10
Seeding	11
Occupancy	11
Final Inspection	11

Information Resources

Botetourt County Development Services Construction Compliance

Office Hours: 8:30 AM – 5:00 PM Monday through Friday

permit applications are not taken after 4:30 PM

Phone Development Services Construction Compliance toll free:

from Fincastle, Troutville, Eagle Rock, Blue Ridge, Oriskany (540) 473-8248

from Clifton Forge, Covington, Glen Wilton (540) 862-5002

Brandon W. Nicely, CBO..... Director/Building Official
David Givens, PE Construction Compliance Manager
Shawn Crist.....ESC Administrator/Combined Inspector
Shane Figgins.....Combination Inspector
Brandon King.....Administrative Assistant
Lesla Mabe..... Administrative Assistant

Inspectors are available for questions from 8:30 AM to 9:30 AM and 3 PM to 5 PM

Make checks payable to: Botetourt County Treasurer

Contacts

Power Companies

American Electric P.O. Box 2021 Roanoke, VA 24022 (800) 956-4237	Craig Botetourt P.O. Box 265 New Castle, VA 24127 (540) 864-5121	Dominion Virginia Power 2307 Beech Avenue Buena Vista, VA 24416 (888) 667-3000
---	---	---

Virginia Department of Transportation Offices

Buchanan Headquarters 21170 Lee Highway Buchanan, VA 24066 (540) 254-2567	Eagle Rock Headquarters 9100 Botetourt Road Eagle Rock, VA (540) 884-2484	Salem District Land Use Office 731 Harrison Avenue Salem, VA 24153 (540) 387-5490	Troutville Headquarters P.O. Box 188 Troutville, VA 24175 (540) 992-1837
---	---	---	--

Other

Virginia Department of Health P.O. Box 220 Fincastle, VA 24090 (540) 473-8243	Miss Utility (800) 552-7001 (800) 552-3120 (for ticket status)
--	--

Codes are available at all Botetourt County libraries on CD-ROM.
To purchase building codes, go to ICCSAFE.org.

Permit Information

The current property owner or the designated agent may apply for the building permit at our office located on the first floor of the Old District Courthouse in Fincastle, Monday through Friday, between the hours of 8:30 AM and 4:30 PM.

Where construction is commenced before the building permit is approved, the permit fees shall be doubled per section 6-23 (e) of the Botetourt County Code.

Persons or firms, other than the owner, performing any work of more than \$1,000.00 must be a Virginia licensed contractor under the regulations as set forth in the Department of Professional and Occupational Regulations (www.dpor.virginia.gov). Contractors must also obtain a Botetourt County Business License from the Commissioner of Revenue's office by the 15th of February of each year before permits can be issued by the Building Official.

The building project must be started within six (6) months of our issuing the building permit and timely inspections must be requested and approved by this office. If the project is abandoned for six (6) months or more, the building permit may be revoked and must be reapplied for at the Building Officials' office.

Power Only Permit – Home owners or contractors may wish to install permanent power to the home prior to the structure being ready for a final occupancy inspection. There is a \$50 fee for this permit and inspection. The following must be complete before power only can be approved:

- ❖ Permanent roof, meter base, service equipment and grounds shall be in place.
- ❖ Access to panels shall be secured by either locking the electric panel or the building.
- ❖ At least one GFCI receptacle must be installed. Any additional circuits that have been installed must be complete.
- ❖ Conductor shall be installed for grounding or bonding water line.

All building, electrical, plumbing, and mechanical permits are based on reasonable value for labor and material regardless of who does the work, owner or contractor.

Requirements for a Manufactured Housing Building Permit

1. Current property owner's name, mailing address and telephone number. If the property has been owned for less than one year, a copy of the present owner's recorded deed may be required.

If you are leasing property on which to place your manufactured home, you must present a letter from the property owner giving specific permission for you to use his/her property for this manufactured home. This does not apply in established manufactured (or mobile) home parks.

Manufactured Housing Building Permit Guidelines

2. Name, mailing address, telephone number, state registration card number, expiration date and classification of the contractor is required.
3. Accurate directions to the site from the Fincastle Courthouse will be needed. Please be sure to use the street names and/or route numbers for accuracy.
4. A Manufactured Housing Placement Permit must be obtained from the Development Services/Planning and Zoning Office prior to applying for your building permit.

Persons within the Town limits of Buchanan, Troutville, or Fincastle must secure a building/zoning permit from their respective town and bring same to this office when applying for the building permit.

"H.U.D." labeled 2-piece and 3-piece homes, often referred to as "double wides," are manufactured homes and require a Manufactured Housing Placement Permit.

5. A floor plan is required and must identify all rooms and areas.
6. General information needed for a building permit application may include: type of wall construction, heating source, water/sewer source, dimensions of building project, number of bedrooms, number of bathrooms, number of stories, square footage, building height, etc.
7. Water and sewer:
 - ❖ Private system -- Well and septic construction permits from the Health Department are required at the time of application; if using existing well and septic, a letter from the Health Department is required.
 - ❖ Public system -- A copy of the paid connection receipt from Botetourt County Public Works or the private water company is required at the time of application.
 - ❖ If connecting to public sewer, a separate Sewer Connection Permit will need to be obtained for the connection inspection prior to the line being covered.
8. A site plan is required and shall show the following: road frontage, size of parcel of land, proposed location of the manufactured home, and accurate distances to all property lines. The location of any existing structures on the property is also required.

Any owner desiring to place a manufactured home on a basement foundation will be required to submit drawings detailing the type of foundation and support necessary. The documents are to be signed and sealed by a Virginia licensed architect or engineer, or be supplied by the manufacturer of the home.

9. If your driveway will enter onto a state maintained road, a copy of the "Driveway Entrance Permit" will be required at the time of application. Office locations for the Virginia Department of Transportation are found on our information sheet.
10. An Erosion and Sediment Control "Agreement in Lieu of " form is required if the project will disturb over 10,000 square feet.
11. Upon request, a Certificate of Occupancy is available at an additional cost.

Types of Permits Required

In general, a manufactured home will require a building permit and an electrical permit. In the event the manufactured home will be placed over a basement, plumbing and mechanical permits may also be required. These may be requested at the time of application, or may be obtained in person or by mail after the building permit has been issued.

When ordering by mail, specify type of permit required, send check in proper amount payable to the Treasurer of Botetourt County, along with other information necessary to write the permit (owner's name, contractors name, location, building permit number, and estimated cost of job). Be sure to state on request whether or not the job is ready for an inspection.

Electrical services such as *Temporary Pole*, and/or *Power Only* (permanent power prior to occupancy) should be applied for as soon as the need is known. Three electric companies serve the Botetourt County Area, and are listed in the General Information section.

Building Inspections

The building permit shall be posted on the site so as to be visible from the entrance of the property or "street side" and should be protected from the weather.

All inspections shall be called in by the contractor/permit holder doing the actual work, and the **work must be ready for inspection at the time of request**. When calling in the inspection request, please have the following information ready: Building permit number and type of inspection needed.

Inspections called in during office hours (8:30 AM to 5:00 PM) are performed the following business day. Same day inspections are not performed, except for footings and sewer connections. These must be called in by 9:30 AM.

If the requested inspection is not ready when the inspector arrives on the job site, the inspection will be rejected and a re-inspection will be required. All re-inspection fees will be required to be paid to the building office after final inspection and prior to the Certificate of Occupancy or any other permits being issued.

A list of required building inspections follows. The items listed for each specific inspection are to be considered a guideline, and may or may not apply.

Blocking / Footings

NOTE: No footer inspections will be made until building permit is approved. Do not order concrete for footers until footer has passed inspection.

- ❖ Construction entrance and erosion & sediment control devices shall be in place before footing inspection.
- ❖ All footings for single and double-wide and triple-wide manufactured housing are to be inspected before pouring concrete.
- ❖ All mud, soft areas, loose dirt, water and roots are to be removed before inspection.
- ❖ All manufactured housing blocking shall conform to the manufacturer's minimum instructions.
- ❖ In all cases, all support piers shall begin at or below the minimum frost line of 24".
- ❖ All support piers shall start on concrete footings.
- ❖ Concrete footings are to be no less than 18"x18"x1' for single blocking and 2'x2'x1' for double blocking, or meet manufacturer's specifications for that specific home.
- ❖ All blocks shall be placed in proper position. No blocks placed on sides.
- ❖ Wood blocks and shims shall not exceed two (2) inches in total thickness.
- ❖ All support piers shall be plumb and straight.
- ❖ All corner piers and piers over 40" in height are to be double blocked with the alternating courses cross blocked.
- ❖ Where required, perimeter blocking shall be provided.
- ❖ For piers over 80" in height, consult the Building Office.
- ❖ Any owner desiring to place a manufactured home on a basement foundation will be required to submit drawings detailing the type of foundation and support necessary. The documents are to be signed and sealed by a Virginia licensed architect or engineer, or be supplied by the manufacturer of the home.
- ❖ If the manufactured home is being placed on a basement, all groundwork must be installed, tested and inspected prior to the basement slab being poured.

Anchors

- ❖ All manufactured homes shall be properly anchored as required by the manufacturer's installation instructions, or as provided for by the Uniform Statewide Building Code.
- ❖ All anchors shall be properly spaced and installed down to proper depths in order to provide the intended strength and wind resistance.
- ❖ Anchors shall NOT be placed in dug holes.
- ❖ All anchors shall be properly attached to the mobile homes using approved strappings, cables, and fasteners.

MINIMUM ANCHOR REQUIREMENTS

HOME LENGTH	FRAME ANCHORS EACH SIDE	OVERHEAD ANCHORS
up to 55 feet	3	2
55 to 73 feet	4	2

length does not
include the towing hitch

- ❖ Anchors equipped with double-headed attachment points may be used to attach overhead and frame straps to a single anchor.
- ❖ Anchors must be installed within six feet (6') of the ends of the mobile home.
- ❖ Anchors shall not exceed twenty feet (20') apart.

Electrical

If an electrical question arises, consult with a qualified electrician or the Inspector.

- ❖ All disconnects are to have branch circuit capacity.
- ❖ The exterior disconnect shall be located within 30 feet of the point where electrical cables enter the mobile home and shall also contain a means for connecting additional electrical equipment located outside the mobile home by a fixed wiring method.

Owners are advised to contact the appropriate electric company to verify locations of poles and other related equipment before locating the manufactured home on the lot.

- ❖ The owner and/or electrician must supply all on-site wiring.

- ❖ Electrical poles to which overhead wiring is attached must have the following clearances:

Ten (10) feet for yards
 Twelve (12) feet for private drives
 Eighteen (18) feet for public streets

**WIRING SIZES FOR ELECTRICAL SERVICES
 ALUMINUM WIRING**

SERVICE SIZE	WIRE SIZE		
	HOTS	NEUTRAL	EQUIPMENT GROUND
100	#2	#4	#6 Copper
150			
200	0000	00	#6 Copper

Ground Wire Minimum of #6 Copper or #4 Aluminum

- ❖ All ground rods are to be eight (8) feet in length, ½ copper, 5/8 solid galvanized or ¾ rigid conduit. Two (2) ground rods are required.
- ❖ All unprotected feeders are to be placed twenty-four (24) inches in the ground.
- ❖ All ground clamps to be approved for direct burial.
- ❖ Aluminum wire must have oxide inhibitor placed on wiring before inserting into lugs.

Plumbing

- ❖ All plumbing shall be properly installed and shall conform to the manufacturer's recommendations or to the Uniform Statewide Building Code. In all cases, proper septic and/or sewer shall be provided as required by the local Health Department.
- ❖ All piping used for sanitary sewer shall be a minimum of schedule 40 plastic or other approved material.
- ❖ All water supply lines shall be at least 160 pound test plastic or other approved material. Minimum size ¾".
- ❖ All waterlines shall be protected against freezing conditions.
- ❖ All waste lines shall drain as direct as possible with proper grading, minimum of ¼" per foot, and adequately supported, every four feet.
- ❖ A cleanout fitting is required at any 90 degree direction change in the wasteline.

- ❖ Do not mix piping of dissimilar materials such as PVC and ABS (black and white) plastics, unless proper glue is used and the can is left for inspection.

These materials do not bond properly when glued. If you must mix different materials, the proper method of joining is with a screw-type threaded fitting or a no-hub band.

- ❖ A waterline cut-off valve shall be provided at the manufactured home, along with a backflow device. All outside hose connections shall be provided with anti-siphon type valves or protection.
- ❖ All sewage wastelines must be glued and/or properly connected.
NO TAPE JOINTS ALLOWED.
- ❖ Sanitary "T's" shall not be installed on their sides or backs. They are designed to be used to go from horizontal to vertical only.
- ❖ For connection to a public sewer system, a separate sewer connection permit must be obtained and an inspection performed when the manufactured home sewer has been connected to the public sewer, and before covering any of the wasteline.

Mechanical

- ❖ Mechanical permits are required when any type of fuel gas is installed or replaced.
- ❖ Test and inspections are required on fuel gas lines.

Stairs, Steps, and Decks

All manufactured homes shall be provided with a safe means of entrance and exit to and from the manufactured home. All stairs, steps, stoops, and decks shall conform to the minimum standards for stairways and porches as described in the Uniform Statewide Building Code. Detailed information can be found in the Typical Deck Detail on our website at www.botetourt.org.

Landings for Exterior Doors

- ❖ A minimum 36"x36" landing must be provided on the outside of each door. The landing may be no more than 1 ½" below the threshold of the doorway. If door does not swing over the landing (if door opens to the inside) the landing can be 7 ¼" below the threshold.

Landings of Decks Under 30" Above Ground Level

- ❖ No handrails or guardrails are required on platforms less than 30" above the ground.

Landings or Decks 30" and Over Above the Ground

- ❖ Handrails and guardrails are required on any platform, stoop, or deck over 30" above ground level.

Handrails and guardrails are also required on all stairways of three or more risers. Maximum spacing on guardrails shall have intermediate rails or ornamental closures which will not allow passage of an object four (4) inches or more in diameter.

- ❖ Landings or decks are to be self-supporting. Do not support from the manufactured home.

Stairways and Steps

The maximum step rise shall be 8.25 inches per step.

The minimum step tread shall be nine (9) inches.

The minimum stairway width shall be thirty-six (36) inches.

Handrails and Guardrails

- ❖ Handrails shall have a maximum height of thirty-eight (38) inches and minimum of thirty-four (34) inches. Guardrails shall be not less than thirty-six (36) inches in height. The handrail shall be continuous the full length of stairs.
- ❖ The handgrip portion of the handrail shall not be more than 2 5/8" in cross sectional dimension or the shape shall provide an equivalent gripping surface. The handgrip portion on the handrails shall have a smooth surface with no sharp corners.

Underpinning / Underskirting, Landings and Decks

- ❖ All manufactured home units shall be completely enclosed with metal skirts, concrete blocks, ornamental wood, stone, or other similar material, in such a manner that no part of the undercarriage shall be visible to a casual observer and should be done in accordance with good building practice. This work shall be completed within sixty (60) days of the final occupancy inspection approval. (U.S.B.C. Section 36.99.8)
- ❖ Do not install any underpinning that will obstruct the view for inspection of any electrical, plumbing, blocking or anchoring.
- ❖ An inspection will be performed automatically sixty (60) days after the occupancy inspection. At this time, **all required permanent landings, stairs and/or decks are to be completed**, along with underpinning.

Seeding

- ❖ Final grading and stabilization (seed and mulch), shall be in place within 30 days of the final occupancy inspection. Check to see that yard grade drains away from the house.

Occupancy

- ❖ House numbers are to be displayed at the time of the occupancy. Numbers are to be a minimum of 3" in height and are to be visible from the road. Numbers may be attached to the home or installed on a post or mailbox at the road.

Final Inspection

- ❖ Prior to the scheduling of a final inspection, all permit holders, including subcontractors, must call the office (473-8248) to indicate that they are ready for the final inspection.
- ❖ All Final Inspections are to be completed *before* the manufactured home is to be occupied.
- ❖ Upon request, a Certificate of Occupancy is available at an additional cost.
- ❖ Sixty days after the final inspection, a Manufactured Home Underpinning Inspection and an Erosion and Sediment Control Inspection will be conducted by the Building Inspector.