

REQUIREMENTS FOR A MANUFACTURED HOME PERMIT

- 1.) A letter addressed to the Pell City Planning Commission requesting permission to place a manufactured home on your property and stating in what zoning district the property is located.
- 2.) A deed with the legal description of the property and showing that you are the owner of the property in question. (If you are not the property owner, you will need a letter from the property owner giving you permission to place the manufactured home on the lot.)
- 3.) A street address where the manufactured home is to be placed. (You will need to apply for an address at the City Hall Planning Office if you do not already have one.)
- 4.) A site plan showing the location of the manufactured home on the property.
- 5.) A letter from the City of Pell City Utility Department stating that water and sewer (if applicable) are available. If sewer is not available, a permit from the St. Clair County Health Department approving a septic tank is required.
- 6.) A list of names and addresses of property owners adjoining or adjacent from your property. You will be required to pay the postage (\$3.12) per certified letter and a \$10.00 clerical fee for this service. This information may be obtained here at City Hall.

NOTE * * * The Pell City Planning Commission meets the 4th (fourth) Thursday of each month at 6:00 P.M. at City Hall. All required information needs to be submitted to the Building Inspector's office 10 (ten) days before the scheduled meeting in order for you to be placed on the agenda.

After your request is approved by the Planning Commission, you will need to come to the Building Inspector's office and complete an application for a manufactured home permit. When the application is approved by the Building Inspector, a permit board will be issued for the placement of the manufactured home inside the city limits. This procedure will be explained in further detail at the time application for the placement of the manufactured home is made.

MANUFACTURED HOME PERMIT APPLICATION

OFFICE USE ONLY

Permit No. _____

Amount \$ _____

Date _____ 20____

Zoning _____

HOMEOWNER'S NAME _____

PHONE NO. _____

MAILING ADDRESS _____

PROPERTY OWNER'S NAME _____

PHONE NO. _____

MAILING ADDRESS _____

STREET ADDRESS WHERE MANUFACTURED HOME WILL BE PLACED:

WHERE WAS MANUFACTURED HOME PURCHASED?

NAME OF COMPANY OR INDIVIDUAL _____

ADDRESS _____

Is home:	Single Wide	_____	(\$100.00)
	Double Wide	_____	(\$150.00)
	Triple Wide	_____	(\$200.00)

PROVIDE THE FOLLOWING WITH THIS APPLICATION:

- A. A legal description of property and address
- B. A site plan showing location of manufactured home
- C. A copy of the permit from the St. Clair County Health Department approving septic tank system (if sewer is not available).
- D. A statement from the Utility Department of Pell City approving water hook-up (and sewerage hook-up if sewer is available).

In no event shall a manufactured home be placed in the back yard of a dwelling, nor shall a manufactured home be placed upon a lot containing a dwelling.

BEFORE MOVING MANUFACTURED HOME IN CITY LIMITS:

The person moving your home onto your lot MUST have a moving permit. This permit and information on filling it out is available in the Building Inspector's Office in City Hall.

AGREEMENT

I, _____, hereby acknowledge that the issuance of a manufactured home permit by the City of Pell City is for the placement of a manufactured home on a designated lot in the City of Pell City. I further acknowledge that I understand and agree to every aspect of this application and that I am totally responsible for the expense of hook-ups to water and sewerage.

(Signature of Applicant)

Approved: _____ (Date)

(Building Inspector)

Information for manufactured home owners:

Before the building inspector comes to your home for inspection, an electrician and a plumber will need to apply for a permit to do their specified work. (Please make sure your contractors have a state and city license.) Porches and guardrails will need to be installed also. The requirements for porches and guardrails are outlined below.

INTERNATIONAL BUILDING CODE

SECTION 312 GUARDS SECTION R312

GUARDS

R312.1 Guards. Porches, balconies, ramps or raised floor surfaces located more than 30 inches (762 mm) above the floor or grade below shall have guards NOT LESS than 36 inches (914 mm) in height. Open sides of stairs with a total rise of more than 30, inches (762 mm) above the floor or grade below shall have guards not less than 34 inches (864 mm) in height measured vertically from the nosing of the treads.

Porches and decks which are enclosed with insect screening shall be equipped with guards where the walking surface is located more than 30 inches (762 mm) above the floor or grade below.

R312.2 Guard opening limitations. Required guards on open sides of stairways, raised floor areas, balconies and porches shall have intermediate rails or ornamental closures which do not allow passage of a sphere 4 inches (102mm) or more in diameter.

Exceptions:

1. The triangular openings formed by the riser, tread and bottom rail of a guard at the open side of a stairway are permitted to be of such a size that a sphere 6 inches (152 mm) cannot pass through.
2. Openings for required guards on the sides of stair treads shall not allow a sphere 4 3/8 inches (107 mm) to pass through.

1. **PLUMBING PERMIT REQUIRED, CALL US TO INSPECT PLUMBING BEFORE UNDERPINNING.**
2. **ELECTRICAL PERMIT REQUIRED.**
3. **UNDERPINNING, DECKS/PORCHES AND PLUMBING IS REQUIRED BEFORE INSPECTION FOR PERMANENT POWER.**
4. **AT EACH EXIT DOOR THERE IS A 3' X 3' REQUIRED LANDING.**

**MOVING MANUFACTURED HOME PERMIT
ORDINANCE NO. 89-866**

COMPANY OR INDIVIDUAL
(MUST BE LICENSED BY THE CITY OF PELL CITY)

FROM: LOCATION

IN ROUTE: TRAVEL

TO: LOCATION

MOVER WILL BE RESPONSIBLE FOR ANY DAMAGE TO CITY OR PERSONAL PROPERTY WHILE MOVING MANUFACTURED HOMES.

ANY VIOLATION OF THE PROVISIONS OF THIS ORDINANCE SHALL CONSTITUTE A MISDEMEANOR AND UPON CONVICTION OF SAME SHALL BE PUNISHABLE BY MINIMUM FINE OF \$100.00 PLUS COURT COST.

(SIGNATURE OF MOVER)

(APPROVED - CITY OF PELL CITY)

