

TOWN OF LEYDEN

Mobile Home Permit Application

ENFORCEMENT OFFICER:

Joseph Pfeiffer Jr.
P. O. Box 251
Boonville, N.Y. 13309
Phone / Fax (315) 942-5705
Cell 315-681-8689
Email inspectorioep@aim.com

TOWN CLERK:

Janice Dosztan
6606 School Road
Boonville, NY 13309
Phone (315) 942-3444

DATE _____

PERMIT NUMBER _____

ISSUED TO: _____

CLASS OF WORK **NEW** _____ **REPLACEMENT** _____ **ALTERATION** _____

ONCE THE PERMIT IS APPROVED:

- 1) Applicant may proceed with the construction.
- 2) Town inspector must inspect the system before it is covered.
- 3) If there is a violation of the code, the. Applicant will receive a Notice of Violation and shall remedy the situation. The inspector must conduct a re-inspection before the system is covered.
- 4) If the violation is not remedied, the applicant will receive a STOP WORK ORDER.
- 5) If the STOP WORK ORDER is ignored, the applicant and / or owner will receive an appearance ticket, reserving the Town any and all legal remedies.
- 6) PROJECT COMPLETED, CERTIFICATE OF COMPLIANCE IS ISSUED.

IF THE PERMIT IS DENIED:

- a) Applicant shall make necessary corrections.
- b) Applicant may resubmit the Building Permit Application.
- c) It shall be the responsibility of the owner, applicant or his agent to inform the inspector that the work is ready for inspection and to schedule such inspection, at least 24 hours in advance.
- d) Then a CERTIFICATE OF COMPLIANCE IS ISSUED.

TOWN OF LEYDEN ZONING / BUILDING PERMIT FEE SCHEDULE

Effective January 2009

ZONING PERMIT FEE \$ 50.00

Site Plan Review (Residential) \$ 75.00

Site Plan Review (Commercial) \$ 200.00

ZONING BOARD OF APPEALS FEE \$ 200.00

***Residential:**

Residential garages, residential additions, storage buildings, Mobile & modular homes

\$ 50.00 base +\$ 0.12 per sq ft

* **Floor area shall not include cellar and non-habitable space, but shall include accessory garages and decks**

Occupancy Permit:

If a permit is in effect

NO FEE

If no permit is in effect

\$ 75.00

The first and second Temporary Certificate of Occupancy/Compliance

\$ 15.00 each

The third Temporary Certificate of Occupancy

\$ 50.00

WORK COMMENCED WITHOUT PERMIT IN EFFECT WILL RESULT IN A 50% INCREASE OF ALL

ABOVE FEES

IF YOU ARE BUILDING IN A FLOOD ZONE – BE SURE TO CHECK WITH THE BUILDING INSPECTOR FOR ALL THE RULES

TOWN OF LEYDEN BUILDING MOBILE HOME PERMIT APPLICATION

INSTRUCTIONS

This application **must be completely filled in by ink or typewriter** and submitted to the Leyden Town Clerk's Office with required fees.

This application must be accompanied by three sets of plans and specifications describing the nature of the work to be performed, the materials and equipment to be used and installed. Plans and specifications shall be in accordance with the State Education Laws Sections 7307 and 7209. **This law requires that the seal and signature of a licensed architect or professional engineer be affixed to all plans submitted.** If the Manufacturer's installation instructions doesn't require stamped plans then they may be submitted without a stamp.

THE WORK COVERED BY THIS APPLICATION MAY NOT BE COMMENCED BEFORE THE ISSUANCE OF A BUILDING PERMIT.

Upon approval of the application, the Town of Leyden Code Enforcement Officer will issue a building permit to the applicant together with approved, duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.

NO BUILDING SHALL BE OCCUPIED OR USED IN WHOLE OR IN PART FOR ANY PURPOSE WHATEVER UNTIL AN APPLICATION IS MADE FOR, AND CERTIFICATE OF OCCUPANCY SHALL HAVE BEEN GRANTED BY THE TOWN OF LEYDEN CODE ENFORCEMENT OFFICER.

NOTE: If any item does not apply, write N/A (please do not leave it blank)

TOWN OF LEYDEN

EXACT" LOCATION (give directions) _____

_____ Street/Road name, number, side of street/road, distance from nearest cross road)

TAX ID # FROM THE TAX BILL (example 569875 123.00-01-12.300)
Required on all Applications (Section 123.00 Block 01 Lot 12.300)

Tax Map No. Section _____ Block _____ Lot _____

Circle) whether applicant is: OWNER, LESSEE, AGENT, ARCHITECT, ENGINEER, OR BUILDER

Name and address of Applicant

*Name and address of Landowner
(If other than Applicant)*

Home No. _____ Phone No. _____

mail address _____

Permit Fee \$ _____ Total Estimated Value of Construction \$ _____

Square Footage of proposed construction _____ Type of Project _____

Use the space below or attach a separate sheet to show the location of the proposed building(s) in relation to all roads public or private, distance proposed building is from all bodies of water, the location of all wells and septic systems, existing and proposed, the distance between buildings and give the road name as well as the names of all adjacent landowners. Also show the lot width and depth, and show the distance of proposed building(s) to all property lines. **NOTE: GIVE THE DISTANCE OF ALL WELL AND SEPTIC SYSTEMS ON NEIGHBORING PROPERTIES TO YOUR PROPOSED WELL/SEPTIC IF CLOSER THAN 150FT.**

PLOT DIAGRAM

NAME OF ADJACENT LAND OWNER _____		
YOUR PROPERTY LINES ↘		
OWNERS NAME LEFT SIDE	REAR LOT WIDTH _____	OWNERS NAME RIGHT SIDE
LOT DEPTH _____		LOT DEPTH _____
FRONT LOT WIDTH _____		

ROAD NAME _____

THIS AREA REPRESENTS THE ROAD IN FRONT OF YOUR PROJECT, SHOW DRIVEWAY

1. HUD Seal # _____ Year of Manufacture _____ New _____ Used _____

Name of Manufacturer _____ Model # _____

- a. Mobile homes manufactured before June 15, 1976, (no HUD seal) must be inspected by an agency or individual acceptable to the Town. The inspector must certify that the mobile home is:

1. Structurally sound
2. Free of heating and electrical system hazards.

THESE CERTIFICATIONS MUST BE INCLUDED WITH THIS APPLICATION BEFORE ISSUANCE.

- b. Manufactured homes which are relocated shall have a manufacturer's label certifying compliance with applicable Department of Housing and Urban Development (HUD) Manufactured Home Construction and Safety Standards and a data plate, affixed in the manufacturing facility, bearing not less than the following information:

§RAE102.6.1 The statement: "This manufactured home is designed to comply with the federal mobile home construction and safety standards in force at the time of manufacture."

§RAE102.6.2 Reference to the structural zone and wind zone for which the home is designed.

§RAE102.6.3 Data relative to the heating and insulation zone and outdoor design temperature.

IF THE MOBILE HOME YOU WISH TO INSTALL DOES NOT HAVE ITEMS LISTED IN (B), YOU WILL HAVE TO COMPLY WITH THE REQUIREMENTS OF (A) AS IF THE MOBILE HOME IS A PRE HUD HOME.

2. Check Method of Installation: Manufacturer's Installation Instructions _____ Engineers Design _____
NCSBCS/ANSIA225-1-1994 STANDARDS _____

NOTE: It will be necessary to have available, the manufacturer's installation instructions for review and approval of this project if the foundation and installation are not designed by an architect or engineer. ALSO NOTE: YOUR MANUFACTURER'S INSTALLATION INSTRUCTIONS MAY REQUIRE AN ENGINEER'S DESIGN.

3. Type of Foundation: Concrete Slab with Anchors _____ Cellar/Basement _____

Below Frost Peers with Anchors _____ Other Engineered Design _____

A CONTINUOUS VAPOR BARRIER SHALL BE PROVIDED UNDER THIS HOME UNLESS EXEMPTED BY THE MANUFACTURER. BLOCKING SHALL BE DONE IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION DIAGRAM OR DESIGN PROFESSIONALS PLAN.

4. Foundation Materials and Sizes: Width, Length, Thickness of Slab and Type of Slab Reinforcement. _____

Type of Foundation Wall: Concrete Block _____ Poured Concrete _____ Other Engineered Design _____

Size of Footer _____ Thickness of Wall _____ Height of Wall _____

5. (a) Type of piers/blocking under home: Sona tubes _____ (size in diameter) _____ Single stacked concrete blocks _____

Double stacked concrete blocks _____ steel pre-manufactured jack stands _____

Other engineered design _____ Describe _____

(b) Max. distance between piers/stands in feet and inches _____ based on manufactures requirements

(c) Perimeter blocking required on all openings over 4 ft. and on hinge side of all doors.

6. (a) Type, number and size of anchor/tie downs used _____

(b) Min. distance in feet and inches between anchors _____

(c) Method of attachment to ground/slab _____

(d) All mobile homes must have anchor/tie downs installed. (check whether new or used mobile home)

_____ New mobile homes must be tied down as per the manufacturer's installation instructions.

_____ Used mobile homes must be tied down within 2 feet of each end on each side and no more than 10 feet apart thereafter.

7. Type of Skirting Proposed: Masonry _____ Wood _____ Vinyl _____ Other _____ Explain _____

8 Ventilation of Skirted Area _____

9. Type of Heat (CIRCLE ALL THAT APPLY) Oil Propane Natural Gas Electric Wood

Will you be installing additional wood heat? _____ (solid fuel heat requires separate permit)

10. Source of Water Supply: Public _____ Well _____ Spring _____ Driven Point _____ Other _____

Explain _____

11. Size of Electrical Entrance: amps _____ New _____ Existing _____ sub-panel amps _____

12. Smoke Detectors (circle one) - Battery – Electric How many _____ Locations _____

13. Stairways (including exterior)

a) Locations, materials, and width: _____

(check all that apply) Type: open _____ closed _____ other _____ rise (8 1/4" maximum), tread 9" minimum, (minimum of 36" stair width), (minimum of 6'8" head room measured vertically from sloped plane, solid risers require nosing at least 3/4" and no more than 1 1/4")

NOTE: (a) **guards required.** Porches, balconies 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.**

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

(c) **Handrails.** Handrails having minimum and maximum heights of 34 inches and 38 inches, respectively, measured vertically from the nosing of the treads shall be provided on at least one side of stairways.

(d) **Landings at doors.** There shall be a floor or landing on each side of each exterior door. **EXCEPTION:** Where a stairway of two or fewer risers is located on the exterior side of a door, other than the required exit door, a landing is not required for the exterior side of the door. The floor or landing at a door shall not be 2 more than 1-1/2 inches (38 mm) lower than the top of the threshold.

EXCEPTION: Provided that the exterior doorway is not for the exit door required by §RR311, the step between the landing at an exterior doorway and the top of the threshold shall have a rise not greater than permitted in §RR314.2. The door, other than an exterior storm or screen door shall not swing over the landing. size. The width of each landing shall not be less than the stairway or door served. Every landing shall have a minimum dimension of 36 inches (914 mm) measured in the direction of travel.

(E) Steps and/or platforms are required on ALL exits provided by the manufacturer.

14. Sewage Disposal System: (A) Check One: Type: Private _____ Public _____ Other _____

Explain _____

(B) New _____ (fill out septic application) Existing _____ # of existing bedrooms _____

of additional bedrooms _____ (fill out septic application)

15. Dimensions of entire new construction: Front width _____ Rear width _____ Length _____

Height _____ Number of stories _____ new Square footage _____ Total sq. ft.combined _____

16. Dimensions of existing structures, if any: Front width _____ Rear width _____

Length _____ Height _____ Number of stories _____ square footage _____

17. Name of Architect or Engineer _____ Phone No.(____) _____

Address _____ License No. _____ State _____

18. Name of Certified Installer _____ Certification #. _____

Phone No. _____ Address _____

19. Name of Installers compensation insurance carrier _____

Check One Exemption Form Provided _____ Proof of Insurance provided (Can't be an ACORD form) _____

IF YOU ARE BUILDING A COVERED PORCH OR ADDITION TO YOUR MOBILE HOME, YOU WILL NEED TO USE A BUILDING PERMIT APPLICATION FOR THAT ADDITION OR COVERED PORCH.

NOTES: IF YOU ARE ONLY GOING TO BUILD A DECK as part of this application, please fill out applicable portions below.

Additions to manufactured homes shall be designed and constructed in conformance with the new construction requirements of this code.

RAE504.1 General. Accessory buildings shall not be structurally supported by or attached to a manufactured home unless engineering calculations are submitted to substantiate any proposed structural connection.

1. Footing materials and sizes:
a) Depth below grade to bottom of the footer (feet & inches) _____
b) Width, thickness and reinforcement _____

2. Floor joist:
a) 1st floor joist Sizes, lengths and distance apart and bridging _____
b) Type, size and thickness of flooring and decking _____
c) Carrier beam size _____ post spacing _____

HOMEOWNER STATEMENT OF WORKERS COMPENSATION

Under penalty of perjury, I certify that I am the owner of the residence listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please circle one):

- A) I am performing all the work for which this building permit is issued.
- B) I am not hiring, paying or compensating in any way, the individual(s) that is (are) performing all the work for which this building permit is issued or helping me perform such work.
- C) I have a homeowner's insurance policy that is currently in effect and covers the property listed on the attached permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which this building permit is issued.

I understand that I will have to acquire Worker's Compensation if, I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on this building permit; OR have a general contractor, performing the work listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on this building permit.

Signature of Homeowner _____ Date Signed _____

Homeowners Name Printed _____

CONTRACTOR STATEMENT OF WORKERS COMPENSATION

PROOF OF COMPENSATION OR EXEMPTION MUST ACCOMPANY THIS APPLICATION EXEMPTION FORMS CAN BE COMPLETED ON LINE AT
http://www.wcb.state.ny.us/content/ebiz/wc_db_exemptions/wc_db_exemptions.jsp
Request WC/DB Exemption (Form CE-200)

As the contractor of record for this permit application, I understand that I am responsible for proof of Workers Compensation or proof of Exemption from Workers Compensation. I agree I will provide proof of Workers Compensation or proof of Exemption to the Town of Leyden Fire Prevention and Building Codes office. I understand that the proof will be filed for specific projects.

Signature of Contractor _____ Date Signed _____

Contractors Name Printed _____

THIS PERMIT COVERS ONLY THE WORK DESCRIBED IN THIS APPLICATION.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Applicant or Authorized Agent _____ Date _____

I, the undersigned, Code Enforcement Officer of the Town of Leyden, hereby (approve) (deny) the within application for a Mobile Home installation permit.

Date _____ Code Enforcement Officer _____