

# TOWN OF CHINCOTEAGUE MANUFACTURED HOME PERMIT APPLICATION

PERMIT # \_\_\_\_\_ DATE \_\_\_\_\_ PERMIT FEE \$ \_\_\_\_\_

OWNER/TENANT : \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTRACTOR : \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_

1. ALLOW A MINIMUM OF 3 WORKING DAYS FOR APPLICATION TO BE PROCESSED.
2. NO WORK SHALL BE STARTED UNTIL THE PERMIT APPLICATION HAS BEEN PROCESSED, APPROVED AND ALL FEES PAID.
3. I/WE UNDERSTAND THAT THE INSTALLATION MANUAL MUST BE PRESENTED TO THE BUILDING OFFICIAL PRIOR TO THE PLACEMENT OF THE UNIT.
4. I/WE ACKNOWLEDGE THAT IT IS MY/OUR RESPONSIBILITY TO NOTIFY THE BUILDING DEPARTMENT WITHIN 24 HOURS OF A REQUIRED INSPECTION. (I.E., FOOTINGS OF PIERS, PIERS, ANCHORS, PLUMBING, MECHANICAL EQUIPMENT AND FINAL.
5. I/WE AGREE TO COMPLY WITH ALL APPLICABLE TOWN ZONING ORDINANCES OF THE TOWN OF CHINCOTEAGUE.
6. THE BUILDING OFFICIAL MAY REVOKE THIS PERMIT IN CASES OF ANY FALSE STATEMENT OR MISREPRESENTATION OF FACT IN THE APPLICATION OR ON THE PLANS WHICH THE PERMIT APPROVAL WAS BASED.

APPLICANT (PRINT): \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT (SIGNATURE): \_\_\_\_\_

BUILDING DEPT: APPROVED/DENIED _____	DATE: _____
WATER/ROADS: APPROVED/DENIED _____	DATE: _____
HEALTH DEPT: APPROVED/DENIED _____	DATE: _____

**MANUFACTURED HOME INFORMATION:**

\_\_\_\_ USED \_\_\_\_ NEW MANUFACTURED HOME \_\_\_\_\_ YEAR OF UNIT  
\_\_\_\_ LENGTH OF UNIT \_\_\_\_ WIDTH OF UNIT \_\_\_\_ # OF BATHS \_\_\_\_ # OF BEDROOMS  
ESTIMATED COST OF UNIT: \$ \_\_\_\_\_  
PURCHASED FROM: \_\_\_\_\_

**PIER INFORMATION:**

DEPTH FROM FINISHED GRADE TO BOTTOM OF FOOTING: (MIN. 12") \_\_\_\_\_"  
HEIGHT FROM FINISHED GRADE TO BOTTOM OF MAIN BEAMS: \_\_\_\_\_"  
PIER FOOTER THICKNESS: \_\_\_\_\_" PIER FOOTER SIZE: \_\_\_\_\_" X \_\_\_\_\_"  
SIZE OF PIER: \_\_\_\_\_" X \_\_\_\_\_" SPACING OF PIERS: \_\_\_\_\_' ON CENTER

**ANCHOR INFORMATION:**

ANCHOR LENGTH: \_\_\_\_\_" SPACING OF ANCHORS: \_\_\_\_\_'

**FLOOD ELEVATION REQUIREMENTS:**

\_\_\_\_ THIS MANUFACTURED HOME WILL BE PLACED IN AN EXISTING MOBILE HOME PARK.

THE MINIMUM PIER HEIGHT FROM GRADE IS 36" ABOVE GRADE AT ANY POINT.  
OR PLACED AT FLOOD ELEVATION

\_\_\_\_ THIS MANUFACTURED HOME WILL BE PLACED IN A FLOOD HAZARD ZONE.

THE SUBFLOOR OF THIS STRUCTURE MUST BE AT A HEIGHT TO MEET OR EXCEED  
BASE FLOOD ELEVATION REQUIREMENTS.

**LOCATION OF EXISTING & PROPOSED CONSTRUCTION**

- (1). DRAW AN OUTLINE OF EXISTING BUILDINGS(S) AND INDICATE DISTANCES FROM THE BUILDING(S) TO THE FRONT, REAR AND SIDE PROPERTY LINES.
- (2). DRAW AN OUTLINE OF THE PROPOSED STRUCTURE USING DASHED LINES AND INDICATE DISTANCES TO THE OTHER BUILDINGS AND TO ALL PROPERTY LINES.

=====

=

**SITE PLAN**