



CITY OF GILLETTE

Development Services Department
Building Inspection Division
P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone 307.686.5260
www.gillettewy.gov



RESIDENTIAL MANUFACTURED HOME (MOBILE HOME) ON A PRIVATELY OWNED LOT

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Manufactured (Mobile) homes

Mobile homes built in the United States since June, 1976, are **legally referred to as manufactured homes**. These homes are regulated by the U.S. [Department of Housing and Urban Development](#) (HUD), these homes are required to meet [FHA](#) certification requirements, and come with attached metal certification tags and a data sheet/tag:



In the City of Gillette, a building permit and zoning permit are required for the installation of a Manufactured Home on a privately owned lot prior to the Manufactured Home being moved on to the lot.

Per IRC Appendix E:

SECTION AE502 FOUNDATION SYSTEMS

AE502.3 Footings and foundations. Footings and foundations, unless otherwise specifically provided, shall be constructed of materials specified by this code for the intended use and in all cases shall extend below the frost line. Footings of concrete and masonry shall be of solid material. Foundations supporting untreated wood shall extend at least 8 inches above the adjacent finish *grade*. Footings shall have a minimum depth below finished *grade* of 12 inches unless a greater depth is recommended by a foundation investigation.

Piers and bearing walls shall be supported on masonry or concrete foundation or piles or other *approved* foundation systems which shall be of sufficient capacity to support all loads.

To start the process, the Contractor would submit a Building Permit Application to Building Inspection and upload the required drawings and documents in ePlan.

Required Drawings and Documents:

- 1) Engineered Pier Design
- 2) Plot Plan
- 3) Deck drawings (when over 200 square feet, more than 30” from the ground at any point, or main entrance of home)
- 4) Storm Water Pollution Prevention Plan Agreement (SWPPPA)
- 5) Storm Water Pollution Prevention Plan Drawing (SWPPPD)
- 5) Once the home is set on piers, a Surveyor is to be hired to do a Foundation Location Certificate. (FLC) The FLC is to be provided to Building Inspection prior to a Certificate of Occupancy or a Notice of Completion being issued.

Once all drawings and documents have been reviewed and approved, the Contractor will receive an email titled “A waiting final payment.” This will be their cue to come to Building Inspection to pull the Stormwater, Building, and Zoning Permits.

When a deck is included on the Plot Plan and deck drawings are submitted with the plans, a deck permit will also be issued at the same time as the home permit.

FEES:

Permit Fees:

Building Permit Fee (based on the total square footage of the home)	\$100.00 To \$150.00
Storm Water Pollution Prevention Plan Permit	\$ 30.00
Electrical Permit	\$ 50.00
Water and Sewer Permit	\$ 20.00
Gas Pipe Fitting Permit	\$ 10.00
Deck	\$ 20.00 per deck

Service Connection Fees (Tap Fees):

These fees are based on the service size; typically, Manufactured homes have the following service sizes

Electrical Capitol Contribution Fee. New 200 AMP Service	\$ 350.00
Water Plant-Investment-Fee. New 1” Water Meter	\$ 1,287.50
Sewer Plant-Investment-Fee. New 1” Water Meter	\$ 2,000.00

GARAGES:

Garages are **not included** on the Manufactured Home permit; a separate Building Permit Application is to be submitted along with building plans and a plot plan; upon approval, a separate building permit and zoning permit will be issued.

When 2,500 square feet or more of soil are to be disrupted for the Garage Building Project, a SWPPA and SWPPPD are also required.

The Garage Permit Fee is based on the square footage of the garage:

500 Square feet & Less	\$ 30.00
501 -1,000 square feet	\$ 60.00
1,001 – 2,000 square feet	\$ 100.00
2,001 – 5,000 square feet	\$ 150.00
Over 5,000 square feet	\$ 150.00 plus .04 per square footage over 5,000

Foundation Location Certificates are also required for new garages.

ADDITIONAL INFORMATION

Plot Plan Requirements:

- Street Address and Legal descriptions (Lot, block, subdivision)
- Property lines with dimensions, north arrow and drawn to scale. (Example: 1" = 10', 1" = 20', 1" = 30', etc.)
- Show proposed structures, retaining wall, porches, decks, patios, etc. when applicable with proper dimensions.
- Setbacks (distances to the building from all property lines.)
- All utility and drainage easements with dimensions.
- Approximate percentage of slope; with arrows showing direction of drainage flow on property. Drainage shall not impact adjacent properties. A 2% positive slope away from the structures must be maintained for 10' feet around the structure.
- Two (2) all weather surface (concrete or asphalt) off street parking spaces are required. Each parking space shall be a minimum of 9'-0" x 18'-0".
- Sidewalks (proposed and existing).
- Top of curb elevation at highest point of property and proposed top of foundation elevation. (Finished foundation is required to be a minimum of 18" above back of curb).
- Location of water, sewer and electrical services to house.
- Street parking areas with entrances and exits for duplexes or larger buildings (two spaces per unit).

Storm Water Pollution Prevention Plan Drawing (SWPPPD) Requirements:

Please note: A copy of the Plot Plan may be used to draw the Best Management Practices (BMPs) being proposed for use prior to and during the construction process.

Indicate where the following items will be located on the on the construction lot:

- The materials to stabilize the construction entrance
- Trash Container
- Portable Toilet
- Silt Fence
- Covered Inlet
- Outfall
- Indicate direction and per cent of slope

INSPECTIONS:

Storm water prevention pre-inspection

Piers are inspected by the Engineer who designed them.

Water & Sewer Line connections

Electrical Connection

Building Final

Deck holes, framing

When work is ready to be inspected, Contractors please log in to Citizen Self Service (CSS) to schedule your inspection: **<http://selfservice.gillettewy.gov>** or call the Inspection Line: (307) 686-5256

See the following example of the Inspection Card~

INSPECTION CARD – New MFG Home

■ EXAMPLE

Application #
Occupancy: Construction:
M-H ON PRIVATE LOT

Application #
Occupancy: Construction:
DETACHED GARAGE

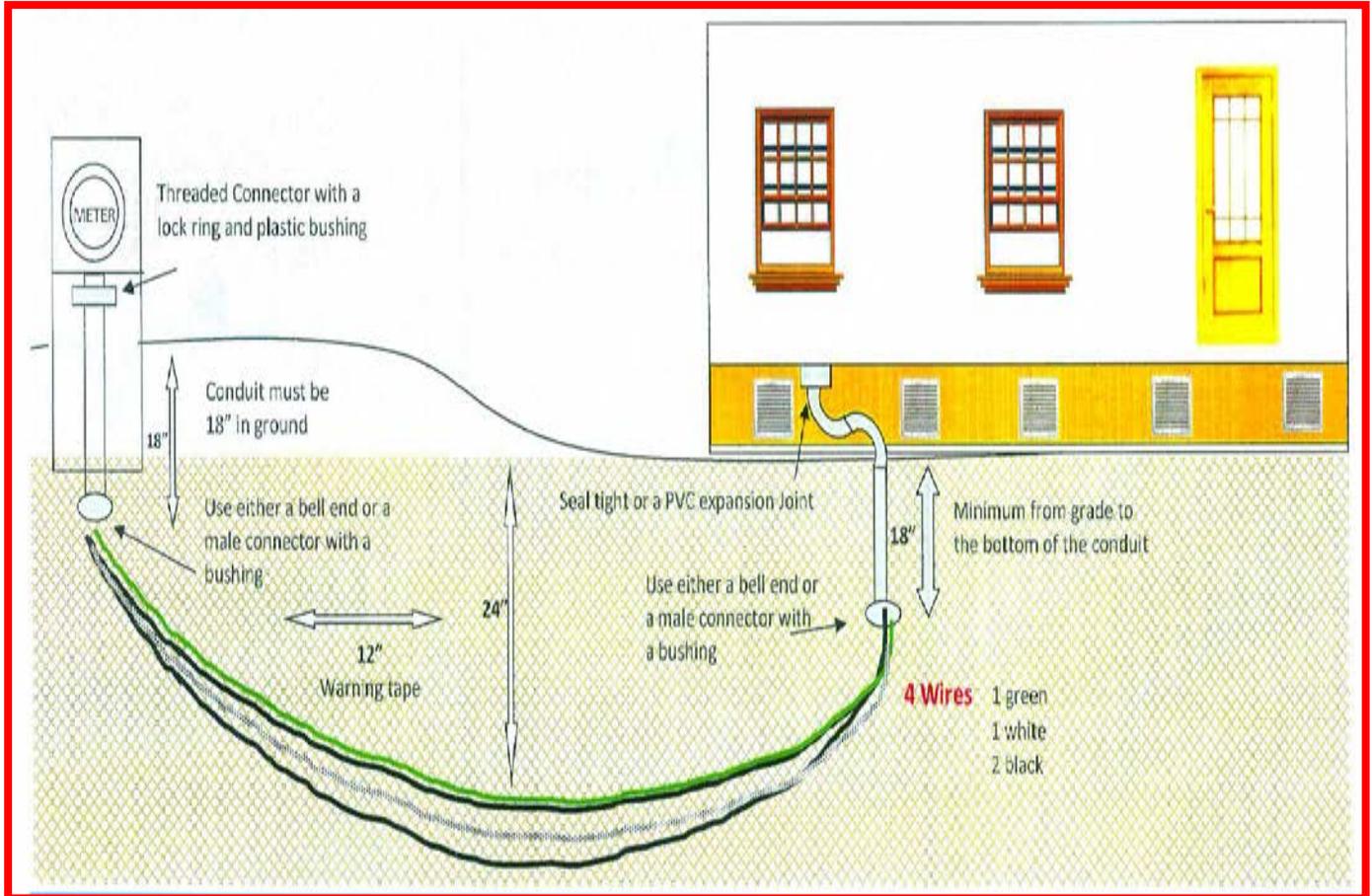
ADDRESS: _____ SUBDIVISION: _____
 OCC TYPE: RESIDENTIAL CONSTR TYPE: 5-B ZONING: E-RS LOT/BLOCK: _____
 GENERAL CONTRACTOR: _____
[STORM WATER APPLICATION / PERMIT #](#)

INSPECTION	DATE	INSPECTOR	COMMENTS
M - H			
Letter from the Engineer RE: soils “open hole”, piers/footings, bracing/blocking/tie downs			
Water Service			
Sewer Service			
Deck / Porch – Framing			
Address Number Posted on Building			
Electric – Ground Rods (2) / Disconnect			
Electric – Permanent / Temp to House			
Foundation Location Certificate			
Tap Fees Paid			Water meter size: ____ ¾” ____ 1”
Capital Contribution Fee Paid			Residential: _____ amps
Skirting – Vents & Access Door			
Off-Street Parking (18’ x 18’ within lot lines)			
Grading			
Final			
DETACHED GARAGE			
Monolithic Slab			
Rough Electric			
Framing / Truss Certs			
Electric Final			
Building Final			

Other Inspections /
 Comments _____

ELECTRICAL REQUIREMENTS:

Feeder conductors shall be sized according to the tag on the Manufactured Home. If the tag on the Manufactured home is more than 50 amperes, it cannot be cord connected.



Conductor Size

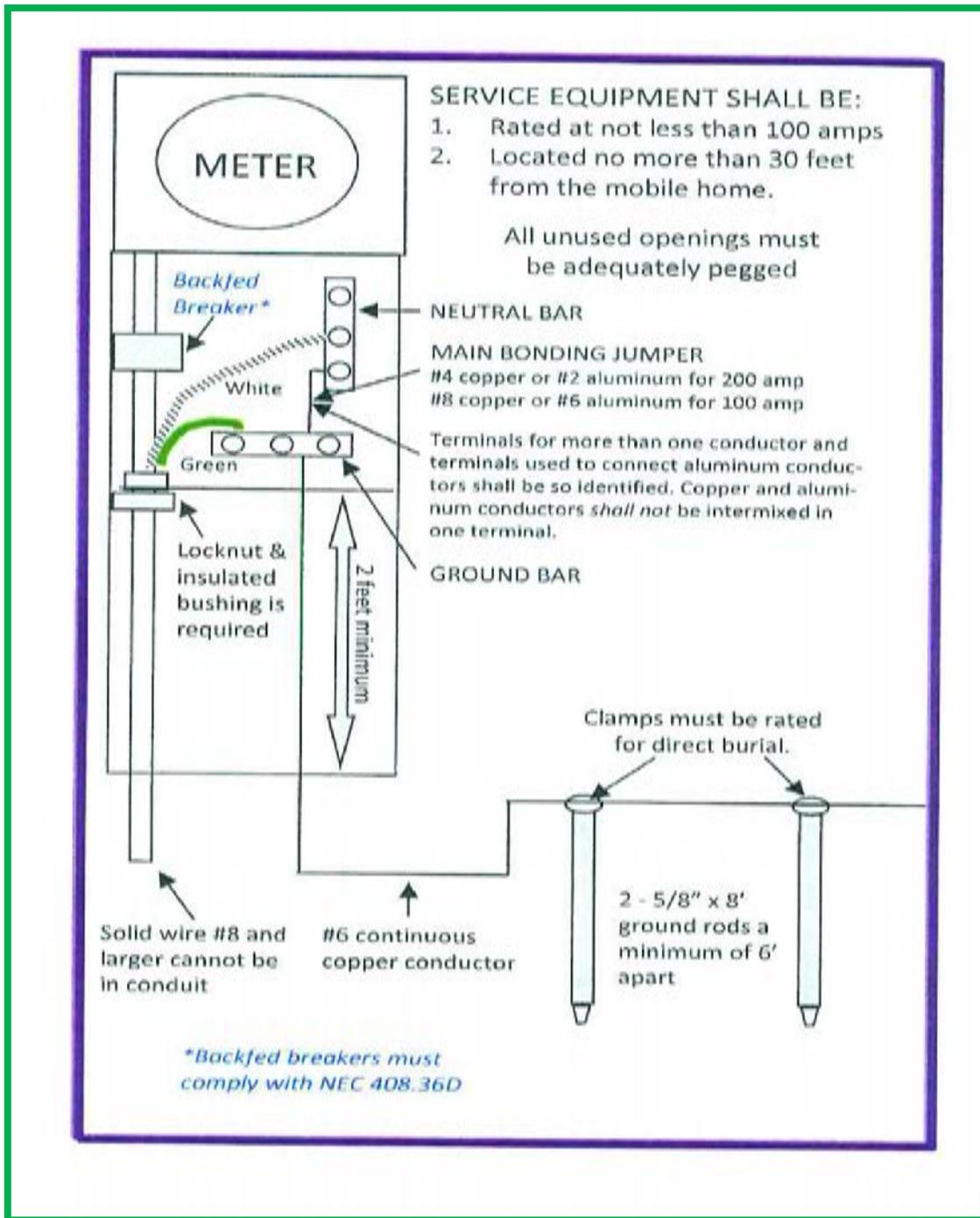
Burial Depths

100 amp-3 # 4 copper or # 2 aluminum & 1 # 8 copper or # 6 aluminum.	Rigid metal conduit or imc	6"
200 amp-3# 2/0 copper or 4/0 aluminum & 1 #6 copper or #4 aluminum.	PVC	18"
	Direct Burial Cable	24"

GROUND WIRE must be identified by green coloring or marking.

NEUTRAL WIRE must be identified by white coloring or marking.

Conduit is allowed to lay on top of ground under the manufactured home as long as it is secured every five (5) feet.



The City of Gillette has adopted the National Electric Code (NEC)

INSPECTION REMINDER

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