

MANUFACTURED HOUSING PENNSYLVANIA UNIFORM CONSTRUCTION CODE (PA UCC) PERMIT SUBMITTAL GUIDE

(Commonly referred to as Mobile Home)

NOTE: Zoning, septic, driveway, and any other required permits must be approved prior to the issuance of the PA UCC Construction Permit.

Additional information can be found at this link:

<https://dced.pa.gov/housing-and-development/manufactured-housing/>

A. NEW MANUFACTURED HOMES REQUIRE THE FOLLOWING INFORMATION BE SUBMITTED ALONG WITH THE COMPLETED PA UCC PERMIT APPLICATION:

1. A site plan showing the size and location of the new construction and existing structures on the site and the structures' distance from lot lines.
2. DAPIA approved floor plan of the home showing the layout of the rooms. The manufacturer of the home can supply this document.
3. DAPIA approved foundation plan for the home. The plan shall indicate the required locations of all piers/footings OR, if the home is designed for a full perimeter foundation, the plan shall show the required foundation construction details. The manufacturer of the home can supply this document.
4. DAPIA approved installation manual from the manufacturer. The following information must be provided with charts contained within the manual being highlighted or otherwise marked demonstrating how sizes and configuration were determined:
 - a. The size of the footings based on the criteria specified in the installation manual. Demonstrate how the required footing size was determined based upon the installation manual criteria.
 - b. Specify the minimum required frost depth of the footings.
 - c. The size, configuration and height of the piers based on the criteria specified in the installation manual. Demonstrate how the required configuration was determined based upon the installation manual criteria.
 - d. The method of and locations of all tie downs based on the criteria specified in the installation manual.
 - e. A copy of the certified installer's current certificate or HUD Installers License.
 - f. A copy of the manufacturer's data plate for the home.
5. Detailed construction plans for any site-built components such as decks.

B. RELOCATED MANUFACTURED HOMES REQUIRE THE FOLLOWING INFORMATION BE SUBMITTED ALONG WITH THE COMPLETED PA UCC PERMIT APPLICATION*:

1. A site plan showing the size and location of the new construction and existing structures on the site and the structures' distance from lot lines.

2. DAPIA approved floor plan of the home showing the layout of the rooms. The manufacturer of the home can supply this document.
3. DAPIA approved foundation plan for the home. The plan shall indicate the required locations of all piers OR, if the home is designed for a full perimeter foundation, the plan shall show the required construction details. The manufacturer of the home can supply this document.
4. Original DAPIA approved installation manual from the manufacturer. The following information must be provided:
 - a. The size of the footings based on the criteria specified in the installation manual or guidelines. Demonstrate how the required size was determined based upon the installation manual criteria.
 - b. Indicate the minimum required frost depth.
 - c. The size, material and height of the piers based on the criteria specified in the installation manual or guidelines. Demonstrate how the required configuration was determined based upon the installation manual criteria.
 - d. The method of and locations of all tie downs based on the criteria specified in the installation manual or guidelines.
 - e. A copy of the certified installer's current certificate or license.
5. The completed habitability checklist found in the *Habitability Guide for Relocated Manufactured Homes* must be completed and submitted with the permit application.
6. Detailed construction plans for any site-built components such as decks.

****Other acceptable methods of installation for a relocated manufactured home, the PA DCED installation guide or PHRC Foundation Guide for relocated manufactured homes may be utilized. These guides can be accessed through the DCED website:***

<https://dcled.pa.gov/housing-and-development/manufactured-housing/>

THE FOLLOWING PA UCC SITE OBSERVATIONS ARE REQUIRED TO BE COMPLETED BY THE LOCAL CODE OFFICIAL FOR MANUFACTURED HOUSING:

1. Observation of the footer excavation and forms prior to placing concrete.
2. Observation of pier construction prior to the installation of skirting.
3. Observation of the electrical service.
4. Footing and rough observations of any site-built/installed components.
5. A copy of the certificate of compliance signed by the installer must be provided upon completion of the installation. (For new manufactured homes, the HUD 309 Form replaces the PA Certificate of Compliance on 10/1/20. For relocated manufactured homes, the PA certificate of compliance must be completed.)
6. Final observation. (Application of the manufacturer's data plate and HUD certification labels will be verified during the final observation. This task is completed by the manufacturer prior to shipment.)

RELOCATED MANUFACTURED HOMES

HABITABILITY

The local building code official should require verification that any manufactured home moved from its original location, complies with the PA Habitability Guideline for Relocated Manufactured Housing. This guideline is to help determine if the manufactured home still meets the building code requirements in effect when the home was originally constructed. The guideline also contains some simple repair procedures that might be needed. The building permit applicant is responsible for assessing the relocated manufactured home for compliance with this guideline and completing the habitability checklist which must be provided to the building code official as part of the building permit process.

INSTALLATION

Relocated manufactured homes must be installed to one of the following installation standards:

- ✓ The original manufacturer's instructions
- ✓ The PA Installation Guidelines for Relocated Manufactured Housing
- ✓ The PHRC Field Guide, Foundation Systems for Relocated Manufactured Housing

Upon proper completion, DCED approved installers must fill out the installation checklist and the Certificate of Compliance forms to certify the installation meets one of the standards. Building Code Officials will not issue Occupancy Certificates without these important documents.

HOW TO BECOME A CERTIFIED INSTALLER

- ✓ Attend an approved training course. Check dced.pa.gov/mh for a list of approved courses and dates.
- ✓ After successfully completing training, apply for certification and submit appropriate fees.
- ✓ Installers must reapply for certification annually.
- ✓ Certified installers must attend continuing education training every three years.



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INSTALLATION OF MANUFACTURED HOMES IN PENNSYLVANIA

**AN INTRODUCTION FOR RETAILERS,
INSTALLERS, CODE OFFICIALS AND
OWNERS OF MANUFACTURED HOMES**



NEW MANUFACTURED HOME RETAILER RESPONSIBILITIES

A retailer who sells a new home must complete the Record of Purchaser Card and send the card to the manufacturer of the home. This card provides information regarding the sale of home to the manufacturer for future reference.

If installation or setup is included in the sales contract, the retailer must assure a PA authorized installer certifies the installation prior to occupancy.

If the retailer is not responsible for installation of the new manufactured home, the retailer must provide consumers with a written statement informing them of all PA installation requirements, including the need for an authorized installer. Only these installers can complete the Certificate of Compliance to obtain an occupancy permit from the local code official.

MANUFACTURED HOME INSTALLATION

Installation is perhaps the most important consideration to assure durability and long-term satisfaction from your manufactured home. PA State Law requires new manufactured homes be installed consistent with the manufacturer's installation instructions to assure continued performance under the HUD Code.

✓ SITE PREPARATION

Proper grading of the site around the home to divert water is critical. Make sure there are no depressions or areas where water can collect. The local code official should inspect the site.

✓ SUPPORT OF THE HOME

The installer must ensure pier footings are correctly spaced and sized to properly support the home throughout its life. The soil bearing capacity at the home site must be determined to properly design and construct a foundation for your home.

The foundation of the home must be protected from possible frost heave during winter months. Generally, this requires that the concrete footing extends below the maximum frost penetration into the ground. Consult with the local code official to determine this depth. Shallow frost-protected foundations are not compatible with manufactured housing.

✓ ASSEMBLY

All manufactured homes require some level of assembly at the job site to finish the items that could not be completed in the factory. Proper performance of the plumbing, electrical, heating and cooling systems, as well as resistance to wind, snow and rain, are only assured when the manufactured home is assembled according to the installation instructions.

✓ ANCHORING

To ensure that manufactured homes don't slide or overturn during a windstorm, anchoring to the ground or attachment to the sill plate on a masonry basement or crawl space is mandatory. The installation instructions must be followed to assure the home is properly protected.

✓ INSTALLATION CHECKLIST

Every installation manual will have a checklist to be completed by the certified installer to help verify proper installation. The completed checklist must be presented to the building code official as a part of the building permit process.

ADDITIONS/ALTERATIONS TO MANUFACTURED HOMES

Site-built structures and accessories, such as garages, porches, decks, stairs, patio and porch covers or similar structures must be built to meet all local codes and ordinances. All such structures must be freestanding and place no load on the manufactured home, unless the home is specifically designed to accept the added feature.

Manufactured homes are generally not designed for after-market alterations.

LOCAL BUILDING CODE ENFORCEMENT

The local code official should inspect the footings, piers and anchoring method of the new manufactured home for consistency with the manufacturer's approved designs. Construction outside of the HUD code (such as basements, garages, stairs, decks, etc.) must comply with the PA Uniform Construction Code. After passing inspection the installer must provide the code official with a properly completed Certificate of Compliance form prior to the issuance of the certificate of occupancy.

Note: Compliance with any additional federal, state, and local requirements, including requirement for inspection of the installation of the home, may involve additional costs to the purchaser or lessee.

Visit dced.pa.gov/mh for more information on DCED's role for manufactured housing.

IMPORTANT CONSUMER INFORMATION

Before the execution of the sales agreement, manufactured home retailers are required to inform consumers that all new manufactured homes installed in Pennsylvania must comply with Act 158 of 2004. This brochure provides a summary of these requirements.

Additional information regarding the requirements of Act 158 can be provided by the retailer or by contacting the Housing Standards Division at DCED.