

# **Mobile Manufactured Home Requirement Checklist**



*The following information is intended to assist the property owner in having a mobile manufactured home installed in a safe and ordinance-compliant manner.*

## **A Building Permit is required. The following items must be submitted with the Building Permit Application:**

- Proof of compliance with New York State Worker's Compensation and Disability Law.
- Proof of all NYS Mobile Home Installer/Repair Person licenses, certifications, and requirements as applicable.
- Property survey/plat plan showing the proposed location of the structure and appurtenant structures, including distances to all nearby structures and lot lines. This information is needed to determine compliance with:
  - The NYS Building & Fire Codes
  - The Code of the Village of Alden
- Plans, specifications and supporting documentation as required. Any documents submitted for a mobile manufactured home and appurtenant structures must be produced by a NYS Design Professional, as required by NYS Education Law.
- Where applicable, an approved Public Works Permit from the Village of Alden Department of Public Works for all utilities, driveways, sidewalks, etc.

## **Code of the Village of Alden requirements – See Village Code Chapter 131, Mobile Home Parks, as applicable**

- Any structure for which a building permit is issued is required to have sufficient gutters and downspouts installed on that portion of the structure that work is being performed upon, to allow proper drainage of water runoff. These gutters and downspouts must be installed to ensure water runoff does not discharge onto adjoining properties. This section shall not apply to detached storage buildings with a building footprint area of three hundred (300) square feet or less.
- No person shall strip or excavate topsoil for the purpose of the construction of any building until a building permit has been issued therefore.

- A dumpster shall be required to be placed on the site of construction where a building permit has been issued for the duration of construction, or an approved debris removal service shall be provided. All construction debris must be placed and kept in the dumpster at all times during construction. This requirement shall apply to structures with a gross floor area of three hundred (300) square feet or more.
- No person shall engage in any plumbing work relating to the tapping, connection or repair of village water and sewer lines within the village unless he/she shall be duly licensed by and have a proper bond or certificate of insurance on file with the Village of Alden. Application for a plumbing license shall be made on a form supplied by the Village of Alden and shall be accompanied by an applicable fee. All licenses shall be valid only for the calendar year in which they are issued.

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**Inspections are required as indicated on the issued Building Permit.**  
**A successful final inspection MUST be obtained prior to the use and/or**  
**occupancy of the manufactured mobile home.**

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All applicable boxes must be checked and the Property Owner must sign and date below.  
Include this Checklist with the Building Permit Application.

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_