



703 WCR 37, Lochbuie, CO 80603
Phone: 303-655-9308 Fax: 303-655-9311

**FACTORY BUILT OR
MANUFACTURED
HOME PERMIT**

Building Division Plan Submittal Checklist:

Name: _____

Property Address: _____

NOTE: *Plans will not be received in part, in other words, plan review will not take place, nor will we hold any partial work until all required documents are received.*

The following items are required for the submission of your plans for review:

- Completed Building Permit Application
- Copy of approved Pre Move-in Inspection (done by approved 3rd party contractor)
- Electrical and Plumbing Contractor's License
- Contractor's Liability Insurance (minimum \$100,000)
- Copy of Certified Installer's Certificate
- Site Plan showing the following:
 - All property lines
 - Names of streets
 - All structures on property
 - Proposed site of move in
 - Setbacks
 - Parking/Driveways
 - Ditches, utility poles, fences, signs
 - Buildings on adjacent lots within 15 feet
- Soils report
- Engineered footing/ foundation plans

Note:

- Roof must be pitched
 - Roofing materials must be fiberglass or asphalt
 - Skirting must set on concrete and have R13 insulation value
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- Certificate of asbestos inspection and abatement

- Landscaping Design

Please supply the following information regarding your home:

Year _____ Make _____ Model _____ Size _____ Sq. Ft. _____ Value _____

Do you have the manufacture's installation instructions in your possession?

Yes _____ No _____

Does your home bear an approved HUD and Colorado State Label?

Yes _____ No _____

Once the review of your submittal is complete you will be notified the permit is ready for pick-up and the amount of payment due. The Town of Lochbuie accepts cash, check, or charge for payment for the building permits.

When the permit is issued an inspection card will be provided. Please post the inspection card in a location visible from the street. It is your responsibility to call the Building Division for inspections.

Required Inspections:

- Pre- inspection of home at its present location (3rd party)
- Footings/foundation/piers
- Anchoring/ties/vapor retarder
- Water and gas test
- Final mechanical
- Final Plumbing
- Final Electric
- Final Building
- Final water meter

Manufactured home shall mean a single family dwelling which:

- (a) Is partially or entirely manufactured in a factory;
- (b) Is not less than twenty-four (24) feet in width and thirty-six (36) feet in length;
- (c) Is installed on an engineered permanent foundation;
- (d) Has brick, wood, or cosmetically equivalent exterior siding and a pitched roof of not less than 3.5/12;
- (e) Either conforms to the Climatic and Geographic Design Criteria set forth in Table 301.2 of the International Residential Code (2018 edition) as adopted and amended by the Town in Section 18-1-20(d)(13) of this Code or adequate site mitigation measures have been approved; and
- (f) Is certified pursuant to the "National Manufactured Housing Construction and Safety Standards Act of 1974." 42 USC 5401 et. seq., as amended.