



## **Manufactured Home Inspection Procedure**

### **GENERAL REQUIREMENTS:**

The inspections listed below shall be performed by the City Building Inspector in the order specified. **Work shall not proceed beyond the point of any required inspection until all elements of that inspection are approved by the City Building Inspector.**

It is the responsibility of the applicant or property owner to request inspections. If inspections are not requested or work proceeds beyond the point of a required inspection, the City Building Official may issue a Stop Work Order halting any further work until the proper inspections can be performed.

If a **Grading Permit** is issued in conjunction with the installation of a manufactured home, the grading shall be completed, inspected, and the grading approved by final inspection before commencing with the installation of the manufactured home. Authorization to proceed with the installation of a manufactured home before grading is completed may be given by the City Engineer or the City Building Official only after a site inspection is performed.

Encroachment permits shall be issued when necessary for driveways and utility connections. All encroachment permits shall be inspected and approved by final inspection by the City of Shasta Lake Public Works Department before a Certificate of Occupancy will be issued for a manufactured home.

### **ORDER OF REQUIRED INSPECTIONS:**

#### **Inspection Number 1**

The **first inspection** shall be requested to verify the following:

1. Property corners are marked and property lines are strung.
2. The manufactured home is placed on the lot as shown on the approved plot plan and meets the required property line setbacks. Double or triple wide units shall not be joined at this time and the state approved or engineered foundation system shall not be installed at this time.
3. Serial numbers and HUD numbers match those provided on the building permit application.
4. The lot drainage verified and lot graded to drain properly.

## **Inspection Number 2**

The **second inspection** shall be requested when the following is completed:

1. A double or triple wide unit has been joined together at the Marriage Line (marriage line must be left open for inspection by City of Shasta Lake Building Inspector. See Mobile Home Development Standards 6 and 7).
2. The foundation system has been installed. The skirting shall not be installed prior to the foundation system inspection.
3. Electric Service installation. A trench inspection is required if the electrical service is supplied underground.
4. Sewer and water line installation. If the manufactured home will connect with the City sewer system, the Public Works Department shall inspect and approve sewer line installation, trenches, and connections from the City sewer system to the property line. The Building Division shall inspect water and sewer line installation and trenches from the property line to the manufactured home.
5. Gas piping pressure test.

## **Inspection Number 3**

The **third inspection** shall be requested when the following is completed:

1. All work has been completed on the interior and exterior of the manufactured home.
2. The electrical system can be inspected for continuity and a hot check of the system may be performed.
3. Steps and landings are completed.
4. Skirting has been installed, allowing for proper ventilation (See Mobile Home Development Standards 6 and 7).
5. Finish grading and drainage has been completed.
6. Final approvals are received from the City Public Works Department, City Electric Department, other agencies, or utilities if required.

A copy of the Manufactured Home Installation Inspection Checklist used by the City is attached for your information in order to help familiarize you with the specific areas that will be inspected on manufactured homes. It is the City's hope that this information will help to insure quality manufactured home installations within our community and provide safe housing for the citizens of Shasta Lake.

If you have any questions, please contact the Building Division at **530.275.7431**.