



**Binder's  
Inspection Agency**

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**CHECKLIST FOR MANUFACTURED HOUSING INSTALLATION**

1. \_\_\_\_ Complete Application
2. \_\_\_\_ Applicant's signature
3. \_\_\_\_ Park or Private Property set \* Homes installed inside a Manufactured Home Park MUST be installed by a licensed installer ONLY. NO EXCEPTIONS!

**Items needed for Plan review**

4. \_\_\_\_ Site plan of the property, to scale, showing the following
  - a. Map showing property within town or township
  - b. Property lot line locations and dimensions
  - c. Location proposed for manufactured home and existing structures
  - d. Location of Water, Sewer, fuel/gas and electrical lines to proposed manufactured home

**Private Property Installation:**

5. \_\_\_\_ Copy of zoning certificate
6. \_\_\_\_ Documentation indicating whether the proposed site is located in a floodplain, and the elevation of the property. This may be obtained at [www.fema.gov](http://www.fema.gov).
7. \_\_\_\_ **Check payable to Binder's Inspection Agency for –  
Zone 1- \$525.00, Zone 2- \$625.00, or Zone 3- \$725.00**
8. \_\_\_\_ Copy of foundation plans showing the following,
  - a. Identification of soil bearing value used in footing design

- b. Specification and dimensions of all footings and reinforcing as applicable.
- c. Location, details, specifications and dimensions of all piers and or perimeter walls, and or supporting construction.
- d. Locations, details, specifications and dimensions of all piers, and/or perimeter walls, and or other supporting construction.
- e. Details of ventilation, access and vapor control of enclosed space under manufactured home, as applicable.

9. \_\_\_\_\_ ODOC agreement form signed and fully completed.

**FOR FINAL INSPECTION-**  
**THE FOLLOWING WILL BE CHECKED:**

**Gas, water and drains must be hooked up and running, steps at BOTH the front and rear doors must be installed. All light bulb receptacles must have working bulbs. Furnace and hot water tank must be operable. The Dryer vent, hot water tank overflow, and a/c condensate drain must be piped to the outside.**