

***HUD MANUFACTURED HOMES,
MOBILE HOMES,
& UBC FACTORY BUILT HOMES
GENERAL GUIDELINES***

(THESE ARE GENERAL GUIDELINES ONLY AND, IN SOME CASES ADDITIONAL INFORMATION MAY BE REQUIRED.)



ROUTT COUNTY REGIONAL BUILDING DEPARTMENT

***136 6th Street * P.O. Box 773840 * Steamboat Springs, CO. 80477
(970) 870-5566 * Fax (970) 870-5489
<http://co.routt.co.us/building>***

This booklet is provided to you as a general guideline to use when obtaining a permit to install a manufactured home. It is not intended, nor would it be possible, to cover all possible situations that may be unique to your building project. Additional information may be required from you before a permit may be issued.

Installation of all manufactured homes located in the city of Steamboat Springs, and the towns of Hayden, Oak Creek, Yampa, and all unincorporated areas of Routt County is governed by Resolution #92-P-040 as adopted June 22, 1992 by the Board of County Commissioners, and under the Colorado Division of Housing's Manufactured Homes Installation Program (MHIP).

Routt County Regional Building Department is a participating local jurisdiction as defined by the MHIP. We are authorized and certified to inspect and approve installation of all manufactured homes located in the above listed areas.

*Please refer to the **General Requirements for Permits, Inspections, and Approvals** booklet for information regarding the model codes and standards which the Routt County Regional Building Department administers and enforces.*

Please contact the Building Department if you have any questions concerning your construction project. Our staff is here to assist you in building a safe and durable structure.

Other Helpful Resources:

- Routt County Regional Building Department @ <http://co.routt.co.us/building>
- General Requirements for Permits, Inspections, and Approvals by the Routt County Regional Building Department.
- Colorado Division of Housing Installation Handbook by the Colorado Division of Housing – booklet available through Routt County Regional Building Department or @ <http://www.dola.state.co.us/doh/document/codes/handbook.pdf>

PERMIT APPLICATIONS – Permit applications need to be filed at the Routt County Regional Building Department, located in the Routt County Courthouse Annex at 136 6th Street, Suite #201 in Steamboat Springs, Colorado. Applications are accepted Monday through Friday, 8:00 a.m. until 3:30 p.m.

Separate permit applications are required for each building or structure, and for each category of *building service equipment* related to each building or structure. A main permit number will be assigned to each building or structure being applied for. Subcontractors or persons performing work for a valid permit holder need to file separate permit applications for their work relating to building service equipment.

A permit application worksheet for **Manufactured Homes** is located on page 9 of this booklet and on our website. Applicants should review the form and fill in all applicable information before coming into our office; this will help expedite the application process.

APPLICATION INFORMATION – Please provide the following information when applying for permits:

- Physical address for the property on which the work is to be done.
- Parcel I.D. Number. (Contact the County Assessor’s office in the county courthouse or their website @ <http://co.routt.co.us/assessor>.)
- Legal description of the property on which the work is to be done.
- Property owner’s name, phone number, and mailing address.
- Installer’s name, phone number, and mailing address.
 - *The Colorado Department of Housing requires all installers of new and used factory manufactured homes (pre-HUD mobile which is certified under the National Manufactured Home Construction and Safety Standards Act of 1974, HUD manufactured, and UBC modular) used for “residential purposes” to be registered with their agency and to comply with the MHIP requirements. The only exception is for home and/or property owners who install, on their own property, no more than one home in any twelve-month period. (See page 10 of this booklet or our website for the **Manufactured Housing Homeowner’s Agreement**.) The Routt County Regional Building Department has a list of certified installers available.*
- Contractor’s name, phone number, and mailing address for any site built work being performed by a contractor who is not the installer.
- Architect or designer’s name, phone number, and mailing address.
- Engineer’s name, phone number, and mailing address.
- Type of home to be installed.
- Description of the work to be covered by the permit.
- Description of the character of use or occupancy for which the work is intended.
- The valuation of the work for which the application is made.
 - *Dealer cost of the home is the value of the home without consideration for taxes, shipping, handling or installation. Valuation of site built portions is normally based on square footage. Please provide the foundation cost based on reasonable material and labor estimates. The Building Department keeps current valuation data to assist applicants with determination of value.*

PLANS AND SPECIFICATIONS – Permit applicants need to submit three (3) *COMPLETE SETS* of plans and specifications with each application for a permit. The house plans need to be ***State approved and stamped***. Unused plans and specifications will be returned. Approved plans must be kept on the job site and available to the inspector for review at the time of inspection and should be followed as closely as possible during the construction of your project. Any changes or modifications you may wish to make to your plans after they have been reviewed and approved by our department must be submitted to us for additional approval.

Plans and specifications may be required to be prepared by a qualified ***Architect*** or ***Engineer*** licensed by the State of Colorado to practice as such. Plans prepared by an architect or engineer shall have the ***stamp*** or ***seal*** of the architect or engineer responsible for preparation of the plans, applied directly to: 1.) Each sheet of the reproduced drawings, 2.) Addenda and revisions, 3.) The cover, title page, and table of contents of specifications, and 4.) The title page of engineering reports. The ***signature*** of the architect or engineer and the ***date*** of the signature needs to appear through the seal.

** Stamps or seals shall **not** be placed on reproducible drawings used to make multiple copies!*

➤ ***AN ARCHITECT OR ENGINEER WILL TYPICALLY BE REQUIRED AS FOLLOWS:***

- *Building plans and specifications shall be prepared and sealed by a qualified architect or engineer when required by Title 12, Article 4 of the Colorado Revised Statutes (i.e., commercial & industrial occupancies, multifamily residential, etc.).*
- *Foundation plans and details shall be sealed by a qualified engineer 1.) When the soils report indicates that the soils exhibit swell potential with a minimum dead load requirement in excess of 500 pounds per square foot, or 2.) When basement or retaining walls exceed 4'-0" in height and retain more than 4'-0" of soil, vertically.*
- *Structural plans and details shall be sealed by a qualified engineer when required by the Building Department due to complexity of design.*

Plans need to be ***drawn to scale*** and need to clearly indicate the location, nature and extent of the proposed work, and show in detail that it will conform to the provisions of the adopted model codes and standards and all other relevant laws, ordinances, rules and regulations.

A COMPLETE SET OF PLANS SUITABLE FOR REVIEW, SHOULD INCLUDE:

Soils Report: One (1) copy of the soils report is required for all new construction. It must be prepared by a Geotechnical Engineer and shall be site specific. *Exceptions:* 1.) One and two family dwellings in known areas where the site is generally level and clean gravel, or gravel and sand mixtures are encountered, 2.) Additions to existing one and two family dwellings, 3.) A dwelling which is being installed in an approved mobile home park.

Structural Design Criteria: The following information regarding structural design for *both the foundation and the home design* needs to be included on the plans:

- Soil bearing capacity, including minimum dead load requirements.
- Roof design snow load. *(Snow loads vary in the Routt County Region based upon site location and elevation. Please contact the Building Department to verify the snow load for the area where you intend to build.)*
- HUD manufactured homes are not typically designed to meet minimum snow load requirements. In this instance, the homeowner will need to sign a ***Snow Removal Maintenance Agreement***. A copy of this agreement is located on pages 11 & 12 of this booklet and our website.
- Floor design live loads.
- Wind design speed and exposure of 80 mph.
- Lateral earth pressure for basement and retaining walls.

Site Plans: Site plans need to include the following information:

- Site orientation *(north arrow)*.
- Legal description and property address.
- Lot lines and property size.
- Adjacent road and street names.
- Easements, setbacks, and right of ways.
- Proposed and existing utility improvements *(utility poles, transformers, culverts, etc.)*.
- Proposed and existing structures and their setback to property lines.
- Existing and finished topographical contour lines, at two-foot intervals, for all disturbed areas.
- Existing waterways and drainages.
- Access driveways and their grades, sidewalks, parking, paving, and curb cuts.
- Location of wells and individual sewage disposal systems.

Elevations: Exterior building elevations need to be provided for **all** sides of the building, and need to include the following information:

- Finished grade lines.

- Window and door locations.
- Specifies exterior finish.
- Roof pitch and roof covering material.
- Porches, decks and guardrails.

Foundation Plans: Foundation plans and details need to include the following information:

- Foundation material description and specifications.
- The location and size of piles and drilled caissons.
- The location and size of footings.
- The depth of footings, piles and drilled caissons.
- The location and size of all foundation walls and piers.
- The location, size, grade, and spacing of all reinforcing steel.
- Material and fastener specification for wood foundation systems.
- Anchor bolt size and spacing.
- Framing anchors and connectors to be embedded in concrete or masonry.
- Tie-down details, and jack specifications.
- Concrete and masonry beam pocket locations and sizes.
- Concrete slab thickness and reinforcement.

Structural Framing Plans and Details: The structural framing plans and details for all site built portions need to include the following information:

- The location of exterior and interior columns, beams, girders, headers and lintels.
- Construction details and material specifications for columns, beams, girders, headers and lintels.
- The location of all exterior and interior bearing and shear walls.
- Bearing and shear wall construction details and material specifications.
- Floor construction details and material specifications.
- Roof construction details and material specifications, including overframe areas.
- Exterior deck and porch construction details and materials specifications.
- Bearing and connection details for structural members and assemblies.

Floor Plans: Floor plans need to be provided for each individual floor, including the basement, and any decks, or porches. The plans need to be dimensioned so they clearly show the following:

- Exterior and interior walls and partitions.
- Exterior and interior wall opening locations and sizes (*windows, doors, etc.*).
- The intended use of each room or space.
- Exterior decks.
- Exterior and interior stairs and landings.
- Exterior and interior guardrails.

- Plumbing fixtures (*sinks, lavs, tubs, showers, toilets, clothes washer, water heater, etc.*).
- Mechanical appliances and equipment (*furnances, boilers, fireplaces, woodstoves, etc.*).
- Permanent counters and cabinets.
- Details of accessibility for the disabled (*ramps, maneuvering clearances, etc.*).

Building Sections and Details: Sections typically represent a cut through the structure showing the following construction details:

- Foundation drainage details.
- Interior wall and ceiling finishes.
- Exterior wall finishes.
- Roofing details showing roof framing layout, all site built roof construction details, underlayments, and roof covering materials.
- Fireplace construction details.
- Stairway construction details including material specifications, stair width, rise and run, and handrails.
- Guardrail construction details including material specifications, guardrail height, and spacing of intermediate rails.
- Special connection requirements including *marriage wall details*, and how the unit is connected at the foundation.
- Door and window schedules showing the type, opening size for the installation, and openable portion of the door or window.

Installation Specification Manual: This setup guide is provided by the home manufacturer and gives specific information for setting and attaching the home. Please provide two (2) copies.