



Notice to Owner's Completing Installation Work

Dear Manufactured Home Owner:

The State of Minnesota Construction Codes and Licensing Division, (CCLD), has been made aware that you have elected to complete, or are considering the completion of, one or more of the following components related to your manufactured home's installation: (1) excavation and grading; (2) the footings/foundation system; (3) frame (support) piers; (4) the anchoring system; (5) the plumbing system; (6) the mechanical system; (7) the electrical system; and (8) Fuel supply (gas) piping system.

The Minnesota State Building Code, (MSBC), allows an owner of a manufactured home to complete: the installation of a support or anchoring system without having to be licensed as a Minnesota Manufactured Home Installer, see Minnesota Statute, (MS), 326B.805, Subd 6; or the installation of the plumbing system without having to be licensed plumber, see MS 326B.46; or the mechanical heating system without being bonded as a mechanical contractor, see MS 326B.197.

Although an owner is exempt from having to obtain the licensing and or the bonding required of an installer, plumber or HVAC contract, an owner **is not exempt** from having to obtain installation permits and from scheduling inspections for the installation work they complete to assure compliance to Federal and State manufactured home installation requirements. **To obtain a building permit an owner must first complete and submit a building permit application to the local authority having jurisdiction (Building Official) or, in areas of MSBC isn't being administered or enforced locally, to the CCLD.** Every building permit application for the installation of a manufactured home is to be accompanied by plans, drawings, and specifications for the manufactured home's installation. In areas of MN where the MSBC isn't being locally administered the building permit application and plans, drawings, and specifications are to be mailed to the CCLD at 443 Lafayette Road North, St. Paul, MN, 55155, to the attention of the Manufactured Structures Section. Upon the owner's receipt of a building permit card or approval letter, work completed for the installation of a manufactured home may commence. Inspection of the owner's installation work must be completed by the local Building Official or the CCLD, as outlined above. The owner is responsible for scheduling, with either the local building official or the CCLD, the inspection of each part of the manufactured home's installation that they complete; and shall not cover or conceal the work completed until approved by the local building official or the CCLD. The owner shall not occupy the newly installed or re-installed manufactured home until a written approval to occupy the structure has been provided, or where required a "Certificate of Occupancy" issued, to the owner by the local building official or the CCLD.

Work that an owner completes in the installation of their manufactured home must comply with the MSBC as is required in MN Rule 1350.0400, Subp. 3. MN Rule, 1350.2600 requires every manufactured home be installed according to the

manufactured home manufacturer's installation instructions. The language in this section of the MN Rules means that every HUD labeled manufactured home located in Minnesota is to be provided with an anchoring system as required in the US Department of HUD's Code of Federal Regulations for Manufactured Home Construction, (CFR), 3280.305 (c), (2). The wording in MN Rule, 1350.2600, also means that when a home manufacturer's installation manual uses command language requiring frost-protected footings in the support of your home, the footings must be constructed and placed accordingly. Examples of command language are footings **shall**, footings **must**, footings **are to be placed**, footings are **required to be installed**, and others similar in nature.

Please be advised that failure to: install or properly install anchors; or to properly construct footings and to properly place the footings below the frost line; or to properly complete any of the utility systems in a manner prescribed by the manufactured home manufacturer or the State of Minnesota Building Code is a violation of MS 327.31 to 327.34, and must be corrected prior to occupancy. Additionally, **violations created in the installation of a new manufactured home may also void any warranties afforded you by the home manufacturer or their component part manufacturers or the dealer.**

If you have questions regarding this matter or with regard to any installation components that you have elected to complete as the owner/occupant of your manufactured home, please contact the CCLD at 651.284.5068, and ask to speak with a Manufactured Home Building Code Representative.

Installation work to be completed by the Consumer/Purchaser:

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|---|--|-------------------------------------|
| <input type="checkbox"/> Site Preparation, grading and drainage | <input type="checkbox"/> Footings | <input type="checkbox"/> Foundation |
| <input type="checkbox"/> Frame (Support) Pier Blocking | <input type="checkbox"/> Module Connections | |
| <input type="checkbox"/> Stairs/Decks or Landings/Handrails | <input type="checkbox"/> Skirting | |
| <input type="checkbox"/> Anchoring (Includes Anchors and Strapping) | <input type="checkbox"/> Drain Waste Piping | |
| <input type="checkbox"/> Water Piping | <input type="checkbox"/> HVAC Connections/Crossovers | |
| <input type="checkbox"/> Fuel Supply (Gas) Piping | <input type="checkbox"/> Electrical (Consumer Must Own Property) | |

Prior to the consumer/purchaser commencing work on the above items the consumer /purchaser must submit information and documentation for review and permit approval.

The signature(s) below indicate the Consumer/Purchaser's agreement to complete the installation work indicated immediately above this statement. The signature(s) below are also acknowledgement that the Dealer has explained to the Consumer/Purchaser, for the installation work listed above, the materials and procedures required for State of MN Building Code compliance and that those materials and procedures outlined by the Dealer to the Consumer/Purchaser are specific to the site of installation, i.e. soil conditions, site drainage and frost depth.

(Consumer's/Purchaser's Sign and Date)

(Dealer's Sign and Date)