



## COUNTY of FREDERICK

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### Inspections Department

Mark A. Fleet, Building Official  
540-665-5650  
Fax 540-678-0682

#### MANUFACTURED HOUSING

#### BUILDING PERMIT APPLICATION REQUIREMENTS

1. The name of the current owner of the property or lot and the tax map identification number (this number may be found on your real estate bill.)
2. The location of the property or lot (turn by turn driving directions are required and must include the street names). The name of the mobile home park and lot number, if applicable.
3. A valid health permit for a well and septic system or if on public water and sewer, a sanitation application will be necessary.
4. A recorded plat showing where the building will be located on the plat and indicate (in feet) the distance from all property lines.
5. If the property is located on a state-maintained road, an entrance permit/approval application from the Virginia Department of Transportation (VDOT) will be required prior to issuance of your permit. At the time of application, you will be given a VDOT information packet which contains the required items listed above. This packet will need to be submitted to the local VDOT office for their review and approval.
6. Information about the manufactured home and installation:
  - a. Manufacturer's Book for the mobile home with anchoring and tie down information (should be included in book) and a foundation or pier plan.
  - b. Year, make, model, serial number, Virginia Registration number and the U.L. number.
  - c. Length and width of the home; number of bedrooms and bathrooms.
  - d. Type of heating system (i.e. gas/electric).
  - e. Electric Amp Service (i.e. 100 amp, 200 amp, etc.).

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Submit this information as well as any additional information that may be required by the Building Official to determine compliance with the Virginia Uniform Statewide Building Code and adopted referenced standards: Virginia Residential Building Code and Virginia Industrialized Building Safety Regulations.

After submitting your information, your permit application and plans will be reviewed by a) the Zoning Department to ensure compliance with setback requirements and, b) the Inspection Department to ensure compliance with the appropriate standards (referenced above). You will be contacted when your permit has been approved and is ready to be issued or, if there is any additional information required in order to complete the review process.

*Applications are accepted Monday –Friday from 8:00 am until 4:30 pm. Permits are issued by appointment only Monday-Friday from 8:00 am until 3:00 pm.*

*Should you have any questions regarding your plans after your permit has been issued, please contact us at 540-665-5650.*