



**PRINCE GEORGE'S COUNTY
DEPARTMENT OF ENVIRONMENTAL RESOURCES
MANAGEMENT SERVICES
PERMITS AND REVIEW DIVISION**

BULLETIN 2004-6

September 1, 2004

SUBJECT: Approval of replacement mobile homes/manufactured homes under a walk-thru commercial use permit (CGUW) in established mobile home parks.

PURPOSE: This is to establish a new procedure to obtain approval of replacement mobile homes/manufactured homes under a walk-thru commercial use permit (CGUW) in established mobile home parks. These replacement mobile homes are intended to replace a mobile homes vacated from the same lot. This new procedure will ensure streamlined processing of replacement mobile homes and still assure compliance with Federal, State and local codes and requirements.

Effective September 1, 2004, the following procedures are to be implemented for a mobile home/manufactured home permit application, permit and inspection.

- The walk-thru permit application has the following limitations:
 - Limited to existing mobile home parks with a valid operating license and no active written violations;
 - Replacement mobile homes on the same lot which another mobile home has vacated;
 - Lot is not located in the floodplain;
 - No zoning or special exception changes;
 - Any associated grading less than 1,500 square feet of disturbance and not more than 12 inches fill placement at any point on the affected lot.

- The applicant files the permit application with the appropriate plans at the Permits Center. The plans required are:
 - 3 site plans that identify the lot to be used
 - 2 foundation plans signed and sealed by a licensed Maryland Professional Engineer or 2 foundation plans from the manufacturer with a minimum 30" depth below ground
 - 2 copies of entrance and exit platform details
 - 2 copies of floor plans
 - 3 copies of the overall approved special exception for the mobile home park
- Filing and permit fees are \$250 for the County government (if third party structural certification is used), or \$750 (if the County performs all of the inspections), and \$5 for the Maryland-National Capital Park and Planning Commission. The current school surcharge of \$12,276 does not apply to replacement mobile homes.
- The building permit application can include the mobile home and up to two stair decks, one not exceeding 4' X 4' at the rear entrance and a second not exceeding 6' X 6' at the main entrance provided that the decks are shown on the site plan.
- The mobile home must have a HUD approved placard/data plate.
- The mobile home must have a minimum of 10' distance from any other structure or mobile home as a safe fire separation.
- Any other add-ons shall be permitted separately (decks, sheds, LP gas installations, electrical cut-ins, etc.).
- Licensed installers must obtain LP gas and electrical permits.
- Inspections can be performed one of two ways:

Option A

A third party structural Professional Engineer licensed in the State of Maryland, hired by the permittee, should provide a certification verifying the set-up, installation and readiness for use and occupancy. The engineer's certification will also verify that

installation complies with the manufacturer's installation requirements, the State's requirements. (COMAR 05.02.04.15) and the remaining items comply with the County's codes. The attached Manufactured/Mobile Home Certification form should be used.

Option B

A County inspector will perform the following inspections:

- Footing inspection before the concrete is poured.
 - Final inspection of the connections, blocking, anchoring and strapping. However, the skirting must be left open.
 - Use and Occupancy inspection. The skirting must be closed.
- The County's inspector, upon receipt of the certification (Option A) or completion of all required County inspections (Option B), will allow the cut-in and issuance of a field use and occupancy permit after a cursory field inspection.

Stan E. Wildesen, P.E.
Building Code Official

Attachment

PRINCE GEORGE'S COUNTY
DEPARTMENT OF ENVIRONMENTAL RESOURCES
DEVELOPMENT SERVICES BRANCH
PERMITS AND REVIEW DIVISION

MANUFACTURED/MOBILE HOME CERTIFICATION

Address of Mobile Home: _____

City: _____ Zip Code: _____

Building Permit Case Number: _____

Installer:

Name: _____ Company: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

Manufacturer:

Company: _____ Approval #: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

STATEMENT OF CERTIFICATION

This is to certify to the best of my knowledge, information and belief that I have inspected the above manufactured/mobile home and have found that the installation complies with the manufacturer's installation instructions, the State's requirements (COMAR 05.02.04.15), and that the foundation installation is in accordance with the Prince George's County approved plans and the County Building Code, Subtitle 4.

Signature

SEAL

Printed Name

Address

Phone

City State Zip Code

Registration Number