

MANUFACTURED HOME INSTALLATION PACKET

*Shelby County
Department of Development Services
1123 County Services Drive
Pelham, AL 35124*

Phone: (205)-620-6650

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Email: ds@shelbyal.com

www.shelbyal.com

Office Hours 8:00 am to 4:30 pm

Directions

Exit 242 off I-65 onto 52 East turn left on County Road 35 approximately 2/10 of mile to County Services Drive on right. We are in the two (2) story building. Drive around back to the second floor entrance. We are the first door on the right.

Call 811 before you dig!

ITEMS NEEDED UPON APPLICATION FOR BUILDING PERMIT MANUFACTURED HOME

Notice – Only one manufactured home may be permitted on a legal lot of record in unincorporated areas per Shelby County Commission Resolution 05-07-25-07. Please call (205) 620-6650 to speak with a planner for parcel verification and additional information on the Shelby County Regulations for Manufactured Home Communities.

- Building Permit Application (Application for Improvements)
- Application fee of \$100 - Cash, Visa, Discover, Master Card or Check payable to Shelby County Commission.
- Sewer / Septic Tank Installation papers or paid impact fee letter if on sewer
 - Birmingham Sewer (205) 254-0500
 - Enviro-Systems (205) 437-3779
 - Hoover Sewer (205) 444-7523
 - Montevallo Water Works and Sewer Board (205) 665-9045
 - Shelby County Health Department (205) 685-4178
 - SouthWest Water Company (205) 987-8352
- Zoning approval – Planning Services will provide zoning approval for projects located in unincorporated Shelby County, Montevallo, Vincent and Wilsonville. If you are in the city limits of the following, you must obtain zoning approval from their office prior to applying for permit with us.
 - Chelsea (205) 678-8455
 - Columbiana (205) 669-5804
 - Indian Springs Village (205) 982-1755
 - Wilton (205) 665-2021

***NOTICE:** *Setback verification surveys, prepared by an Alabama Registered Land Surveyor, are required in zoned areas to verify the new structure meets the required setback. Please contact our office at (205) 620-6650 to determine if your project will require a setback verification survey.*

- Directions and physical address for property - Contact the 911 Business Office at (205) 439-6911
- Plot plan indicating location of structure on property, setbacks to obtain zoning approval
- If the project is located in a FEMA flood plain, a Flood Plain Development Permit along with a setback verification survey will be required for review and approval. Please contact our office at (205) 620-6650 to determine if your project will require a Flood Plain Development Permit.
- Contractor / Sub-contractor license and certification

Additional Contacts

Alabama Power Company	(800) 245-2244
Alagasco	(205) 324-5512
Alabama Manufactured Housing Commission	(334) 242-4036

MANUFACTURED HOME SET UP

No manufactured home (mobile home) shall be installed within the State of Alabama unless the installation is performed by an installer who is certified by the Alabama Manufactured Housing Commission. To determine if a person, firm, or corporation is currently certified to perform installations in the State of Alabama, you may contact the Alabama Manufactured Housing Commission at (334) 242-4036.

AFTER SET UP AND AFTER UTILITY CONNECTIONS ARE MADE, YOU MUST CALL FOR THE FOLLOWING INSPECTIONS PRIOR TO RELEASE OF THE ELECTRICAL POWER

Plumbing Inspection Requirements

- The water service piping must be of approved materials and buried a minimum of 12 inches deep.
- Connect the water service to the manufactured home with approved fittings. Any added hose bibs require backflow prevention devices.
- Connect the sanitary drainage with approved piping and fittings.
- The piping to the septic tank and connection to the septic tank must be visible for inspection. Cleanouts are required every 100 feet.

Gas Inspection Requirements

- All gas piping and connections whether natural or LP gas must be done by a certified, licensed contractor.

Mechanical Inspection Requirements

- Heating and cooling equipment and appliances shall be installed in accordance with the manufacturer's installation instructions and the requirements of the code.
- Supports and foundations for the outdoor unit of a heat pump shall be raised at least 3 inches above the ground to permit free drainage of defrost water and shall conform to the manufacturer's installation instructions.
- Equipment installed outdoors shall be listed and labeled for outdoor installation. Supports and foundations shall prevent excessive vibration, settlement or movement of the equipment. Supports and foundations shall be level and conform to the manufacturer's installation instructions.
- Duct systems serving heating, cooling and ventilation equipment shall be fabricated in accordance with the provisions of the code and ACCA Manual D or other approved methods.
- Refrigerant circuit access ports located outdoors shall be fitted with locking-type tamper-resistant caps.

Electrical Inspection Requirements

- The electrical installation must comply with the current edition of the National Electrical Code (NEC) and any guidelines provided by the serving utility.
- All electrical equipment shall be "listed" by a testing laboratory acceptable to Shelby County and utilized in accordance with that listing.
- Service equipment shall be located adjacent to the home and not mounted in or on the home. It shall be located in sight from and not more than 30 feet from the exterior wall of the home. Where located elsewhere, an additional disconnect shall be provided within sight and not more than 30 feet from the home.
- Service equipment shall be rated not less than 100 amperes and not less than the rating of the home.
- Service equipment shall include additional means (generally breaker spaces) for additional outside electrical equipment.
- Service equipment shall be installed where the bottom of the enclosure is not less than 2 feet from finished grade and the highest point of any operating handle (breaker) not more than 6 feet, 7 inches from finished grade.
- APCO requires the center of the meter to be installed between 4 and 5 feet from finished grade.
- The grounding electrode system must comply with NEC Article 250, Part III. Grounding electrode systems for mobile homes generally include two ground rods installed a minimum of 6 feet apart with 8 feet of each rod in contact with the earth.
- An intersystem bonding termination fitting is required for bonding of telephone and CATV or antenna.

Building Inspection Requirements

STAIRS (See the Attached Stair Detail)

- Stairs shall not be less than 36 inches in clear width. The minimum tread depth shall be 10 inches and the maximum riser height shall be 7 $\frac{3}{4}$ inches.
- There shall be a floor or landing at the top and bottom of each stair that is not less than the width of the stair and every landing shall have a minimum dimension of 36 inches measured in the direction of travel.
- Handrails shall be provided on at least one side of stairs with four or more risers. Handrail height shall be not less than 34 inches and not more than 38 inches above the leading edge of the treads.

GUARDS

- Guards shall be located along open-sided walking surfaces, including porches, stoops, decks, stairs, ramps and landings, when the height is more than 30 inches measured vertically from the ground to the top of the floor. Insect screening shall not be considered as a guard.
- Required guards shall be not less than 36 inches high measured vertically above the adjacent floor.
- Required guards shall not have openings which allow passage of a sphere 4 inches in diameter.

LICENSE REQUIREMENTS

Commercial Contractor

- Section 84 / County Business License from the State of Alabama, contact your local county business revenue / license office
- State of Alabama General Contractors License, Alabama Licensing Board for General Contractors at (800) 356-6361 – if contract exceeds \$100,000

Electrical Contractor

- Section 84 / County Business License from the State of Alabama, contact your local county business revenue / license office
- Alabama Electrical Contractors License, Alabama Electrical Contractors Board at (334) 269-9990
- State of Alabama General Contractors License, Alabama Licensing Board for General Contractors at (800) 356-6361 – if contract exceeds \$100,000

Fire Protection Alarm Contractor

- Section 84 / County Business License from the State of Alabama, contact your local county business revenue / license office
- State of Alabama General Contractors License, Alabama Licensing Board for General Contractors at (800) 356-6361 – if contract exceeds \$100,000

Fire Protection Sprinkler Contractor

- Section 84 / County Business License from the State of Alabama, contact your local county business revenue / license office
- State of Alabama Fire Marshal Permit
- State of Alabama General Contractors License, Alabama Licensing Board for General Contractors at (800) 356-6361 – if contract exceeds \$100,000

Gas Contractor

- Section 84 / County Business License from the State of Alabama, contact your local county business revenue / license office
- State of Alabama Master Certification Card, State of Alabama's Plumbers and Gas Fitters Examining Board
- State of Alabama General Contractors License, Alabama Licensing Board for General Contractors at (800) 356-6361 – if contract exceeds \$100,000

Kitchen Hood Contractor

- Section 84 / County Business License from the State of Alabama, contact your local county business revenue / license office
- State of Alabama General Contractors License, Alabama Licensing Board for General Contractors at (800) 356-6361 – if contract exceeds \$100,000

Low Voltage Contractor

- Section 84 / County Business License from the State of Alabama, contact your local county business revenue / license office
- Alabama Electrical Contractors License, Alabama Electrical Contractors Board at (334) 269-9990
- State of Alabama General Contractors License, Alabama Licensing Board for General Contractors at (800) 356-6361 – if contract exceeds \$100,000

Mechanical Contractor

- Section 84 / County Business License from the State of Alabama, contact your local county business revenue / license office
- State of Alabama Master Certification Card, Alabama Board of Heating, Air Conditioning and Refrigeration Contractors
- State of Alabama General Contractors License, Alabama Licensing Board for General Contractors at (800) 356-6361 – if contract exceeds \$100,000

Plumbing Contractor

- Section 84 / County Business License from the State of Alabama, contact your local county business revenue / license office
- State of Alabama Master Certification Card, State of Alabama's Plumbers and Gas Fitters Examining Board
- State of Alabama General Contractors License, Alabama Licensing Board for General Contractors at (800) 356-6361 – if contract exceeds \$100,000

Property Owner

- Property Owners area allowed to act as the contractor and provide all material supervision on property for their own use. *Exceptions:* Installation, alteration or modification of: 1) electrical systems if a passing score is achieved on a competency exam administered by Shelby County for site-built home, 100 or 200 amp manufactured home; 2) gas systems must be performed by a licensed contractor.

Residential Contractor

- Section 84 / County Business License from the State of Alabama, contact your local county business revenue / license office
- State of Alabama Residential Home Builders License, Home Builders Licensure Board or (800) 304-0853 – if contract exceeds \$10,000. If contractor holds a State of Alabama General Contractors License with the number 18907 or less, they are exempt from holding this license.
- State of Alabama General Contractors License, Alabama Licensing Board for General Contractors at (800) 356-6361 – if more than four residential units on a single lot

Roofing Contractor

- Section 84 / County Business License from the State of Alabama, contact your local county business revenue / license office
- State of Alabama Residential Home Builders License, Home Builders Licensure Board or (800) 304-0853 – if contract exceeds \$2,500

Swimming Pool Contractor

- Section 84 / County Business License from the State of Alabama, contact your local county business revenue / license office
- State of Alabama General Contractors License, Alabama Licensing Board for General Contractors at (800) 356-6361 – if contract exceeds \$5,000

Working In a City

Municipal business licenses are required if working in the following cities

Chelsea	(205) 678-7260
Columbiana	(205) 669-5800
Indian Springs	(205) 982-1755
Montevallo	(205) 665-2555
Vincent	(205) 672-2261
Wilsonville	(205) 669-6180
Wilton	(205) 665-2021

CODES CURRENTLY BEING ENFORCED

National Electrical Code	2026 Edition
International Plumbing Code	2024 Edition
International Mechanical Code	2024 Edition
International Fuel Gas Code	2024 Edition
International Fire Code	2024 Edition
International Building Code (with Appendices C, E, H, and I)	2024 Edition
International Existing Building Code	2024 Edition
International Energy Conservation Code	2015 Edition
International Residential Building Code (with Appendix G)	2015 Edition
ICC A117.1 Standard for Accessible & Usable Buildings & Facilities	2017 Edition