

# **MANUFACTURED HOME INSTALLATION PACKET**

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

***Phone: (205)-620-6650***

***Fax: (205)-620-6655***

Or [www.shelbyal.com](http://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.**

# Items Needed Upon Application for Manufactured Home Permit

**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.**

## 1) Septic Tank Authorization Form

Shelby County Health Department	205-685-4178
Local Sewer Department	

Not Applicable if self-contained Recreational Vehicle for temporary use

## 2) Zoning Approval

Chelsea	205-678-7260	www.cityofchelsea.com
Columbiana	205-669-5800	www.cityofcolumbiana.com
Indian Springs Village	205-949-5003	www.indianspringsvillage.org
Wilton	205-665-2021	www.wiltonalabama.com

## 3) Plot Plan

- a) Show location of Manufactured Home on Property with distances from each property line
- b) If in the FEMA Floodplain, the following will be required
  - (i) A setback survey
  - (ii) Flood Development Permit
  - (iii) Flood Elevation Certificate

## 4) Directions and Physical Address

911 Business Office	205-439-6911
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## 5) Contractor Information

Company Name	Address
Phone Number	Certification Number

## 6) Description of Manufactured Home OR Recreational Vehicle

Year	Make	Serial Number
Size	Color	Previous Owner Name & Address, if recent purchase

## 7) Application Fee Due at Time of Submittal - \$100

Make checks Payable to Shelby County Commission

## Additional Contacts

Alabama Power Company	1-800-245-2244
Alagasco	205-324-5512

## **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**

- 1) The water service piping must be of approved materials and buried a minimum of 12 inches deep.
- 2) Connect the water service to the manufactured home with approved fittings. Any added hose bibs require backflow prevention devices.
- 3) Connect the sanitary drainage with approved piping and fittings.
- 4) 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**

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

#### **Mechanical Inspection Requirements**

- 1) Heating and cooling equipment and appliances shall be installed in accordance with the manufacturer's installation instructions and the requirements of the code.
- 2) 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.
- 3) 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.
- 4) 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.
- 5) Refrigerant circuit access ports located outdoors shall be fitted with locking-type tamper-resistant caps.

## **Electrical Inspection Requirements**

- 1) The electrical installation must comply with the current edition of the National Electrical Code (NEC) and any guidelines provided by the serving utility.
- 2) All electrical equipment shall be "listed" by a testing laboratory acceptable to Shelby County and utilized in accordance with that listing.
- 3) 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.
- 4) Service equipment shall be rated not less than 100 amperes and not less than the rating of the home.
- 5) Service equipment shall include additional means (generally breaker spaces) for additional outside electrical equipment.
- 6) 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.
- 7) APCO requires the center of the meter to be installed between 4 and 5 feet from finished grade.
- 8) 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.
- 9) An intersystem bonding termination fitting is required for bonding of telephone and CATV or antenna.

## **Building Inspection Requirements**

### **STAIRS (See the Attached Stair Detail)**

- 1) 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.
- 2) 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.
- 3) 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**

- 1) 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.
- 2) Required guards shall be not less than 36 inches high measured vertically above the adjacent floor.
- 3) Required guards shall not have openings which allow passage of a sphere 4 inches in diameter.

# LICENSE REQUIREMENTS

## HOMEOWNERS

- a) Homeowner is allowed to perform the following installations on their property used for their personal use.
  - a. Electrical installations after obtaining a passing score on Homeowners Exam administered by Shelby County. (Open Book/No Fee)
  - b. Mechanical installations
  - c. Plumbing installations

## CONTRACTORS

- a) Section 84 State/County Business License, contact your local county business revenue/license office
- b) Residential Home Builders License ([www.hblb.state.al.us](http://www.hblb.state.al.us)) or call 1-800-304-0853
  - a. if contract exceeds \$10,000
  - b. if contractor holds a State General Contractors License with the number 18908 or less, he is exempt from holding said license.

## PLUMBING/GAS/MECHANICAL

- a) Section 84 State/County Business License, contact your local county business revenue/license office
- b) State Master Certification Card ([www.pgfb.state.al.us](http://www.pgfb.state.al.us)) or call 205-945-4857 or ([www.hvacboard.state.al.us](http://www.hvacboard.state.al.us)) or call 1-866-855-1912.

## ELECTRICAL CONTRACTOR

- a) Section 84 State/County Business License, contact your local county business revenue/license office
- b) Alabama Electrical Contractor License ([www.aecb.state.al.us](http://www.aecb.state.al.us)) or call 334-269-9990

## MUNICIPALITIES

- a) Municipal Business License is required if working in the following cities and must be submitted along with application for a building permit.

Chelsea	205-678-8455	<a href="http://www.cityofchelsea.com">www.cityofchelsea.com</a>
Columbiana	205-669-5804	<a href="http://www.cityofcolumbiana.com">www.cityofcolumbiana.com</a>
Indian Springs Village	205-949-5003	<a href="http://www.indianspringsvillage.org">www.indianspringsvillage.org</a>
Montevallo	205-665-2555	<a href="http://www.cityofmontevallo.com">www.cityofmontevallo.com</a>
Vincent	205-672-2261	<a href="http://www.townofvincent.com">www.townofvincent.com</a>
Wilsonville	205-669-6180	<a href="http://www.wilsonvilleal.com">www.wilsonvilleal.com</a>
Wilton	205-665-2021	<a href="http://www.wiltonalabama.com">www.wiltonalabama.com</a>

# CURRENT BUILDING CODES

National Electrical Code	2014 Edition
International Plumbing Code	2012 Edition
International Mechanical Code	2012 Edition
International Fuel Gas Code	2012 Edition
International Fire Code	2012 Edition
International Building Code (with Appendices C, E, H, and I)	2012 Edition
International Residential Code (with Appendix G)	2009 Edition
International Energy Conservation Code	2009 Edition