



Town of North Hempstead
Department of Building, Safety Inspection and Enforcement
210 Plandome Road, Manhasset, NY 11030
Phone 516-869-6311 Fax 516-869-7662 www.northhempsteadny.gov

REQUIREMENTS FOR A TEMPORARY BUILDING PERMIT FOR A HABITABLE MANUFACTURED HOME ON PRIVATE PROPERTY

- 1) Two copies of the application for a *Temporary Building Permit* to be completely filled out and signed by both the property owner and the owner of the temporary manufactured home.
- 2) A copy of the Liability insurance, NYS Disability Insurance, and NYS Worker's Compensation Insurance for the manufactured home installer. All three insurances shall list the "Town of North Hempstead, 210 Plandome Road, Manhasset, NY 11030, as the "Certificate Holder" or "Additional Insured" on each insurance policy.
- 3) A plan showing the proposed structural support structure for the manufactured home.
- 4) Appendix E of the Residential Code of New York State shall be used for any requirements for the manufactured home to be placed on the private property.
- 5) Certification for the manufactured home by either NFPA 501 or ANSI A119.1
- 6) **The area inspector MUST be called BEFORE setting the manufactured home on private property.**
- 7) Indicate on a site plan or existing copy of a survey, locations of any existing drywells, septic tanks and leeching pools.
- 8) A permit for the temporary hookup of the sewage system for the manufactured home.
- 9) An electrical underwriter's certificate after the electrical hookup is required.
- 10) A permit for the potable water supply hookup for the manufactured home.

Section R202-Definitions: MANUFACTURED HOME. A factory-manufactured dwelling unit built on or after June 15, 1976, and conforming to the requirements of the Department of Housing and Urban Development (HUD), Manufactured Home Construction and Safety Standards, 24 CFR Part 3208, 4/1/93, transportable in one or more sections, which in the traveling mode, is 8 feet (2438 mm) or more in width or 40 feet (12192 mm) or more in length, or, when erected on site, is 320 square feet (29.7 m²) minimum, constructed on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities and includes the plumbing, heating, air conditioning and electrical systems contained therein. The term "manufactured home" shall also include any structure that meets all the requirements of this definition except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the Federal Department of Housing and Urban Development and complies with the standards established under the national Manufactured Housing Construction and Safety Act of 1974, as amended. The term "manufactured home" shall not include any self-propelled recreational vehicle.

Please call the Building Department of the Town of North Hempstead if you have any other questions, or need the name and number of your area inspector.