



Community Development Services
City of Greenwood
300 South Madison Avenue
Greenwood, IN 46142
317.887.5230
www.greenwood.in.gov

MOBILE/MANUFACTURED HOMES

PERMIT APPLICATION REQUIREMENTS

15 Business Day Review Time

WE DO NOT OFFER ANY KIND OF EXPEDITING

WE ARE NOW ACCEPTING ELECTRONIC SUBMITTAL THROUGH EMAIL.
ALL DOCUMENTS SHOULD BE IN .PDF FORMAT.

Please send all required items below to building@greenwood.in.gov.

- ☐ **Application Form** – All items must be completed and the application must be signed.
- ☐ **Site Staked & Painted** – Stake and paint the location of the home corners on the proposed site.
- ☐ **Site Plan (8 ½”x11” or 11”x17”)** – Provide a site plan showing size, location of structures, and distances from other structures and street. (See attached Example Site Plan)
- ☐ **Ribbon Footing/Pier or Footing/Pier Plans & Details (8 ½”x11” or 11”x17”)** – The Home Manufacturer’s Plans and Specs for the Footing/Piers or Specific Engineered Plans. Cannot be a “general” plan, but must be specific for the home model. If installing a Ribbon Footing, you must provide details that show how the block piers of the home will be set on the Ribbon Footing.
- ☐ **Tie Down Dimensions & Specifications (8 ½”x11” or 11”x17”)** – The Home Manufacturer’s Plans and Specs or Specific Engineered Plans and Specs for the required Tie Downs. Identify the specific home I-Beam spacing dimension.
- ☐ **Home Floor Plan (8 ½”x11” or 11”x17”)** – Specific Home/Model Floor Plan. Can be the sales brochure plan.
- ☐ **Stoop/Steps Details (8 ½”x11” or 11”x17”)** – Construction Documentation showing landing & Step Details.

NO FEES ARE DUE OR WILL BE ACCEPTED AT TIME OF APPLICATION

FEES DUE AT TIME OF PERMIT ISSUANCE

Building Permit	\$50.00
Sewer Connection Permit Fee Only if new connection	\$835 (based on either a ¾” or 5/8” water meter)
Park Impact Fee Only applicable if lot has never had home on it before.	\$1,119.00

INSPECTIONS

The permit holder is required to call in for all applicable inspections.

Footing	Must be open footing/Pier/trench, BEFORE pouring concrete.
Rough-In	All utility connections should be Roughed-In. Also, Dryer Vent/Duct Roughed-In installed, BEFORE skirting is installed.
Final	Address posted, exterior Door lights installed, stoop/steps in place, all utilities connected, home is ready for move-in.

For further information regarding zoning regulations and design standards, please refer to the City’s Unified Development Ordinance available on our website at <https://www.greenwood.in.gov/division/blocks.php?structureid=97>.



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APPLICATION FOR BUILDING PERMIT

PERMIT NO.: _____

Application is hereby made for a permit to improve premises as described herein as shown in the accompanying plans and specifications, which improvement is to be located as shown on the accompanying plot plan. The information which follows and the accompanying plans, specifications and other information with the representations therein contained, are made a part of this application in reliance upon which the Planning Commission of the City of Greenwood is requested to issue a location improvement permit.

It is understood and agreed by this Applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of this Applicant, such as might or would operate to cause refusal of this application, or conditional approval thereof, or any material alteration or change in the accompanying plans, specifications or improvements subsequent to the issuance of a permit in accordance with the application, without the approval of the Planning Commission shall constitute sufficient ground for the revocation of this permit.

All building construction work, alterations, repairs, or mechanical installations and appliances connected therewith and other work necessary to complete the following improvement, shall comply with the State Building Rules and Regulations, local ordinances and such other statutory provisions pertaining to this class of work, and such rules, regulations, ordinances and provisions shall be considered a part of specifications, whether specified herein or not.

1) Date of Application _____ Date Approved _____ Date Issued _____

2) Name of Applicant _____ Phone _____

Cell Phone _____ E-Mail _____

3) Address of Location to be Improved _____

Lot Number _____ in _____ Subdivision

4) Kind of Building Permit:
MOHO - Manufactured/Mobile Home

	Staff Use
PERMIT FEE	\$ _____
TECH FEE (1)	\$10.00
TOTAL FEE	\$ _____

5) Home Foundation: ☐ Ribbon Or ☐ Pier Footing

6) Size of Home _____ TOTAL square feet
_____ Length x Width x Wall Height

7) Approximate Price of Project \$ _____

8) Name and address of Licensed Installer:

9) Installer's License Number: _____

10) License Expiration Date: _____

The undersigned represents that such work shall start within 90 days and will be completed without delay; that said improvements will be finished in a good workmanlike manner. Should said work not start in good faith within 90 days, the undersigned understands this application will be void and of no force or effect whatever. The above information, to my knowledge and belief, is true and correct:

SIGNATURE OF APPLICANT: _____

SIGNATURE OF BUILDING COMMISSIONER: _____
(or designated representative)



Submittal Checklist

Mobile/Manufactured Home

Community Development Services, City of Greenwood

☐ Yes ☐ No **Will this project include a Ribbon Foundation?**

If Yes, see Structure Design Reference A for information about construction.

☐ Yes ☐ No **Will this project include a Pier Foundation?**

If Yes, see Structure Design Reference B for information about construction.

☐ Yes ☐ No **Will this project include a wood steps/stoop?**

If Yes, see Structure Design Reference C for information about construction.

☐ Yes ☐ No **Will this project include a deck?**

If Yes, see Structure Design Reference C for information about construction and separation.

Structural Design References

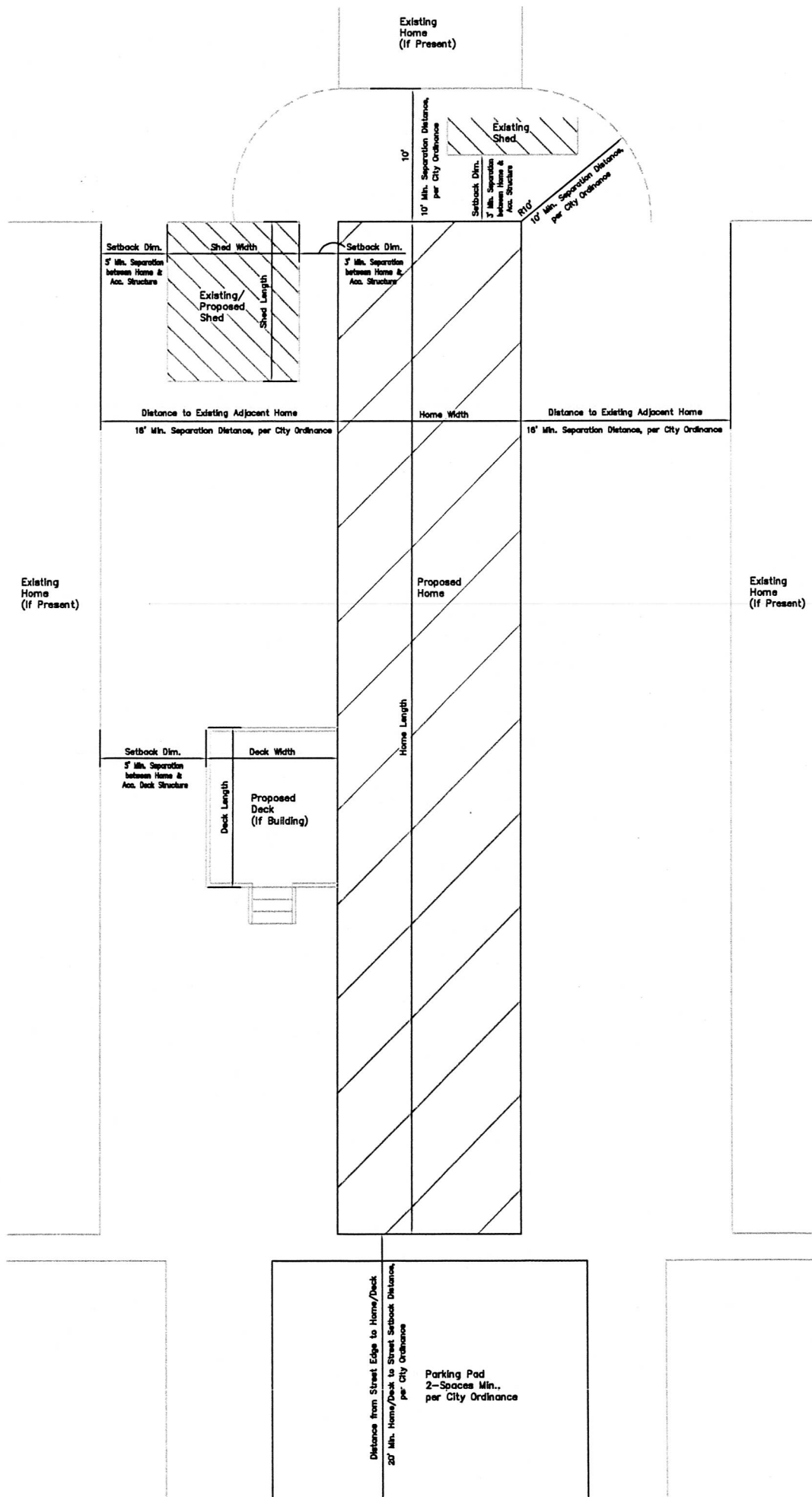
Mobile/Manufactured Home

Community Development Services, City of Greenwood

Unless otherwise specified, all referenced code sections, tables, and chapters are from the:

Indiana Residential Code 2020 Edition
(2018 International Residential Code with Indiana Amendments)

- A.** The ribbon foundation can only be installed if it meets the manufacturer's installation instructions and specific engineered documents. Use pier blocking and tie-down anchoring per manufacturer's installation instructions or specific engineered documents for the home. *IC 25-23.7-8 Chapter 8 Installation in a Mobile Home Community (IC 25-23.7-8-2); City Ordinance Section 10-112, 6.29.02, 6.29.03 & 6.29.04.*
- B.** The pier footing must bear below the frost line (min. 30") below finished grade on undisturbed natural soils or engineered fill, diameter & spacing of piers or per manufacturer's installation instructions or specific engineered documents. Pier block stacks and tie-down anchoring per manufacturer's installation instructions or specific engineered documents. *IC 25-23.7-8 Chapter 8 Installation in a Mobile Home Community (IC 25-23.7-8-2); City Ordinance Section 10-112: 6.29.02, 6.29.03 & 6.29.04.*
- C.** Stoop/Deck, Stair & Railing/Guards Construction installed per code. (*Sections R311.7, R312.1, R317, R319, R507*).



EXAMPLE SITE PLAN