

MODULAR BUILDING PERMITTING/INSPECTION POLICY

As per 780 CMR Section: 5108.3.5.1, the field erection of a manufactured home must be supervised by a licensed construction supervisor. The FCCIP will be enforcing the following requirements:

The Permit Application--In addition to the ordinary requirements of permit applications, where a modular home is concerned, the following requirements must be met before issuing a building permit:

- 1) A foundation plan, including pad locations and sizes, separate from the generic modular plans, must be submitted.
- 2) Manufacturer's plans must be specific to the actual building. Applicable connection details and pertinent information relevant to setting must be highlighted or a set manual provided detailing exactly how the building is to be attached to the foundation, supports, glue-lams, girders, and to other boxes. It is the responsibility of the CSL to identify all critical connections to be done at setting.
- 3) Any additional construction on site must be indicated on permit application and appropriate plans submitted.
- 4) Any additional construction that may affect the construction of the modular home (i.e. bulkheads, underhouse garages, decks, porches etc.) must be indicated on plans and accompanied with a letter of approval from the manufacturer.
- 5) An energy analysis must accompany permit application. It is the responsibility of the CSL to insure that insulation and window/door placement done on site complies with the analysis.
- 6) A copy of the site installers Construction Supervisors License and the Manufacturer's Certificate for the installer along with a copy of the "set manual" specific to the unit(s) involved must be submitted to this office.

Inspections: This office must receive notice 48 hours before the actual set of the modular units. As the building inspector must be present before the set and before critical connections are covered, it is important to notify us of the exact time of the set. The Certified Installer or CSL must be present during the set. In addition to foundation/soil inspections, the following inspections are required:

- 1) Modular units—Before units are set, there will be an inspection of BBRS labels and data plate and a visual inspection for damage or obvious noncompliance with the code.
- 2) Sills/anchorage—Before units are set, there will be an inspection of anchor spacing and sills for proper sizing(Note: if sill width is smaller than manufacturer's requirement, this office must receive the approval of such substitution, in writing, from the manufacturer).
- 3) Initial placement-All attachments and critical connections must be inspected and found to be in compliance with the installation manual or approved connection drawings. **Do not cover any attachments or connections until inspected.**
- 4) Final Certificate of Occupancy Inspection