

BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

MANUFACTURED AND INDUSTRIALIZED HOUSING

- Please read all of the following information.
- The following is a checklist. You must have a “checkmark” in all the sections listed below prior to submitting your application.

_____ “Affidavit of Exemption” If you are hiring a contractor to construct your dwelling, and they have workers’ compensation, have the contractor or their insurance carrier provide us with a “Certificate of Insurance” showing proof of such. If the homeowner or a contractor without workers’ compensation is constructing the dwelling, the attached “Affidavit of Exemption” must be completed and notarized.

_____ A site plan showing the location of the property lines, structure, the outside dimensions of the structure, the distances in feet, to the front, sides, and rear property lines, sewage system location and electric supply location.

_____ Sewage permit if applicable.

_____ Septic permit if applicable.

_____ Two (2) sets of construction drawings that **show in detail** code compliance for all of the proposed work, to include **but not limited to** the following information;

_____ Footing detail. Thickness and depth below frost line.

_____ Size of masonry units for foundation (piers or full foundations).

_____ Type and size of anchorage for the structure to the foundation.

_____ A copy of the manufactures specifications and installation instructions.

_____ Heating/Mechanical

_____ Plumbing

_____ Electrical

_____ All exit doors – require minimum 3’ X 3’ landing with steps or deck on exterior
See Deck Submittal Requirements.

_____ Completed building permit application.

We will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be marked “approved”. A building permit will be issued and the applicant will be notified of the inspection fees and when they can pick up the permit at the Laurel Municipal Inspection Agency. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedures provided at issuance of permit to have all of the required inspections performed.