



**PLANNING & COMMUNITY DEVELOPMENT  
BUILDING DEPARTMENT**

2 Park Drive South, Room 112, Great Falls, MT 59401  
(406)-455-8430

# **MOBILE HOME / MANUFACTURED HOME / FACTORY BUILT RESIDENTIAL HOMES**

## **DOCUMENT REQUIREMENTS FOR PERMIT APPLICATIONS**

*Plans submitted for review need to be final, complete and legible scaled drawings*

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### **REMOVING EXISTING MOBILE HOME FROM A MOBILE HOME PARK WITHIN THE CITY**

(Moving the MH out of City jurisdiction or demolition of MH onsite)

Documents:

- Proof of MH taxes are paid (County Treasure or Cascade County Planning)
- Park Site plan showing which unit is being removed
- Permit and inspection fee is **\$62.61 B-Demolition**
- (Termination of utilities and site cleanliness inspection)
- Issued over the counter (No further plan review)

### **NEW MOBILE HOME PLACEMENT IN MOBILE HOME PARK**

Documents:

- Proof of MH taxes are paid (County Treasure or Cascade County Planning)
- Park Site plan showing which MH Pad is being replaced
- Mechanical Gas Issuance and MH hookup inspection fee is **\$53.43 B-Mechanical, M-MH Hookup**
- Electrical issuance and MH hookup inspection fee is **\$62.26 B-Electrical, E-MH Hookup**
- Placement and installation standards per individual Mobile Home Park Agreement or Lease
- (Anchors, piers, skirting, water and sewer connections)
- Issued over the counter (No further plan review)

### **REMOVING EXISTING MOBILE HOME FROM A CITY LOT**

- (Property is left vacant or demolition of MH onsite)
- Proof of MH taxes are paid (County Treasure or Cascade County Planning)
- Permit and inspection fee is **\$62.61 B-Demolition**
- (Termination of utilities and site cleanliness inspection)
- Issued over the counter (Final inspection required)
- Notify Addressing/Land Data Division of change in Land Use

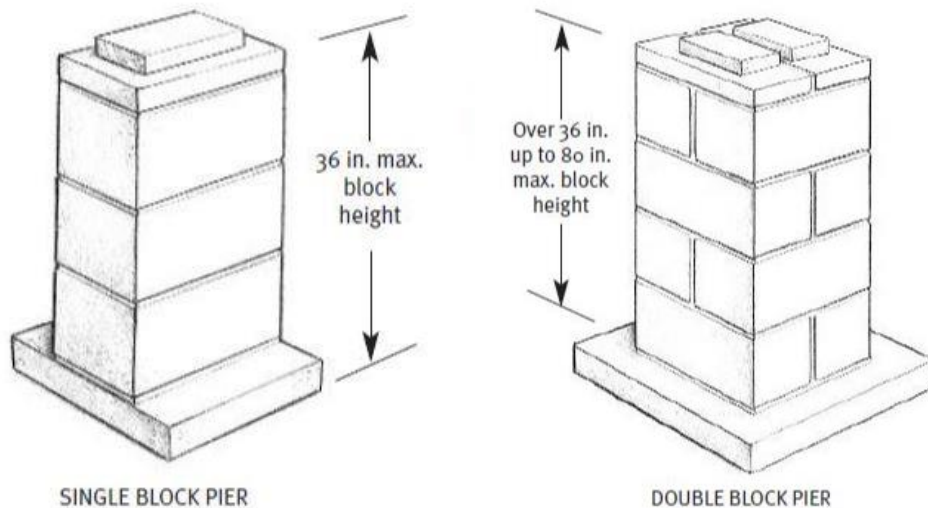
## REPLACING EXISTING MOBILE HOME WITH ANOTHER MOBILE HOME ON A CITY LOT

### Documents:

- Proof of MH taxes are paid (County Treasure or Cascade County Planning)
- Replacement MH Permit is **calculated by using the Valuation of work for MH placement, skirting, piers, and anchors. Permit review fee Building permit fees work sheet. Zoning review permit fee \$100.00**
- PLOT (SITE) PLAN

#### Setbacks / porch or stairs / decks / skirting / piers / anchors

1. Cable tie downs or equal shall be provided at each corner of the MH to resist overturning caused by seismic or wind loading.
2. Blocking within five (5) feet from the end of the MH frame and no more than ten (10) feet on center. Blocking shall be directly under the frame.
3. All grass and organic material shall be removed from beneath the footings.
4. Minimum footing size shall be 2" x 12" x 20" and impervious to rot and moisture.
5. All footings shall be at least 4" wider and 4" longer than the pier resting upon it.
6. Common configuration of concrete block piers are single concrete block pier 8" x 8" x 16" with 36" maximum block height and double block pier over 36" to 80" maximum block height.



7. The pier shall have a cap with a minimum size of 2" x 8" x 16".

8. Shims shall be constructed of metal or wood and be no more than 4" thick.

- Sewer connection permit and inspection permit fee is **(\$385.00 NEW) OR (\$110.00 HOOKUP)**
- Water connection permit and inspection fee is **\$62.26**
- Mechanical Gas Issuance and MH hookup inspection fee is **\$53.43 B-Mechanical, M-MH Hookup**
- Electrical issuance and MH hookup inspection fee is **\$62.26 B-Electrical, E-MH Hookup**

## **NEW FACTORY BUILT RESIDENCE ON CITY LOT**

(Must be on permanent foundation)

Factory built residence permit is **calculated by using the valuation of work for foundation. Permit review fee Building permit fees work sheet. Zoning review permit fee \$100.00**

### Documents:

- GEO TECHNICAL INVESTIGATION REPORT
- PLOT (SITE) PLAN showing and identifying:
  - All existing and/or proposed buildings on the property with dimensions of said buildings;
  - Distances between buildings and distances to property lines;
  - Location and dimensions of stairs and decks;
  - Foundation plan as per GEO
  - Stair and deck details (rise, run, headroom, tread depth, landings and guardrails);
- Sewer connection permit and inspection permit fee is **(\$385.00 NEW)  
OR (\$110.00 HOOKUP)**
- Water connection permit and inspection fee is **\$62.26**
- Mechanical Gas Issuance and hookup fee is **\$53.43**
- Electrical issuance and service inspection fee is **\$73.56**