

# Application for Manufactured Home Building Permit



PLANNING & BUILDING DEPARTMENT  
 85 EAST MAIN STREET 585-742-5035  
 VICTOR NY 14564 585-924-0202 FAX  
 www.townofvictoryny.gov codes@townofvictoryny.gov

### INSTRUCTIONS

Work shall not commence until a permit is issued. The undersigned hereby makes application for the work indicated on this form and supplied documentation. This application is to be reviewed by the code enforcement official, whose review will be based on the supplied documentation.

The permit will be issued when all review notes are addressed, contractor insurances are on file, and permit fees are paid.

### COMPLETE PERMIT PACKAGE CHECKLIST

**Incomplete applications will not be accepted**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Completed application           | <input type="checkbox"/> Manufacturer's installation instructions | <input type="checkbox"/> Contractor insurances |
| <input type="checkbox"/> Proposed plot plan              | <input type="checkbox"/> HUD approval letter                      | <input type="checkbox"/> Shed/ Garage plans*   |
| <input type="checkbox"/> Flood plain permit application* | <input type="checkbox"/> Pier layout with tie down info           |  |

\*if necessary

### APPLICATION INFORMATION

|                             |                               |
|-----------------------------|-------------------------------|
| Address of Job Site _____   | Install Start Date _____      |
| Name of Manufacturer _____  | Estimated End Date _____      |
| Model Designation # _____   | Estimated Value of Work _____ |
| Manufacture Serial #s _____ |                               |

Included is application for:     Shed             Garage             Carport             Solid Fuel Appliance

**OUR OFFICE ISSUES COMMENTS AND FINAL CERTIFICATES VIA EMAIL.  
 PLEASE DOUBLE CHECK EMAIL ADDRESSES.**

|                                 |                    |
|---------------------------------|--------------------|
| Applicant's Name _____          | Best phone # _____ |
| Applicant's Address _____       |                    |
| Applicant's Email _____         |                    |
| Resident's Name _____           | Best phone # _____ |
| Resident's Address _____        |                    |
| Resident's Email _____          |                    |
| Installer's Name _____          | Best phone # _____ |
| Installer Certification # _____ |                    |
| Installer's Address _____       |                    |

**APPLICATION CONTINUES ON NEXT PAGE**

*PROPERTY OWNER CERTIFICATION*

To be signed by the property (park) owner or submit a letter

I, \_\_\_\_\_, hereby certify that I have full knowledge of the proposed work as described herein and take no exception to such activity. I am aware that no person may manufacture, sell, install, or service a manufactured home unless certified and that a certified individual is on site during all work operations. I understand I cannot allow the occupancy or use the area of work until completed and final certificates are issued by the Town of Victor. I further understand it is ultimately my responsibility that the project meets the NYS Uniform and Building Codes and the local zoning code.

Signature of Owner/title: \_\_\_\_\_ Date \_\_\_\_\_

*Acceptance does not relieve the agent, applicant, architect, builder, engineer, or owner from complying with any of the provisions of the NYS Building Code, Energy Code, SEQRA Act, Local Zoning, etc., whether stated, implied, or omitted in the plans and specifications submitted for the building permit. Incorrect information may result in revocation of permit.*

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

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**For Office Use Only**

|                    | Signature | Date  |                     | Fee Schedule |
|--------------------|-----------|-------|---------------------|--------------|
| Site review by     | _____     | _____ | Unit Inspection     | \$300        |
| Approved/Denied by | _____     | _____ | Recreation Fee      | \$1,500      |
| Issued by:         | _____     | _____ | Accessory Structure | \$75         |
|                    |           |       | Garage              | \$75         |
| Receipt #          | _____     |       | Carport             | \$75         |
| Permit #           | _____     |       | Fireplace           | \$75         |
|                    |           |       |                     |              |
|                    |           |       | <b>Total Amount</b> | _____        |