



# City of Byrnes Mill

141 Osage Executive Circle • Byrnes Mill, MO 63051  
t: (636) 677-7727 • f: (636) 677-5533  
www.byrnesmill.org

## **MANUFACTURED HOME PERMIT APPLICATION CHECKLIST**

**Applicant must provide all applicable documents to submit application for plan review**

- Completed Permit Application plus \$40.00 Administrative Fee for Residential Permit or \$100.00 Administrative Fee for Commercial/Industrial Permit (permit fee paid after approval)
- Property located in a designated flood hazard area  YES  NO  
*(if yes, a flood development permit application may need to be submitted for approval)*
- Sewer System Verification (existing record or documentation, visual inspection such as inspection ports and risers, state licensed inspector report)
- Footing Detail, if applicable (shows keyway, reinforcement, beam pocket)
- Two complete sets of Site Plans drawn to scale
  - Include location & dimensions of existing structures, distance from lot lines & between structures
  - Location & width of any easements and/or right-of-way
  - Location & dimension of the proposed structure; distance from property lines & existing structures
  - Location and size of parking area
- Copy of Warranty Deed or Deed of Trust for Property
- Copy of Paid Real Estate Tax Receipt from Previous Year
- HOA Approval, if applicable

**Note: All applications and plans will go to plan review for further inspections of detail before approval will be granted for issuance. Other items or detail not designated above may be required.**



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### OFFICE USE ONLY

App. Approved:  Yes  No Date: \_\_\_\_\_

Permit # \_\_\_\_\_

Permit Fee:  Cash  Check # \_\_\_\_\_  Credit/Debit

Amount: \_\_\_\_\_ Date: \_\_\_\_\_

## MANUFACTURED HOME PERMIT APPLICATION

### PROJECT INFORMATION & LOCATION

Project Type:  Residential  Commercial COST OF CONSTRUCTION \$ \_\_\_\_\_

Set on Private Property  Existing Pad – Mobile Home Park  New Pad – Mobile Home Park  Construction Trailer

Brief Description of Work: \_\_\_\_\_

Project Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot # \_\_\_\_\_

### OWNER INFORMATION

Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### DESCRIPTION OF HOME:

Description:  Single-Wide  Double-Wide/Modular  New  Used

Width \_\_\_\_\_ Length \_\_\_\_\_ Year \_\_\_\_\_ No. of Exit Doors \_\_\_\_\_ No. of Bedrooms \_\_\_\_\_

Full Concrete Slab  Crawl Space  Foundation

Type of Anchorage:  Tie Downs in Concrete  Ground Anchors  Foundation  Crawl Space

Sewage Disposal: Septic System  New  Existing  Lagoon  Public

Water Supply:  Private Well  County Water

IS THE PROPERTY LOCATED IN ANY AREA OF SPECIAL FLOOD HAZARD?  YES  NO

**THIS STRUCTURE SHALL NOT BE OCCUPIED AND/OR USED UNTIL A FINAL INSPECTION HAS BEEN APPROVED**

Signature page is required before a permit will be issued. Homeowner/General Contractor and all applicable Electrical/Mechanical/Plumbing Contractors. I hereby certify that the owner(s) of record authorizes the proposed work and I have been authorized by the owner(s) to make this application as their agent. Inspections must be requested 48 hours in advance.

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_