



Manufactured Home Park Business License Inspection & Application

Business License Application

License Number	
Name of Park	
Park Address	
Property ID	
Number of Lots	

Manufactured Home Park Inspection Checklist

A. Lots Numbered Consecutively with Clear Numbers:	Yes	No
List lots that need new numbering:		
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B. MHP Sign Meets Dimension & Informational Requirements:	Yes	No
C. Dumpster/ Solid Waste Removal Adequate:	Yes	No
D. Roads Maintained to be free of Structural Defect:	Yes	No
List roads that have structural defects:		
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E. Yards Maintained to Prevent Infestation, Erosion or Hazards:	Yes	No
List yards/lots that need to be maintained:		
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F. Disabled/ Unlicensed/ Junk Vehicles in The Park:	Yes	No
List of junk vehicles in the park that need to be removed:		
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G. Scrap Material or Junk Accumulated in the Park:	Yes	No
H. Items Stored Under Manufactured Homes in the Park:	Yes	No
List of homes that have items are stored under:		
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I. Accessory Buildings Are following the MHP Ordinance:	Yes	No
List of accessory building that are not in compliance:		
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J. Abandoned Manufactured Homes Located in The Park:	Yes	No



Comments From Inspection:

Date of Inspection:

Inspector:

Inspection Results:

Passed

Failed



Preparing for Inspection

Interior Inspections

Under normal circumstances, the City of Nolanville will not be entering your home while conducting the inspection. The inspector may request entry only when conditions observed from the exterior of your home suggest that a potential hazard and or substandard condition exist within the home. However, the decision to grant or refuse entry into your home is yours.

If the inspector requests entry and you permit the inspector to enter, you will be asked to sign a statement acknowledging your permission. The permission will authorize only the inspector to enter your home on the date you specify. If you refuse entry, the inspector may seek a search warrant in order to gain entry based on the possible existence of a hazard or substandard conditions.

Preparing for Inspection

In preparation for the inspection, you should take the following steps:

1. Display evidence on the exterior of your MH unit current registration status. If exterior decals or plates are unavailable, please provide current registration documents to the inspector for review or temporarily display current registration documents inside a window until the inspection of your lot or park is complete.
2. Fix all leaking plumbing.
3. Fix damaged awning structures.
4. Remove unapproved electrical wiring.
5. Remove all debris, rubbish, and combustible material stored around or under the home.
6. When repairing stairs or steps, do so in compliance with the illustrations in the back of this booklet.
7. Read about common violations beginning on page 4.

Notice of Inspection

If the City's inspection discovers a violation on your lot or home, you will receive a Notice of Inspection by U.S. mail listing the violations to be corrected. The park operator will only receive a copy of the "Notice of Inspection," listing those violations that remain uncorrected at your lot after a sixty (60) day correction period.



Time Allowed for Correction

The Notice of Inspection will allow sixty (60) calendar days to correct most violations. Violations that present an imminent health and safety hazard representing an immediate risk to life, health, or safety will be required to be corrected immediately.

Re-inspections

After the expiration of the time allowed for correction, the City of Nolanville will conduct a re-inspection to verify compliance with any issued found in the Notice of Inspection. A *Final Notice of Inspection* will be issued for the remaining violations.

Items For the Park Resident to Inspect

Prior to the City's inspection, park residents may eliminate many violations by inspecting their lots and facilities. The City will cite the following conditions if found to endanger life, limb or health and safety of the public and occupants. Use the following information as a guide for your inspection.

1. Power Cords:

A unit that is powered through a large rubber-coated type electrical cord should be inspected to insure that:

- a. The covering on the cord is not cracked or deteriorated.
- b. The area of the plug is not damaged or pulling away from the cord.
- c. The cord has not been cut and spliced.
- d. The power cord plug has not been removed and the cord is not directly wired to the park electrical service.
- e. The power cord is listed and approved for manufactured home/mobile home or recreational vehicle use.
- f. The cord is not buried in the ground or encased in concrete.

2. Feeder Assemblies:

A unit that is electrically connected to the lot electrical service by a flexible metal conduit (feeder assembly), should be inspected to insure that:

- a. The conduit is not buried or in contact with the ground.
- b. The conduit provides continuous, complete protection of the electrical conductors inside.
- c. No more than one "feeder assembly" is utilized to supply power to your unit.

3. Wiring Methods:



The general electrical conditions affecting the unit should be inspected to insure that:

- a. Extension cords are not used in lieu of permanent wiring. If there are appliances or other equipment installed outside a unit which require continuous electrical power, an approved wiring means must be provided.
- b. The cables and conductors for electrical wiring installed outside a unit are protected against physical damage by installing materials such as conduit.
- c. The electrical equipment installed outdoors is approved for wet or damp locations.
- d. All the parts or components of the electrical equipment of the unit, or equipment for accessory uses, are installed so that no energized parts are exposed.
- e. The lot electrical service equipment is accessible. Remove any storage or permanent construction which obstructs access. Unobstructed working clearance of at least 30 inches wide by 30 inches deep and 78 inches high in front of the lot electrical service equipment is required.
- f. The unit is electrically grounded to prevent electrical shock.

Note: If you believe that one or more of the above conditions affect the electrical system of your unit, it is recommended that you consult a professional for assistance and correction of the condition. Permits are required prior to the installation of any electrical wiring.

4. Debris and Combustible Storage:

The area under and around the unit is to be inspected, and any accumulation of rubbish, combustible debris or stored material or accumulation of paper, leaves, dry grass, scrap wood material, etc., is to be removed.

5. Appliances:

Appliances installed outside of a unit are located of direct weather such as placed under an awning. Electrical power to an outdoor appliance is to be provided only through a permanent wiring means; extension cords are not permitted.

6. Emergency Exiting:

To assure safe exiting during an emergency, remove any obstruction which would prevent the exterior doors from opening. Hasps and padlocks are installed on the exterior of your home are to be removed; exit doors which are locked from the outside cannot be opened trapping you inside.

7. Substandard Manufactured Home/Mobile home or Recreational Vehicle (Unit)

A unit in substandard condition may be ordered removed from a park unless the substandard conditions are repaired. Substandard conditions include but are not limited to:

- a. Structural hazards such as deteriorated floors, buckled walls, deteriorated roof members, etc.
- b. Electrical hazards such as bare wires, unprotected cables/ conductors, open splices, etc.
- c. Improper plumbing such as leaking fixtures.



- d. Mechanical hazards such as un-vented or improperly vented gas appliances.
 - e. Faulty weather protection including leaks in the roof, broken windows, damaged siding, etc.
- 8. Animals:
Domestic animals shall not roam free in the park and the lot maintained reasonably clean of domestic animal waste.
- 9. Gas Meter:
The gas meter provided on the lot must be accessible and in a well-ventilated location.
- 10. Gas Connectors:
The condition of the gas system connector should be inspected. It should be a single flexible gas connector not over six (6) feet in length, listed for exterior use, and must not be buried or otherwise in contact with the ground.
- 11. Gas Lines:
If the gas piping system has been extended to reach the park's gas inlet, the extensions pipes must be supported. Support the pipe with metal hangers at maximum intervals of four (4) feet.
- 12. Water Heaters:
The water heater of the unit should be inspected for minimum safety requirements to insure that:
 - a. The gas water heater is properly vented to the exterior of your home.
 - b. Access to the water heater is unobstructed.
 - c. The water heater compartment is weather tight.
 - d. The water heater has a functional pressure temperature relief valve. Valve piping shall be extended to underside of the MH unit with galvanized or copper pipe the same size as the valve opening.
 - e. There are adequate openings into the compartment for combustion air.
 - f. The water heater has the required clearances from its vent a water heater sides to any combustible walls.

Note: If you believe there is a problem with your water heater or its installation, it is recommended that you refer to the water heater manufacturer recommendations or consult a professional.

13. Permits:
If any of the following changes have been performed without a valid permit, you are encouraged to obtain a permit prior to the City's Park inspection in order to avoid possible penalties:
 - a. Installation, construction, or alteration of:
 - 1) Any building, structure, or accessory building;
 - 2) Any electrical, mechanical, or plumbing equipment
 - 3) Any fuel gas equipment;
 - 4) Any fire protection equipment within the unit.
 - b. Installation of a MH unit within the park requires a permit.



14. Sewer Drains:

The sewer drain connector on the unit should be inspected to ensure that the system is:

- a. Gas tight and leak free;
- b. Sloped to drain a minimum of one eighth (1/8) inch per foot;
- c. Supported at four (4) foot intervals;
- d. Constructed of minimum schedule 40 ABS plastic, approved for drain and waste.

15. Water Supply Connector:

The fresh water supply connector on the unit should be inspected to ensure that it is leak free and made of a flexible material approved for potable water such as soft copper tubing not less than ½ inch interior diameter.

16. Handrails for Stairs:

Any stairway to an MH-unit or accessory structure (deck, porch, room addition, etc.), more than 30 inches above grade should be inspected to ensure that the handrails and intermediate rails shall be structurally sound.

17. Skirting:

The skirting of a MH unit should be inspected to ensure that the enclosed area under the unit or accessory structure complies with at least the minimum following ventilation and access requirements:

- a. A minimum 1 ½ square feet of ventilation is required for each 25 linear feet of skirting. The opening for ventilation shall be provided on at least two opposite sides as close to the corners as possible.
- b. Where wooden materials are used for skirting, any wood in contact or within six (6) inches of the earth must be decay and insect resistant wood, such as redwood.
- c. When skirting is installed, an underfloor access panel is required. The panel must be a minimum of 18 x 24 inches, unobstructed by pipes, ducts, or other equipment that may impede access.