

# Manufactured Housing Permits

# B-9

REV: 7/8/20



**City of Taylorsville**  
Building Department  
2600 West Taylorsville Boulevard  
Taylorsville, Utah 84129 (801) 963-5400  
[www.taylorsvilleut.gov](http://www.taylorsvilleut.gov)



*The timely issuance of building permits largely depends on the comprehensiveness of your application materials – i.e. your building permit application, plans, construction drawings, etc. The following information is intended to help you submit a complete and comprehensive application packet and to help expedite your plan review process. Please note that because every project is a bit different additional items may be required.*

**Step 1: Consultation with the Park.** You'll want to get measurements of the lot you plan on setting your home on. The management of the park will help determine what size lots you would need based on the size of the home.

**Step 2: Building Permit Application.** Only licensed contractors are allowed to obtain setup permits for manufactured homes. **Log on to [www.taylorsvilleut.gov](http://www.taylorsvilleut.gov)** You will need to create an account, and provide some contact information. Please make sure to remember your password. Once the account is created you'll need to tell us a little about your project.

- Park Management's approval:** The park management will provide you with written approval to move the unit onto the lot. Please submit a copy to the City with the permit application.
- Copy of the Title:** Provide a copy of the Title for Home, showing manufacturers name, year of the home, I.D. or VIN-numbers, and the owner's name.
- Site plan:** Submit a site plan showing the size of the lot, the size of the home, distance to lot lines, and associated structures like decks, porches, stairs, awnings and carports. For an example see "**Typical Site Plan detail 009.**"
- Manufacturer's set-up info:** Usually the set-up instructions are in a manual that comes with the home. If you're missing yours, contact the manufacturer for your homes setup instructions.

**Step 3: Approval of Plans / Inspections.** After your plans have been approved and the permit has been issued you are permitted to move the home on the lot. There are two inspections that take place for manufactured homes. Please be sure to have all permit related information on site for the inspections.

1. **Set-up Inspection:** At this stage the home should be mounted on its permanent supports, and have all of the tie-downs and seismic restraints installed, any bolts or fasteners required to secure multiple sections together should be exposed, and any connections or tie-ins between the sections should be installed. The gas lines need to be under test, with a gauge indicating the test pressure. Also, the "setbacks" or distance to the lot line or adjacent structures will be measured for Zoning compliance. Once the setup inspection has passed, permission will be given to install the skirting and secondary structures.
2. **Final Inspection:** All of the secondary structures (decks, porches, stairs, awnings, and carports) should be installed, the skirting completed, any protections for the gas or electrical meters, and the address for the home installed. After passing the final inspection, the utilities will be approved to be energized and approval to occupy will be granted. Passing the final inspection will also trigger the closure of the permit.