



Instructions for obtaining a Building Permit for construction of a Mobile Home in a MHP

City of Elkhart, Indiana
229 S. 2nd Street, Elkhart, IN 46516
(574)294-5474

Required Applications

Building Permit: *New Structures - Residential (Mobile Homes in MHP)* (see page 2)

Zoning Permit: *New Structures - Residential* (see page 3)

Electrical and Mechanical Permits: must be obtained by a **licensed trades contractor**. These permits will not be issued until **after** the building permit and zoning permit have been issued.

Required Documents

Site Sketch: a Site Sketch must be submitted with the Zoning Permit application, showing where the structure will be on the property. You will need to include the dimensions of the structure and the distance between the structure and the property lines. You also need to show the location of all existing structures on the property.

Construction Plans/Drawings: include construction plans and drawings for any deck, porch, ramp, and garage that will be built with the mobile home.

Garage Worksheet: submit a completed Garage Worksheet with the Building Permit application if you are building a garage (detached or attached). The Garage Worksheet can be found on page 4.

Review Timeline

1. Applicant submits the **Building Permit, Zoning Permit** and all **Required Documents**. All applications and documents must be submitted at the same time.
2. The Permit Center Staff has up to 3 business days to review the application for completeness and will notify the Applicant regarding whether the application is complete or incomplete.
3. If the application is **incomplete**, the Permit Center Staff will specify the deficiencies to the Applicant.
4. Once the Permit Center Staff has received a **complete** application, they will submit everything to Zoning Review and Plan Review.
5. Zoning and Plan Review typically occur every Friday, but staff has up to 7 business days to review the plans.
6. If there are any deficiencies with the plans, the Review Staff will specify the deficiencies to the Applicant.
7. Once the plans have been approved, the Permit Center Staff will provide an invoice to the Applicant.
8. Once payment has been received, the Permit Center Staff will issue a Building Permit Placard to the Applicant.

Fee Schedule

Building Permit Fee: \$40

Zoning Permit Fee: \$40



Building Permit Application

New Structures - Residential Mobile Homes in MHP

City of Elkhart, Indiana
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Property Owner Information

Owner's Name:

Owner's Email Address:

Phone #:

Is Owner the Applicant? ☐ Yes ☐ No

Property Information

Property Address:

Name of Mobile Home Community:

Description of Work Information

Foundation Material:

Foundation Type:

Footing Depth:

of Bedrooms:

of Bathrooms:

Accessory Structures: ☐ Deck ☐ Porch ☐ Ramp

Total Sq Ft of Accessory Structure(s):

Garage: ☐ Attached ☐ Detached ☐ None

Garage Sq Ft:

Total Sq Ft of Work (include house, garage, decks, etc):

Estimated Value of Work: \$

Description of Work:

Contractor Information

Building Contractor Name/Company Name:

Building Contractor Email Address:

Phone #:

Electrical Contractor Name/Company Name:

Mechanical Contractor Name/Company Name:

NOTICE: Separate permits are required for Electrical, Mechanical, and Plumbing. These permits must be secured by the Licensed Contractor. This permit becomes null and void if work or construction authorized is not commenced within 365 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I HEREBY certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or Local law regulating construction or the performance of construction.

Signature of Owner or Authorized Agent

Date



Zoning Clearance Application

New Structures - Residential

City of Elkhart, Indiana
229 S. 2nd Street, Elkhart, IN 46516
(574)294-5474

Property Owner Information

Owner's Name:

Owner's Email Address:

Phone #:

Is Owner the Applicant? ☐ Yes ☐ No

Property Information

Property Address:

Current Use of Property:

Proposed Use of Property:

Description of Work Information

Primary Structure Height:

Total Sq Ft of Work (house, garage, decks):

Description of Work:

Contractor Information

Building Contractor Name/Company Name:

Building Contractor Email Address:

Phone #:

NOTICE: The property owner/contractor shall assume responsibility for construction over any public and private easement. Whenever major improvements are made to a building or structure or a new use, parking/loading facilities shall conform to the existing zoning ordinance. A separate building permit application may be required prior to starting work. This permit becomes null and void if work or construction authorized is not commenced within 365 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

CERTIFICATE OF OCCUPANCY REQUIREMENTS: All new construction and substantial improvements to an existing property require a valid Certificate of Occupancy (C of O) prior to occupancy of a building. The following inspections are required: Structural, Electrical, Heating, Ventilation, Air Conditioning, Plumbing, and Zoning (paving and landscaping must be complete and the address displayed). The signature of the Building Commissioner and Zoning Administrator are also required for the final C of O. Final approval to occupy a building is not granted until the C of O is issued by the Building Department. Occupancy of a building without a C of O may result in the issuance of substantial daily fines. It is the responsibility of the property owner or their representative to contact the Building Department to request a C of O. The Building Department staff will contact the Planning & Zoning Department staff for a zoning inspection. It is the responsibility of the property owner or their representative to see that all the inspections listed above have been completed. By applying for this Zoning Clearance, if the undersigned is not the property owner of record, the undersigned representative assumes the responsibility to inform the property owner(s) of these requirements. A copy of this form is given to the undersigned representative, and one is retained in the records of the Office of Planning & Development. I have read the above statement and understand the requirements for a Certificate of Occupancy. I further understand that it is my responsibility to inform the property owner(s) of these requirements.

Signature of Owner or Authorized Agent*

Date

*If NOT the owner, please list your relationship to the owner: _____

To Be Completed By Office Staff:

Zoning Permit #:

Staff Comments:

Staff Signature: _____

Date: _____



Garage Worksheet

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Location

Property Address:

- ☐ Attached to dwelling (within 6 feet of dwelling is considered attached). 1/2" gypsum wall board is required on garage side of wall between dwelling and garage if attached.
- ☐ Detached

Foundation Type

- ☐ Frost-line: show dimensions (required if attached or over 721 Sq Ft)
- ☐ Monolithic (721 Sq Ft maximum)

In **NO** case shall garages, carports, or accessory structures be attached to the dwelling when the footings of the structure are above the frost-line and the adjacent footings of the dwelling are below the frost-line.

Perimeter Footing Size (must have 6x6 (w2.9xw2.9) welded wire required throughout and turned into footing)

- ☐ Frost-line: show dimensions (required if attached or over 721 Sq Ft)
- ☐ Monolithic (721 Sq Ft maximum)

Floor Material

- ☐ Concrete ☐ Asphalt ☐ Other (please specify):

Wall Construction

Please specify (2x4, 2x6, etc):

Stud Spacing

Please specify (16", 24" on center, etc):

Roof System

- ☐ Truss: submit truss design sheet and layout
- ☐ Rafter: specify rafter size, span, species, grade, and spacing

Garage Door Opening

Please specify number and size of opening:

Garage Door Header

- ☐ Steel beam
- ☐ 2-by's (specify size, span, species, grade):
- ☐ Laminated wood (specify manufacturer and size):

Note: Structures located within 3' of the property line must have 1-hr fire-resistive rating with exposure from both sides.