



P.O. Box 505  
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## Manufactured and Mobile Home Placement Application

DATE OF APPLICATION \_\_\_\_\_ PERMIT # \_\_\_\_\_ PAID \_\_\_\_\_ RECEIPT # \_\_\_\_\_

Is the location in a floodplain? \_\_\_\_\_

New Location \_\_\_\_\_

Mobile Home Park (If Applicable) \_\_\_\_\_

Original Location \_\_\_\_\_

### Unit Specifics

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Serial # \_\_\_\_\_

Width Single / Double / Triple      Feet Wide \_\_\_\_\_      Feet Long \_\_\_\_\_

### Owner Information

Owner of Land \_\_\_\_\_ Phone \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Owner of Unit \_\_\_\_\_ Phone \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Mobile Home Mover \_\_\_\_\_ Phone \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Mobile Home Installer \_\_\_\_\_ Phone \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

I hereby certify that the date submitted on this application is true. Any deviation from information obtained hereto, unless approved by the building official, will render this permit null and void.

Date of Move \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

Permit Fee \$85.00

**PLEASE NOTE: SEPARATE PERMITS ARE REQUIRED FOR SEWER, ELECTRICAL, HVACR, AND OCCUPANCY (FOR NEW UNITS ONLY). These permits cannot be applied for until AFTER the unit has been relocated.**

#### For Office Use Only

Year Validation \_\_\_\_\_

Title \_\_\_\_\_

Insurance \_\_\_\_\_

Other \_\_\_\_\_

Preparer \_\_\_\_\_ Date \_\_\_\_\_

Planning Commission \_\_\_\_\_ Date \_\_\_\_\_

Fire Marshal \_\_\_\_\_ Date \_\_\_\_\_

The following is a listing of the “Placement of Regulations” as outlined in Monticello Ordinance #808. All of these placement regulations must be complied with prior to occupancy of the unit.

- **Construction**  
The manufactured home shall be constructed in compliance with the Federal Manufactured Home Code and Safety Standards and the Arkansas Manufactured Home Standards.
- **Skirting**  
The manufactured home shall have skirting or curtain walls constructed of materials approved by the City including, but not limited to the following: masonry, brick, block, rock, vinyl, or fiberglass.
- **Landing and Steps**  
The manufactured home shall have permanent landings and steps provided at each exterior doorway from the door threshold to the ground level.
- **Installation**  
The manufactured home shall be installed in accordance with the installation instructions provided by the manufacturer and the rules and regulations of the State of Arkansas including site preparation, pier foundations-footings, and pier-support columns and anchoring. Towing devices must be removed if possible or concealed in a manner acceptable to the City.
- **Driveways and Parking Pads**  
Each manufactured home shall have two (2) off-street parking spaces and a driveway.
- **Certificate of Occupancy**  
No manufactured home shall be occupied until it has received a certificate of occupancy issued by the building official subsequent to compliance with all provisions of this and other pertinent laws and ordinances.