

# MANUFACTURED HOME INSTALLATION INFORMATION

*City of Westover  
3312 Westover Rd  
Westover, AL 35147*

*205.678.3375*

*permits@westoveralabama.org*

*www.westoveralabama.org*

*Make checks for fees payable to City of Westover*

## CURRENT BUILDING CODES

National Electrical Code	2008 Edition
International Plumbing Code	2009 Edition
International Mechanical Code	2009 Edition
International Fuel Gas Code	2009 Edition
International Fire Code	2009 Edition
International Building Code	2009 Edition
International Residential Code	2009 Edition
International Energy Conservation Code	2012 Edition

***The following excerpt from the Westover Zoning Ordinance applies:***

"Manufactured homes are distinguished from modular homes because a modular home meets the standards set forth in the Standard Building Code. The term "manufactured home" does not include park trailers, travel trailers, and other similar vehicles. Within this ordinance, when the term single-family dwelling is used it shall not include a manufactured home unless otherwise specified.

Manufactured Home, Class A. (double wide, pitched roof built after 1976) A manufactured home constructed after July 1, 1976 that meets or exceeds the construction standards promulgated by the US Department of Housing and Urban Development that were in effect at the time of construction and that satisfies the following criteria:

- The manufactured home has a length not exceeding 4 times its width, with length measured along the longest axis and width measured at the narrowest part of the other axis.
- The manufactured home has a minimum of 960 square feet of enclosed and heated living area per dwelling area.
- The pitch of the roof of the manufactured home has a minimum vertical rise of 3 feet for each 12 feet of horizontal run and the roof is finished with a type of shingle that is commonly used in standard residential construction.
- All roof structures shall provide an eave projection of no less than 6 inches, which may include a gutter.
- The exterior siding consists predominantly of vinyl or aluminum horizontal siding (whose reflectivity does not exceed that of gloss white paint), wood, or hardboard, comparable in composition, appearance and durability to the exterior siding commonly used in standard residential construction
- The manufactured home is set up in accordance with the standards set by the Alabama Manufactured Home Institute. Screening of the foundation area shall be by a continuous, permanent masonry foundation or skirting, unbroken except for required ventilation and access, and which is installed under the perimeter of the manufactured home.
- Stairs, porches, entrance platforms, ramps, and other means of entrance and exit to and from the manufactured home shall be installed or constructed in accordance with the standards set by the Building Code, freestanding or attached firmly to the primary structure and anchored securely to the ground.
- The moving hitch, wheels and axles, and transporting lights have been removed.

It is the intent of these criteria to insure that a Class A manufactured home, when installed, shall have substantially the appearance of an on-site, conventionally built, single-family dwelling."

# REQUIREMENTS

## **PLOT PLAN**

A plot is required showing location of the home on property with distances from each property line

## **ZONING**

- Completed Zoning Verification Form is required
- Agricultural Preserve (AP) and Rural Residential (RR) are the only zones where manufactured housing is allowed
- Only one home may be permitted on a legal lot of record

## **PROPERTY IN A FEMA FLOODPLAIN MUST HAVE:**

- A setback survey
- Flood Development Permit
- Flood Elevation Certificate

## **HOMEOWNERS**

Homeowner is allowed to perform the following installations on their property used for their personal use. (Home cannot be sold for 2 years when using this exemption)

- Electrical installations
- Mechanical installations
- Plumbing installations

## **CONTRACTORS**

- Residential Home Builders License ([www.hblb.state.al.us](http://www.hblb.state.al.us)) or call 800.304.0853 if contract exceeds \$10,000
- Contractor holds a State General Contractors License with the number 18908 or less, he is exempt from holding that license.

## **ELECTRICAL CONTRACTORS**

- Section 84 State/County Business License, contact your local county business revenue/license office
- Electrical contractor must hold a Master Certification License ([www.aecb.state.al.us](http://www.aecb.state.al.us)) or call 334.269.9990

## **SEPTIC/SEWER AUTHORIZATION**

- Septic - Authorization is required by Shelby County Health Department 205.620.1650
- Sewer - Authorized by Enviro Systems

## **PHYSICAL ADDRESS**

Property addresses are assigned by the 911 Business Office 205.439.6911

**CITY OF WESTOVER**  
 Development Services  
**Zoning Verification/Foundation Survey Form**



**Property Identification**

Parcel Identification Number \_\_\_\_\_

Owner \_\_\_\_\_

Phone \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Phrase \_\_\_\_\_

Applicant \_\_\_\_\_

Phone \_\_\_\_\_

Project \_\_\_\_\_

Address \_\_\_\_\_

Current Zoning:  AP  HC  NC  
 RR  TS  EC - O  
 RN  TC  EC - I

Subdivision Name \_\_\_\_\_

Proposed Use \_\_\_\_\_

Overlay:  Highway 280

Setback : \_\_\_\_\_ front \_\_\_\_\_ side \_\_\_\_\_ rear

PUD

Square Footage \_\_\_\_\_

FHO (Flood Haz)

Building Height \_\_\_\_\_

Sanitation  Sewered  Un-sewered

A Plot Plan is required that shows location of Manufactured Home on Property with distances from each property line

Fire District \_\_\_\_\_

If property is in the FEMA Floodplain, the following is required:

Flood Zone \_\_\_\_\_

- A setback survey
- Flood Development Permit
- Flood Elevation Certificate

Water Source \_\_\_\_\_

Office Use			
Zoning Permit # _____	Variance		
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved		
<input type="checkbox"/> Denied	<input type="checkbox"/> Denied		
_____ <i>Signed (Zoning Officer)</i>	_____ <i>Date</i>	_____ <i>Signed (Zoning Officer)</i>	_____ <i>Date</i>
<i>Comments / Reason for Denial:</i>			
_____			
_____			

# CITY OF WESTOVER SEWER AUTHORIZATION

Permit Applicant Name: \_\_\_\_\_

Site address: \_\_\_\_\_

## **New Structure/Expansion of Plumbing System:**

Residential

Non-Residential

### **Residential:**

Number of bathrooms \_\_\_\_\_

Number of bedrooms \_\_\_\_\_

### **Commercial:**

Number of water closets \_\_\_\_\_

Number of urinals \_\_\_\_\_

Number of mop sinks \_\_\_\_\_

Number of lavatories \_\_\_\_\_

Number of sinks \_\_\_\_\_

Number of drinking fountains \_\_\_\_\_

Number of floor drains \_\_\_\_\_

Business use \_\_\_\_\_

### **AUTHORIZED BY:**

<i>Name (printed)</i>	<i>Organization</i>
<i>Name (signed)</i>	<i>Date</i>

## Manufactured Home Set Up

No manufactured home (mobile home) shall be installed within the State of Alabama unless the installation is performed by an installer who is certified by the Alabama Manufactured Housing Commission. To determine if a person, firm, or corporation is currently certified to perform installations in the State of Alabama, you may contact the Alabama Manufactured Housing Commission at (334) 242-4036.

***A Westover business license is required by all businesses.***

***After set-up and utility connections are made, you must call for inspections***

***Electrical power will not be released until inspections are complete.***

### PLUMBING INSPECTION REQUIREMENTS

- The water service piping must be of approved materials and buried a minimum of 12 inches deep.
- Connect the water service to the manufactured home with approved fittings. Any added hose bibs require backflow prevention devices.
- Connect the sanitary drainage with approved piping and fittings.
- The piping to the septic tank and connection to the septic tank must be visible for inspection.
- Cleanouts are required every 100 feet.

### GAS INSPECTION REQUIREMENTS

- All gas piping and connections whether natural or LP gas must be done by a certified, licensed contractor.
- State Master Certification Card ([www.pgfb.state.al.us](http://www.pgfb.state.al.us)) or call 205-945-4857 or ([www.hvacboard.state.al.us](http://www.hvacboard.state.al.us)) or call 1-866-855-1912.

### MECHANICAL INSPECTION REQUIREMENTS

- Heating and cooling equipment and appliances shall be installed in accordance with the manufacturer's installation instructions and the requirements of the code.
- Supports and foundations for the outdoor unit of a heat pump shall be raised at least 3 inches above the ground to permit free drainage of defrost water and shall conform to the manufacturer's installation instructions.
- Equipment installed outdoors shall be listed and labeled for outdoor installation. Supports and foundations shall prevent excessive vibration, settlement or movement of the equipment. Supports and foundations shall be level and conform to the manufacturer's installation instructions.
- Duct systems serving heating, cooling and ventilation equipment shall be fabricated in accordance with the provisions of the code and ACCA Manual D or other approved methods.
- Refrigerant circuit access ports located outdoors shall be fitted with locking-type tamper-resistant caps.

## ELECTRICAL INSPECTION REQUIREMENTS

- The electrical installation must comply with the 2008 edition of the National Electrical Code (NEC) and any guidelines provided by the serving utility.
- All electrical equipment shall be "listed" by a testing laboratory acceptable to THE Westover Building Official and utilized in accordance with that listing.
- Service equipment shall be located adjacent to the home and not mounted in or on the home. It shall be located in sight from and not more than 30 feet from the exterior wall of the home. Where located elsewhere, an additional disconnect shall be provided within sight and not more than 30 feet from the home.
- Service equipment shall be rated not less than 160 amperes and not less than the rating of the home.
- Service equipment shall include additional means (generally breaker spaces) for additional outside electrical equipment.
- Service equipment shall be installed where the bottom of the enclosure is not less than 2 feet from finished grade and the highest point of any operating handle (breaker) not more than 6 feet, 7 inches from finished grade.
- APCO requires the center of the meter to be installed between 4 and 5 feet from finished grade.
- The grounding electrode system must comply with NEC Article 250, Part III. Grounding electrode systems for mobile homes generally include two ground rods installed a minimum of 6 feet apart with 8 feet of each rod in contact with the earth.
- An intersystem bonding termination fitting is required for bonding of telephone and CATV or antenna.

## BUILDING REQUIREMENTS

- Stairs shall not be less than 36 inches in clear width. The minimum tread depth shall be 10 inches and the maximum riser height shall be 7 <sup>3</sup>/<sub>4</sub> inches.
- There shall be a floor or landing at the top and bottom of each stair that is not less than the width of the stair and every landing shall have a minimum dimension of 36 inches measured in the direction of travel.
- Handrails shall be provided on at least one side of stairs with four or more risers.
- Handrail height shall be not less than 34 inches and not more than 38 inches above the leading edge of the treads.
- Guards shall be located along open-sided walking surfaces, including porches, stoops, decks, stairs, ramps and landings, when the height is more than 30 inches measured vertically from the ground to the top of the floor. (*Insect screening are not considered as a guard*).
- Required guards shall be not less than 36 inches high measured vertically above the adjacent floor.
- Required guards shall not have openings which allow passage of a sphere 4 inches in diameter.

**CITY OF WESTOVER**  
 BUILDING INSPECTIONS  
**Manufactured Home Permit Application**



**Property Identification**

Parcel Identification Number \_\_\_\_\_

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

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

**Property Owner (to be completed by owner):**

Property Owner	Phone Number
Physical Location/Address	Mailing Address if different
Email Address	
Printed Name of Applicant	Signature of Applicant
<i>Required:</i> <ol style="list-style-type: none"> <li>1. A copy of the property deed or lease agreement.</li> <li>2. A plot plan showing where the mobile home will be situated in relation to the lot lines.</li> </ol>	

**Mobile Home Mover:**

Delivery Company Name	Phone Number
Physical Address	
Mailing Address (if different)	
Email Address	
Printed Name of Contact	Position/Title

**Seller Information:**

Company/Individual Name:	Phone Number
Physical Address:	Mailing Address (if different):
Email Address	

**Office Processing**

Received by:		Date
Approved/Denied By:		Approved/Denied Date :
Received by:	Check #	Receipt #



**CITY OF WESTOVER**

BUILDING INSPECTIONS

**Property Owner's Exemption from Home Builders Licensure Law Statement**



State law requires residential construction to be done by licensed residential builders and specialty contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own builder even though you do not have a license.

**Conditions required to use this exemption include (*but are not limited to*):**

- You may build or improve a one-family or two-family residence.
- You must supervise the construction yourself.
- The building must be for your own use and occupancy.
- It may not be built for sale or rent. (*If you sell or rent a building you have built yourself within two years after the construction is complete, the law will presume that you built it for sale or rent, which is a violation of this exemption*)
- It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances.
- You may not hire an unlicensed person as your residential builder or specialty contractor.
- Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.
- To qualify for this exemption, you as the owner of the residential building or structure must promptly file as a matter of public record a notice with the register of deeds, indexed under the owner's name in the grantor's index, stating that the residential building or structure was constructed by the owner as an unlicensed builder. *Failure to do so revokes the statutory exemption.*

**Property Identification**

Parcel Identification Number \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_.

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

_____	_____	_____
<i>Owner Name Printed</i>	<i>Owner Name Signed</i>	<i>Date</i>
_____	_____	_____
<i>Owner Name Printed</i>	<i>Owner Name Signed</i>	<i>Date</i>

**Sworn Statement of party claiming exemption from the requirements of the Home Builders Licensure law, Ala. Code § 34-14A-1, et seq. (1975) (amended 2006).**

I swear and affirm that I, or the entity of which I am a qualifying representative, am exempt from the licensing requirements of the State of Alabama, Home Builders Licensure law pursuant to Section 34-14A-1 for the following reason: *(Please mark appropriate response)*.

I am an **authorized employee of a federal, state, or local government** exempt from this law and do not hold myself out for hire or otherwise engage in contracting except in accordance with my employment. Section 34-14A-6(2).

I am a **General Contractor** holding a current and valid license issued prior to January 1, 1992. General Contractors license # \_\_\_\_\_ Section 34-14A-6(3).

I am the **Property Owner** acting as my own contractor and providing all material supervision myself on property for my own occupancy or use, and not offered for sale. I do not intend to use this permit for the constructing or superintending of the construction of any residential building or structure for sale. (Proof of the sale, or offering for sale, of structure by an owner-builder within one year after completion of the same, is presumptive evidence that the construction was undertaken for the purpose of sale). Section 34-14A-6 (5) (amended 2006).

I understand that by claiming exempt status, I waive my rights for protection under provisions of the Home Builders Licensure law and that in the event of litigation involving activities resulting from the grant of this permit, I may not make demand of any money from the Homeowner's Recovery Fund, established by the Home Builders Licensure Law.

I solemnly swear or affirm that the statements made herein and on any attachments hereto are accurate, complete, and true, to the best of my knowledge. I sign this statement under penalties of perjury.

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**Notary:**

\_\_\_\_\_  
*Applicant Signature with Notary Witness*

\_\_\_\_\_  
*Date*

I certify that the affiant is known (or made known) to me to be the identical party he or she claims to be.

sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

\_\_\_\_\_  
*(Signature and Seal of Notary Public)*

My commission expires \_\_\_\_\_

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*\*Violation of the Alabama Home Builders Licensure Law is a Class A misdemeanor (§ 34-14A-14 (amended 2006) punishable by up to 12 months in jail and fines up to \$6,000.00.*

# Obtaining a Business License

City of Westover, Alabama

PLEASE READ CAREFULLY



## **Important Notices:**

Forms must contain complete information to be processed.

Contractor license applications require copy of state license.

Regardless of the method used, all information must be complete and payment must be for the correct amount.

You will need an FEIN or Social Security Number and basic information about the business.

Only check and exact cash is accepted. We cannot make change. Please have exact payment.

## **Option 1: Apply and Pay Online**

Call 800-556-7274 to verify/establish RDS Account

Visit the website at [www.westoveralabama.org](http://www.westoveralabama.org)

Select "**Online Business License**" → [https://secure.bizlicenseonline.com/default\\_rds.aspx](https://secure.bizlicenseonline.com/default_rds.aspx)

If a previous account has been established, log on to the RDS system

If there is no previous account established,

Select "**Online Business License**"

Select "**Business Account**"

Register your business by completing the form

**Note:** If you cannot move forward during the process, contact RDS at 800-556-7274. If you have previously used RDS, you should be able to continue.

## **Option 2: Apply In-Person at City Hall**

Completed forms can be turned in with **check or exact cash only** to the City Clerk 8:00 AM to 12:00 PM M-F.

## **Option 3: Download forms and Mail (Note: Allow several weeks for receipt and processing)**

Visit the website at [www.westoveralabama.org](http://www.westoveralabama.org)

Select "**Our Town**" → "**Development Services**"

Download and complete the following form:

**Westover Business License Application**

**Westover Business License Fee Schedule**

## **Fees**

Refer to the **fee schedule** to complete the form. There is a \$12 Permit fee required, in addition to the license fee.

Email completed forms and all applicable paperwork to [permits@westoveralabama.org](mailto:permits@westoveralabama.org)

## **Additional Notices:**

The same information is required regardless of method of application.

Significant penalties and/or fines may be imposed for violation of applicable City Ordinances.

Forms must contain complete information to be processed.

Please have all appropriate applications, reviews, approvals, license(s), etc. prior to working.

Unapproved applications will be re-evaluated on a case by case basis upon request.

## Permit and Inspections Process

City of Westover, Alabama

Office: (205) 678-3375

Fax: (205) 678-3376

[www.westoveralabama.org](http://www.westoveralabama.org)



**PLEASE READ CAREFULLY**

The Inspections Office is available Monday through Friday 9 AM to 3 PM, at (205) 678-3375 Ext. 708. Forms and applications for permits are located at [www.westoveralabama.org](http://www.westoveralabama.org). Forms can also be emailed by request. Please send form requests to [permits@westoveralabama.org](mailto:permits@westoveralabama.org)

Select **“Our Town”** → **“Development Services”**

### THE BUILDING PERMIT PROCESS

1. Obtain a plat/survey of the affected property
2. Download and complete the following forms:  
**Zoning Verification Form** (*include site plan survey with setbacks*)  
**Sewer Authorization form**

Email all **completed** forms and plat/survey to [permits@westoveralabama.org](mailto:permits@westoveralabama.org)

3. Upon approval, you are required to submit these additional items to the Building Inspection Office:  

<b>Building Permit Application</b>	<b>Energy Code Affidavit</b>
<b>Subcontractor Form</b>	<b>Manufactured Housing Pack</b> ( <i>when applicable</i> )
<b>Payment for permit fee</b>	<b>Homeowners Exemption</b> ( <i>for work not contracted</i> )

Permits recorded after work begins will be assessed a penalty of twice the original fee.  
Permit extension fee (available one time) is one-half the original fee if all inspections are current.  
Failed inspections will incur progressive fine.

**Note:** *The stamped site plan Foundation Survey should be emailed to the [permits@westoveralabama.org](mailto:permits@westoveralabama.org) after the foundation is poured.*

### **Important Notices:**

*Significant penalties and/or fines may be imposed for violation of applicable City Ordinances.*

*Progressive fees may be required for failed inspections requiring re-inspection.*

*Forms must contain complete information to be processed.*

*Please have all appropriate applications, reviews, approvals, license(s), etc. prior to working.*

*Unapproved applications will be re-evaluated on a case by case basis upon request.*

*7 to 10 days are required for reviews and approvals.*

**Inspections require a minimum twenty-four (24) hour notice.**

*Please contact us with any questions*

Fax instructions: Include a Cover sheet addressed to “Inspections Office” to 205.678.3376