



Application for Manufactured Home Placement Permit

440 E JEFFERSON AVE
PO BOX 249
SALEM, SD 57058
Phone: (605) 425-2301
Email: CitySalem@SalemSD.com

Please print or type the following information:

PROPERTY INFORMATION
TO BE FILLED OUT BY LICENSEE

| | |
|--------------------|---|
| Park Name | Placement Date |
| Park Address | Park Licensee/Manager Name (Please Print) |
| Space # or Address | Signature |

OWNER INFORMATION
TO BE FILLED OUT BY MANUFACTURED HOME OWNER.

| | | | |
|-----------------------|--------------------|---------------------------------|--------------|
| Manufacturer Name | Year | Applicant's Name (Please Print) | |
| Model | Serial/Vin Numbers | Street Address | |
| Size (without tongue) | Color(s) | Zip Code | Phone Number |
| Electrical Contractor | | Plumbing Contractor | |
| Data Plate Attached | | Pictures of Trailer Attached | |

I, hereby affirm: the above statements are true and correct, and I have examined and understand the information on the back of this form.

| | |
|-----------------------|-------|
| Applicants Signature: | Date: |
|-----------------------|-------|

INSPECTION REPORT **PERMIT # _____**
FOR DEPARTMENT USE ONLY: DO NOT WRITE OR FILL IN BELOW THIS LINE

| | | | | |
|-----------|---------------------|------|--------|-------------|
| Site Plan | Receipt# | Cash | Check# | Credit Card |
| | Pictures: | | | |
| | Data Plate: | | | |
| | Termite Inspection: | | | |
| | Moving Permit: | | | |

TO BE FILED WITH THE CITY OF SALEM, 440 E JEFFERSON, SALEM, SD 57058

THIS IS A MANUFACTURED HOME PLACEMENT PERMIT ONLY

A CONDITIONAL USE PERMIT IS REQUIRED PRIOR TO FILING FOR A PLACEMENT PERMIT.

A SEPARATE BUILDING PERMIT IS REQUIRED FOR GARAGES, SHEDS, DECKS, PATIAL COVERS, ENCLOSED ROOMS, OR PORCHES.

1. SPACING – Spacing and placement of Manufactured Homes in a licensed park varies with age of the park.
2. ADDRESS OR SPACE NUMBERS – Each Manufactured Home Space or Manufactured Home shall display a space or address number that is 4” in height and clearly visible from the manufactured Home Park street. The stroke must be at least ½” wide.
3. MANUFACTURED HOMES GENERAL REGULATIONS.
 - a) The pitch of the main roof shall not be less than three (3) inches of vertical rise for each twelve (12) inches of horizontal run.
 - b) The use of flat or corrugated sheet metal for the exterior walls is prohibited.
 - c) The manufactured home shall meet the requirements of the United States Department of Housing and Urban Development Safety Standards Act of 1974, effective 1976. The installation of a manufactured home shall not be permitted if more than twenty (20) years have elapsed between the date of manufacture of the manufactured home and the date of issuance of a building permit to install the manufactured home.
 - d) The manufactured home’s owner shall, at his or her own expense, hire a licensed termite inspector and take any and all actions necessary to eradicate termites from the dwelling. A copy of the termite inspector’s report and documents detailing any and all necessary eradication efforts shall be filed with the City. No person shall relocate or bring a manufactured home into the City until the inspector’s report has been reviewed by the City and it determines that it does not pose a termite infestation risk.
 - e) Any manufactured home located within or moved into a manufactured home park shall comply with all current city regulations relating to Flood Damage Prevention, if applicable.
4. Each manufactured home located on a space within a manufactured home park shall be properly secured to the ground with either a permanent foundation extending at least four (4) feet below grade, or with tie downs installed as recommended by the manufacturer, but in no event more than twelve (12) feet apart along the perimeter of the building. The tie downs shall extend at least (4) feet below grade.
5. MOVING PERMIT: Manufactured homes are to be moved by a certified/bonded manufactured home mover. A moving permit is required as well as Proof of insurance.

INSPECTIONS

SEPARATE INSPECTIONS TO CHECK SPACING AND UTILITY CONNECTIONS WILL BE MADE UPON THE FILING OF THIS APPLICATION. THE UTILITY AND ELECTRICAL CONNECTIONS ARE TO BE PERFORMED BY LICENSED ELECTRICAL AND PLUMBING CONTRACTORS – THE STATE PLUMING AND ELECTRICAL COMMISSION PERFORMS THE INSPECTIONS.

FEE / FILING

THIS APPLICATION MUST BE SUBMITTED BEFORE PLACEMENT OF THE MANUFACTURED HOME. AN INPSECTION FEE OF FIFTY DOLLARS (\$50.00) IS REQUIRED TO BE PAID WHEN THIS APPLICATION IS FILED WITH THE CITY OF SALEM, 440 E JEFFERSON AVE, PO BOX 249, SALEM, SD 57058.