

CUSTOMER CHECK LIST

Residential

Manufactured (HUD) Homes

- Complete building permit application (document all information)
- Permit fee due at time of application
- Installers Certification # _____
- Copy of ZONING PERMIT
- Proof of NYS Workers Comp. Or exemption form (home owner or CE-200)
- Installation Guide
- Construction Documents;
 - Foundation (if not piers a NYS Licensed Design Professional Sealed Drawing Required (example, concrete slab, gravel pad))
 - Pier Layout
 - Type & Number of Tie Downs
 - Smoke and Carbon monoxide alarm locations
 - Stair Details for exterior doors
 - Handrails
 - Guards
 - Fire Separation
 - Floor Plan
- Plot Diagram (include distance to property lines, location of well & septic, distance to other structures on property, location of neighbors well/septic)
- Septic (onsite waste water treatment system) Approval form Health Department (315) 539 - 1945
- Potable Water Test (before final inspection for C of O)

CALL UFPO BEFORE DIGGING NOT LESS
THAN 2 DAYS BEFORE DIGGING BUT NOT
MORE THAN 10 DAYS!!! 811, OR
(800 – 962 – 7962)

MAKE CHECKS PAYABLE TO: SENECA COUNTY TREASURER

QUESTIONS? CONTACT SENECA COUNTY BUILDING & FIRE CODE ENFORCMENT
AT (315) 539 – 1950.