



**Cass County, Missouri
Cass County Building Codes Department
102 East Wall Street, Harrisonville, MO 64701
P- (816) 380-8134 F- (816) 380-8130**

**Requirements for Application for a
Manufactured Home Installation Permit**

Last Updated December 28, 2009

These Items will be in Effect January 1, 2010

The following information shall be submitted with the completed permit application questionnaire when making an application for a manufactured home installation permit. All plans will be reviewed under the 2006 International Codes as adopted by Cass County. If you have any questions please feel free to ask. Applications cannot and will not be accepted electronically or by machine. Completed application and all associated information must be made at the Cass County building codes department by the applicant t/ permit Holder

Before making application, please check with the Building Codes office for any changes or revisions to this application packet.

It is neither the intent nor policy of Cass County to discriminate against Manufactured Homes in any manner, nor to provide any rules or regulation for manufactured homes that do not apply to other classifications of housing.

Cass County, Missouri shall only regulate the installation of Manufactured Housing in the manner that the homes are installed on a site and connected to its energy sources, potable water and sewage disposal system. All zoning, health, and building ordinances regulating the installation of Manufactured Homes and the requirements provided for to make application for an installation permit are deemed to provide that an installation meets or exceeds the minimum standards of applicable ordinances adopted by Cass County, the State of Missouri and the United States Department of Housing and Urban Development.

The 2005 Cass County, Missouri Amended Zoning Order requires all new homes in Cass County must be a minimum of 1,000 square feet in size.

All new installations of Manufactured Homes must be 1976 or newer homes with a Manufactured Home Seal showing it was built in accordance with and inspected by the United States Government.

SUBMIT FOLLOWING INFORMATION WITH A COMPLETED APPLICATION

1. Legal Description of the property on which the manufactured home is to be installed.
2. Sewage disposal system permit issued by the Cass County Health Department.
3. **ALL PLANS MUST BE LEGIBLE.**
4. Plans will NOT be accepted by electronic means.
5. Plot Plan showing the following information:
 - The overall dimensions of the property showing property lines with North arrow.
 - Any easements.
 - The locations of any existing buildings, their distances from the property lines, each other, and to the proposed manufactured home.
 - The proposed location of the manufactured home and its distances from property lines.
 - The location and size of any decks, landings or stairways.
 - The location of the required electrical service disconnect.

6. The floor plan of the manufactured home showing:
 - The overall dimensions of the home. (Including the outside dimensions of the box of the home, but not the tongue or towing apparatus.)
 - The room dimensions.
 - The descriptions of the rooms use. (i.e. Bedroom, Bath etc..)
 - Show the location of the electrical distribution panel board.
7. A foundation plan that is designed in accordance with one of the following methods:
 - The manufacturer's installation manual.
 - An alternate foundation system that has been certified or prepared by the manufacturer.
 - An alternate foundation that has been designed by and bears an original seal from a Missouri Registered Professional Engineer.
8. Applicant must furnish a complete Manufacturer's Installation Manual.
9. A \$50.00 Application Fee is due upon making application for a building permit and applications will not be accepted without the application fee being paid. Refunds of the application fee will not be granted after any plan review has been completed. A refund of 80 percent of the application fee may be granted upon application in writing by the permit applicant before any plan review has been started.
10. Work shall not be started until a permit has been issued!
11. By being the permit applicant/ permit holder you are taking full responsibility for the building project. The permit applicant/ permit holder will be the point of contact for all issues regarding the project from start to finish.

The setup and installation of a manufactured home shall comply with Manufacturer's Installation Manual and/or original sealed plans from a Missouri Registered Professional Engineer.

**Table 1-A-1b
BUILDING PERMIT FEES
MANUFACTURED HOMES FOR DWELLING USE**

For Manufactured Home Installation on piers, or engineered slab or pier and engineered runner foundations.	\$724.00
For Manufactured home installation on crawl space foundation.	\$724.00 plus \$0.18 per sq. ft. of crawl space area.
For Manufactured Home Installation on Basement foundation.*	\$724.00 plus \$0.28 per sq. ft. of basement area.
Deck permits when included in the scope of work for which a building permit for a new dwelling or room addition is issued	Included
Deck permits for existing dwellings and for supplemental permits	As per valuation table 1-A-2 plus \$50.00 issuance fee
Attached garages and other attached accessory use buildings.	\$0.27 per sq. ft.

*For finished habitable space in basements of manufactured home see Table 1-A-1a



**CASS COUNTY BUILDING CODES DEPARTMENT
MANUFACTURED HOME PERMIT
APPLICATION QUESTIONNAIRE**

Log No. _____ OFFICE USE ONLY

Applications cannot and will not be accepted electronically or by machine. Completed application and all associated information must be made at the Cass County building codes department by the applicant / permit holder.

Property Information									
Installation Address									
Post Office					Lot Size				
Lot #	Block			Subdivision					
Fire District	Water District			School District					
Electrical Supplier	Electrical Service Rating			amps		Health Department Permit #			
Fuel Gas Supplier	Heat Type			Natural Gas		LPG		Electric	

Property Owners Information			
Owners Name			
Owners Address			
City / State / Zip			
Phone	Mobile		
Fax	Alternate Phone		

Manufactured Home Information							
Manufacturer							
Model	Year		Width		Length		
Serial Number							
Type of Unit	Single Section		Multi Section				

Foundation Design							
Manufacturer's Manual	Manufacturer's Certified Alternate			Sealed Engineered Design			
Type of Foundation							
Piers	Crawl Space		Slab		Basement		
					Unfinished		
					Finished		Total Finished Space
							Sq. Ft

Permit Applicant Information			
<i>By Filling out the following information you are taking FULL responsibility for this project from Start to Finish.</i>			
Applicant Social Security or TIN #			
Applicant Name			
Applicant Address			
City / State / Zip			
Phone	Mobile		
Fax	Alternate Phone		
Applicant's Position	Builder		Owner

Signature of Applicant: _____ Date: _____

CONTRACTORS LIST

All information must be complete before making application.

General Contractor/Installer
Contact Person _____
Address _____

Phone _____
Alternate Number _____
E-mail _____

Foundation Company
Contact Person _____
Address _____

Phone _____
Alternate Number _____
E-mail _____

Flat Work Company
Contact Person _____
Address _____

Phone _____
Alternate Number _____
E-mail _____

Framing Contractor
Contact Person _____
Address _____

Phone _____
Alternate Number _____
E-mail _____

Electrical Contractor
Contact Person _____
Address _____

Phone _____
Alternate Number _____
E-mail _____

Plumbing Contractor
Contact Person _____
Address _____

Phone _____
Alternate Number _____
E-mail _____

CONTRACTORS LIST CONTINUED

Mechanical Contractor _____
Contact Person _____
Address _____

Phone _____
Alternate Number _____
E-mail _____

Insulation Company _____
Contact Person _____
Address _____

Phone _____
Alternate Number _____
E-mail _____

DESIGN PROFESSIONALS LIST IF REQUIRED (Engineers and or Architects)

Design Professional/ Discipline _____
Contact Person _____
Address _____

Phone _____
Alternate Number _____
E-mail _____

Design Professional/ Discipline _____
Contact Person _____
Address _____

Phone _____
Alternate Number _____
E-mail _____

Design Professional/ Discipline _____
Contact Person _____
Address _____

Phone _____
Alternate Number _____
E-mail _____

Design Professional/ Discipline _____
Contact Person _____
Address _____

Phone _____
Alternate Number _____
E-mail _____