APPLICATION FOR PERMIT TO PLACE MOBILE HOME WITHIN AN EXISTING PARK

City of Kentwood
4900 Breton Ave SE ▪ P.O. Box 8848
Kentwood, MI 49518-8848
(616) 554-0700

I. Personal Information

Name of Installer		Date: 12/01/06	
Address (Street No. & Name)	City	State	Zip
Telephone Number	State License No.		

II. General Information

Serial No.	Name of Park	
Unit Type: ☐ Single Wide ☐ Double Wide	Unit Dimensions	
Lot Address (Street No. & Name)		Lot No.
Owner		Telephone Number

III. Mobile Home Park Permit Procedures

General Building Permit - The residential building inspector will conduct a visual, non-destructive inspections of each unit. A general checklist, which will cover all trade areas, will be used. At a minimum, access panels must be provided at the skirt location for each unit to accommodate the inspectors. A $150.00 permit fee is required with the submission of a mobile home permit.

Trade Permits - Separate trade permits will be required to connect the unit to the respective water, sewer, and electrical systems.

- If there is a private water system, a plumbing permit shall be required.
- Electrical permits shall be required for hook-up in all cases.
- Mechanical permits are required for private installations and additions to heating and air-conditioners.

Applications for a mobile home permit must specify the unit's serial number, unit dimensions, unit type (single or double wide), the lot number, and the address. The applicant for the the mobile home permit must produce evidence that he/she is a licensed mobile home installer and repairer or registered with the City of Kentwood to perform the respective trade activity.

A certificate of occupancy must be issued prior to the use and occupancy of the mobile home units. The mobile home installer and the Mobile Home Commission will be advised of deficiencies identified in the inspections of the unit. The Certificate of Occupancy will be withheld until all necessary corrections are made and the re-inspection is completed.

The installation of a mobile home on a previously occupied lot will require application for a mobile home permit and trade permits as previously described.

Moblie homes in parks require a mobile home permit and an electrical permit only. If you are moving a mobile home that requires the use of Kentwood public streets, a Special Transportation / Moving Permit will also need to be submitted.

Signature of Applicant