

Manufactured Housing Permit Application Requirements

All applications must be complete. Incomplete applications will not be accepted.
Please mark each box indicating that you have submitted the following items.

- Two copies of your scaled plat showing the location of your home and all other structures.
- A copy of the manufacturer's set up instructions along with the home's serial number.
- Anchor system instruction and manufacturer's instructions
- Two copies of foundation plan. See requirements below.
- Soil Test report. See attached requirements.
- Backwater Certification Form
- Agreement in Lieu of Erosion and Sediment Control Plan Form
- Agreement in Lieu of Stormwater Management Plan Form
- Approval from Health Department for septic system and/or well, **if not required to hook up to Town of Blacksburg water and sewer**
- Completed Building Permit Application

Foundation plan must include at a minimum.

- Provide wall height, width and length of home. Provide I-Beam size and spacing on the plan.
- Footing size and spacing- **Assumed soil bearing capacity is 1500 psf**. If you do not have your home's setup manual you may use table 10 from the Clayton Homes manual.
- Pier size- single stack, double stack, reinforced or engineered- Height is measured from the top of the footing to the top of the pier.
- Anchor size, type and spacing- **Soil classification is type 4 and** all of the augers on the anchor must be below frost line (24"). In line anchors must be 48" at a minimum.
- Perimeter anchor and pier location(s)
- Show longitudinal anchors on the plan when required. HUD – 3285.402; Clayton Table 21.

All persons setting manufactured homes or installing decks/porches, HVAC, plumbing and electrical are required to be licensed by the state of Virginia.

Please call (540) 443-1325 if you have any questions.

Version 08/2019

Town of Blacksburg Soil Testing Policy for Residential Construction

This policy is adopted in accordance with Section 401.4, Soil Tests of the International Residential Code (IRC) as amended, by the Virginia Uniform Statewide Building Code (VUSBC).

Large areas of Montgomery County, including the majority of the Town of Blacksburg, have expansive soils that have moderate to high shrink and/or swell. These soils have been identified in the "Soil Survey of Montgomery County, Virginia" which is produced by the Natural Resources Conservation Service and Virginia Tech (VPI&SU).

Soils that are determined to have a rating of moderate or high shrink/swell potential may cause damage or failure of footings and/or foundations of buildings and other structures. An **engineered design** is required if expansive soils are encountered at a building site.

Soil Testing Requirements:

Prior to approval and issuance of a new residential building permit, soil testing is required to determine expansive (shrink/swell) soils, in accordance with the current VUSBC and this policy, See Section 403.1.8.1 (IRC). All soil tests shall be performed by a Virginia licensed Professional Engineer, a Virginia Certified Geologist or a Virginia Certified Soil Scientist.

New Residential Construction Requirements:

For new residential construction, which has been determined to have moderate to high shrink/swell potential, the footing, foundation, backfill and building pad material shall be designed in accordance with Section R403.1.8 of the current IRC. The design shall be prepared by a Virginia licensed Professional Engineer or a Virginia licensed Architect. The design shall be sealed and signed by the professional. Once sealed, the soil test and footing design shall be submitted to the Building Official with the building plans and permit application for review and approval.

Soil Testing Methodology:

1. Soil Test Requirements:

- a) A minimum of two soil borings per site shall be performed within the footprint of the proposed structure at opposite corners of the building.
- b) Laboratory testing shall be in accordance with Section R403.1.8.1 Expansive Soils Classifications of the current addition of the International Residential Code.

2. Soil Test Report Requirements:

- a) Site sketch to scale which accurately locates the footprint of the building, all soil boring locations and all sample locations on the lot or parcel.
- b) Soil profiles of each soil boring log.
- c) Copy of all laboratory test results obtained from soil samples.

- d) The professional seal and signature of the individuals who performed and/or supervised the field tests, lab reports and report preparation.

Exceptions:

- a) Soil testing is not required for ***accessory buildings*** and structures if they are not intended for human occupancy.
- b) Soil testing is not required for additions to one and two family dwellings or decks where there is no indication of settling or structural damage due to footing or foundation problems of the existing structure.

Please call (540) 443-1325 if you have any questions

Updated 08/2019



TOWN OF BLACKSBURG BUILDING PERMIT APPLICATION

Please read carefully. This application and all accompanying information must be submitted in full before the Building Permit can be reviewed. If you are uncertain of any information required, please contact the Building Safety Division of the Planning and Building Department at (540) 443-1325. **APPLICATION WILL NOT BE ACCEPTED IF IT IS NOT COMPLETE. RELATED DOCUMENTS MUST BE SUPPLIED FOR COMPLETION. ALL WORK SHALL COMPLY WITH THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE.**

JOB INFORMATION

JOB ADDRESS: _____ **LOT:** _____ **UNIT:** _____ Built Prior to 1985 Yes No

PROJECT/BUSINESS NAME: _____

CONTRACTOR INFO (person doing work) *If new to Blacksburg, please fill out Contractor Information Form and submit with this application*

CONTRACTOR: _____

ADDRESS: _____ **CITY:** _____ **ST:** _____ **ZIP:** _____

STATE LICENSE #: _____ **BLACKSBURG LICENSE #:** _____

CONTACT PERSON: _____ **MOBILE:** _____

PHONE: _____ **FAX:** _____ **EMAIL:** _____

PROPERTY OWNER INFORMATION

NAME: _____

ADDRESS: _____ **CITY:** _____ **ST:** _____ **ZIP:** _____

PHONE (required): _____ **EMAIL:** _____

Is the property a rental unit? Yes No

TENANT NAME(S): _____

ADDRESS: _____ **CITY:** _____ **ST:** _____ **ZIP:** _____

PHONE: _____ **EMAIL:** _____

LIEN AGENT: _____ **PHONE:** _____

ADDRESS: _____ **CITY:** _____ **ST:** _____ **ZIP:** _____

PERMIT INFORMATION

NEW REMODEL DEMOLITION ADDITION DECK ENERGY OTHER

DESCRIPTION OF WORK: _____

NEW SINGLE FAMILY HOME FOUNDATION: Slab Crawlspace Conditioned Crawlspace Basement

VALUE OF CONSTRUCTION (materials and labor): \$ _____ **PROPOSED USE:** _____ **CURRENT USE:** _____

RESPONSIBLE/CERTIFIED LAND DISTURBER (SINGLE FAMILY HOME):

NAME: _____ **LICENSE:** _____ **PHONE:** _____

PROPERTY / ZONING INFORMATION

SITE ADDRESS: _____

ZONING DISTRICT: _____ CUP/BZA/HDRB : _____ LOT SIZE: _____

OFFICE USE ONLY BELOW IN GRAY

MINIMUM REQUIRED SETBACKS	PROPOSED SETBACKS	ACTUAL EXISTING SETBACKS
Front	Front	Front
Side	Side	Side
Rear	Rear	Rear
MAXIMUM LOT COVERAGE	PROPOSED LOT COVERAGE	EXISTING LOT COVERAGE
MAXIMUM BUILDING HEIGHT	PROPOSED BUILDING HEIGHT	EXISTING BUILDING HEIGHT

Please provide proposed setbacks, lot coverage and height for all proposed structures, including but not limited to new construction, decks, additions, accessory structures, etc. Please provide existing setbacks, lot coverage and building height for all existing structures on the parcel.

BUILDING INFORMATION

BUILDING CODE VERSION (YEAR): _____ VBC VRC TYPE OF CONSTRUCTION: _____ USE GROUP: _____

NUMBER OF BUILDINGS: _____ NUMBER OF UNITS: _____ **SPRINKLER:** Yes No **FIRE ALARM:** Yes No

EXISTING NUMBER OF: STORIES _____ ROOMS _____ BEDROOMS _____ BATHROOMS _____

FIREPLACE _____ CHIMNEY _____

PROPOSED NUMBER OF: STORIES _____ ROOMS _____ BEDROOMS _____ BATHROOMS _____

FIREPLACE _____ CHIMNEY _____

EXISTING SQUARE FOOTAGE: BASEMENT (finished) _____ (unfinished) _____ FIRST _____ SECOND _____

THIRD _____ FOURTH _____ GARAGE _____ DECKS _____ PATIO _____ ACCESSORY STRUCTURE _____

SIDEWALKS _____ DRIVEWAY _____

PROPOSED SQUARE FOOTAGE: BASEMENT (finished) _____ (unfinished) _____ FIRST _____ SECOND _____

THIRD _____ FOURTH _____ GARAGE _____ DECKS _____ PATIO _____ ACCESSORY STRUCTURE _____

SIDEWALKS _____ DRIVEWAY _____

TOTAL SQUARE FOOTAGE: _____

WATER & SANITARY SEWER INFORMATION

TOWN WATER AVAILABLE: Yes No *(Ask for help for well water)*

WATER METER SIZE: 5/8" 1" 1.5" 2" HOW MANY: _____

WATER LATERAL: Yes No HOW MANY: _____

SPRINKLER: Yes No SIZE: 2" 4" 6" PIV: Yes No FDC: Yes No

TOWN SANITARY SEWER AVAILABLE: Yes No *(Ask for help for septic)* NUMBER OF UNITS: _____

SANITARY SEWER LATERAL: Yes No HOW MANY: _____

Thank you for completing this application. It will be processed as quickly as possible. If it is approved, you will be notified by phone or by email. Applications are processed in order of the date and time that all required plans and/or documents are received. Missing or incorrect information will result in a delay in processing. Requests for inspections will not be scheduled unless the permit number is supplied at the time of the request. Inspections require at least 24-hour advance notice. APPLICATION WILL NOT BE ACCEPTED IF IT IS NOT COMPLETE. RELATED DOCUMENTS MUST BE SUPPLIED FOR COMPLETION. ALL WORK SHALL COMPLY WITH THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE.

PRINTED NAME: _____ **PHONE:** _____

APPLICANT SIGNATURE: _____

DATE: _____

By signing this application I affirm that this application is complete and all required items are included

Division of Building Safety

**Town of Blacksburg – Backwater Valve Certification
Single Family Homes and Commercial Projects**

BUILDING PERMIT #: _____
(To be assigned by Town Staff)

ADDRESS: _____

BUILDER/CONTRACTOR: _____ **Email:** _____

I/we certify that the elevation of the flood level rim of the lowest fixture or floor drain has been compared to the elevation of the next upstream manhole and is in compliance with the backwater valve requirements of the current edition of the **Virginia Uniform Statewide Building Code/Virginia Plumbing Code, Section 715 and Virginia Residential Code, Section P3008.**

To show compliance with this requirement, I have done the following: (check the applicable method and provide data when appropriate).

___ **The lowest fixture is above the upstream manhole. A backwater valve is not required.**

___ **I verified the elevations with an instrument and the lowest fixture is above the upstream manhole. A backwater valve is not required. Fixture is _____ feet above the manhole.**

___ **I had a licensed professional verify the elevations with an instrument and the lowest fixture is above the upstream manhole. A backwater valve is not required. (Please attaché report or letter sealed and signed).**

___ **I had a licensed professional verify the elevations with an instrument and the lowest fixture is below the upstream manhole. A backwater valve is required to be installed. (Please attach report or letter sealed and signed).**

___ **I verified the elevations with an instrument and the lowest fixture is below the upstream manhole. A backwater valve is required to be installed. Fixture is _____ feet below the manhole.**

___ **The lowest fixture is below the upstream manhole. A backwater valve is required to be installed.**

Signature of Builder/Contractor

Date

Printed Name of Builder/Contractor

Telephone #

Sept. 2018 – CWC (Effective date for compliance Sept 4, 2018)

Agreement in Lieu of Stormwater Management Plan

I agree to comply with requirements deemed necessary by authorized employees of the Engineering and GIS Department of the Town of Blacksburg, Virginia. Requirements shall be based on Chapter 18, Stormwater Management, of the Town Code of the Town of Blacksburg, Virginia.

This agreement is a contract between the town and the owner or permittee that specifies that this development project will be constructed in a manner consistent with the requirements of the Virginia Stormwater Management Act and regulations. All necessary stormwater management requirements must be designed and implemented during or prior to this construction activity.

Prior to the land disturbance, this plan must be approved by the VSMP Authority, the Town of Blacksburg Engineering and GIS Department.

If a violation is found upon inspection of the site, a Notice to Comply may be issued. If the violation is not corrected in accordance with the deadline stated in the Notice to Comply, a Stop Work Order may be issued and/or civil penalties may be assessed in accordance with Section 18-625 of the Town Code until the violation is corrected to the satisfaction of the Town Inspector.

I further understand that my signature below grants the appropriate officials of the Town of Blacksburg, Virginia the right to enter any personal property for the purpose of inspecting and monitoring the project listed below for compliance of stormwater management. This agreement shall bind all successors, liens and assigns to the terms of this agreement.

Land Owner	Land Owner's Current Address
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Site Address	Lot #	Subdivision Name
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Signature of Certified Land Disturber

License #	Expiration Date	Contact Phone #
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Accepted by Building Official

Accepted by Town Engineer

Please call:
540-443-1325 for the Building Department
540-443-1354 for the Stormwater Engineer

Agreement in Lieu of an E&S Control Plan for Single Family Homes

I agree to comply with requirements deemed necessary by authorized employees of the Planning and Building department of the Town of Blacksburg, Virginia. Requirements shall be based on chapter 10, Erosion and sediment Control as stated in the "code of the Town of Blacksburg, Virginia 1998", as amended.

Stabilization of all denuded and/or disturbed areas shall be permanently seeded and protective ground cover suitable for the time of the year shall be installed within **7 days** of final grading.

If a violation is issued, stabilization must be in place within **14 days**. Please note that after receiving notice to comply and failure to comply still exists after the deadline the Town of Blacksburg may take legal action for violation of this ordinance.

Adjacent areas present on site such as stream channels, waters, properties, existing swales, existing storm water structures, sanitary sewer lines, water lines and natural resources shall be checked as appropriate:

Streams and channels Drainage swales other waters

Storm water structures Adjoining properties Sewer/water

I further understand that my signature below grants the appropriate officials of the Town of Blacksburg, Virginia the right to enter any personal property for the purpose of inspecting and monitoring the project listed below for compliance of erosion and sediment control. This agreement shall bind all successors, liens and assigns to the terms of this agreement.

Land Owner

Land Owner's Current Address

Site Address

Lot # of Subdivision

Signature of Certified Land Disturber

Printed Signature of Certified Land Disturber

License #

Exp. Date

Contact Phone #

Accepted by Building official

Date

Please call (540) 443-1325 if you have any questions.

Minimum Required Inspections for Manufactured Housing

All items required for each inspection must be completed prior to requesting an inspection.

Address and permit must be posted on the lot at all times. Failure to post Address and permit will result in a re-inspection fee for each notice of violation.

Required Inspections:

1. **Site inspection** includes the following items to be finished:
 - A. Removal of all organic materials under home footprint.
 - B. Completion of final grading for site: Footprint of home crowned; all site run off directed away from home site
2. **Footing and setback** includes the following items for inspection:
 - A. Footings- 24" minimum depth, level surface at bottom of excavation must meet minimum footing sizes as specified in Table 10 in the Clayton manual or your specific manufacturer's instructions.
 - B. Zoning setback requirements- property lines must be marked
3. **Deck footings**- minimum 24" deep sized per Blacksburg deck details.
4. **Underground**- electric, sewer, and water
5. **Home setup inspection** includes the following items to be finished:
 - A. Piers installed per manufacturer's instructions
 - B. Anchors installed per manufacturer's instructions
 - C. Plumbing is complete
 - D. Electrical is complete
 - E. HVAC is complete
 - F. Vapor barrier is installed
 - G. Electrical service underground and meter inspection
 - H. Deck completed per Blacksburg deck details

Electrical meter will not be installed until all Home setup inspection items have passed.

6. **Final inspection** includes the following items to be complete:
 - A. Underpinning installed
 - B. Water and sewer lines insulated above grade
 - C. Address posted on home

Please call **(540) 443-1325** to request an inspection 24 hours in advance. You must request an AM or PM inspection and will need the permit number and address. Please leave a message if no one answers the phone

Town of Blacksburg Re-Inspection Fee Policy

Effective March 1, 2012 the following re-inspection fees will apply to **all** construction projects within the Town of Blacksburg, Virginia.

A \$50.00 re-inspection fee will be charged for the following violations.

- Approved plans are not on site.
- Truss drawings not on site.
- Soils reports, engineered documents and/or repairs not on site.
- Failure to post issued building permits.
- Failure to post address.
- Failure to cancel an inspection when not ready.
- Failure to correct all noted violations.
- Second and subsequent failures for the same violation.
- Not ready for inspection when inspector arrives on site.
- Failure to supply required equipment to perform the inspection (ladders, hoses etc).
- Additional re-inspection fees as determined by the Building Official.

TIPS to AVOID Re-INSPECTION FEES:

This office will make every attempt to work with you to avoid re-inspection fees. If you have questions prior to scheduling your inspection or if you have scheduled an inspection and will not be ready - please call to cancel the inspection to avoid unnecessary fees. Once the inspector has arrived on site and the determination has been made that you are not ready a re-inspection fee will be charged.

Make sure your construction site has all approved plans, engineered documents and details, soils reports, truss drawings and other pertinent information on site to assist in the inspection. Make sure you provide on site any necessary equipment needed to perform your inspection.