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Serving Municipalities In Northern Bayfield and Sawyer Counties

*City of Bayfield Town of Bayfield Town of Bayview Town of Clover Town of Orienta
Town of Russell Town of Draper Town of Hunter Town of Meteor Town of Ojibwa Town of Radisson
Town of Weirgor Town of Winter Village of Couderay Village of Exeland Village of Winter*

Permit Application Checklist for (US HUD) Manufactured Homes

- Appropriate Permit Fees**
- A completed Wisconsin Uniform Building Permit Application**
 - This form must be filled out *completely* up to the “approval conditions” area.
 - No person may install a manufactured home onto a foundation or other support system unless the person complies with one of the following conditions: 1. The person holds a license issued by the department as a licensed manufactured home installer. 2. The person is under the general supervision of another person who holds a license issued by the department as a licensed manufactured home installer. (b) 1. The owner of a manufactured home who will reside in the home may install his or her own manufactured home without holding a license as a licensed manufactured home installer. This exemption does not apply to the owner who contracts for or otherwise arranges for the installation. A person is not required to hold a license as a licensed manufactured home installer for electrical, plumbing or HVAC work associated with the installation of a manufactured home. Note: There may be other state or local licensing requirements involved in the installation of manufactured homes.
- Uniform Notice to Permit Applicants Served by State-Contracted Inspection Agencies**
- *Two (2) full plan sets which include:**
 - Site Plan COMM 20.09 (4) (a) 1. a., b., and c.**
 - *A site plan shall show the location of the dwelling and any other buildings, wells, surface waters and dispersal systems on the site with respect to property lines and surface waters adjacent to the site. For rural areas, include directions for locating the dwelling.*
Note: The Soil Erosion Worksheet may also be used as the site plan.
 - ** Foundation plan**
 - Floor plan for each floor**
 - Exterior views**
- Completed Soil Erosion Worksheet COMM 20.09 (4) (c) 4./COMM 21.125/COMM 21.126 COMM 20.09 (4) (b)**
 - *The Soil Erosion Worksheet shall show the areas of land disturbing activity and the location of all erosion and sediment control practices to be employed. The pre-construction ground surface slope and direction of runoff flow within the proposed areas of land disturbance.*

Please forward the above documentation to:

WISPECT, LLC
808 Lake Avenue East
Ladysmith, WI 54848
(715) 532-0364

Please Make Permit Fee Checks Payable To: **WISPECT, LLC**

* Plan-sets can be obtained from the manufacturer. However the Soil Erosion Worksheet and Site Plan will need to be completed by the permit applicant.
** The foundation plans shall comply with COMM 21.40, 21.15 and/or 21.18 and the installation of the home shall be in accordance with COMM 21.40 (2) (b) and the standards listed in the Manufactured Home Installation Manual for Homes Produced On or After April 1, 2007. A sample foundation can be found at: <http://commerce.wi.gov/SBdocs/SB-UDC2140ManfSlab.pdf>.

