

## CHEBOYGAN COUNTY DEPARTMENT OF BUILDING SAFETY

870 South Main Street ♦ P.O. Box 70  
Cheboygan, Michigan 49721  
Phone: (231) 627-8813 ♦ Fax: (231) 627-8454  
www.cheboygancounty.net

### HUD SINGLE-WIDE MOBILE HOME & HUD SECTIONAL HOME INFORMATION & CODE REFERENCE HANDOUT

(REFERENCES: 2015 Michigan Residential Code)

#### PERMIT PROCEDURES:

- 1) **HOUSE NUMBER:** Contact Cheboygan County GIS Department 231-627-8811. GIS assigns addresses for vacant land and also will verify an existing address is correct.
- 2) **DEQ PERMITS (Wetland, High Risk Erosion, Flood Plain):** Contact the DEQ in Gaylord 989-731-4920 or in Cadillac 231-775-3960
- 3) **SOIL & SEDIMENTATION PERMIT:** Contact Planning & Zoning Department 231-627-8811. Required if within 500 feet of water or disturbing more than (1) acre of land.
- 4) **ZONING PERMIT:** Contact Contact the Cheboygan County Planning & Zoning Department 231-627-8489. Burt Township contact James Larson 231-238-8667 or 989-297-2122, City of Cheboygan contact 231-627-9931, Village of Mackinaw City contact 231-436-5351, Village of Wolverine contact 231-525-8351.
- 5) **SEPTIC PERMIT AND WELL PERMIT:** Contact District Health Department 231-627-8850. We must see an approved septic permit for new residence or when adding additional bedrooms to a residence.
- 6) **DRIVEWAY PERMIT:** Contact the Cheboygan County Road Commission 231-238-7775.
- 7) **NECESSARY PERMITS:** Contact the Department of Building Safety 231-627-8813 for the following:
  - a) Building Permit
  - b) Electrical Permit
  - c) Plumbing Permit
  - d) Mechanical Permit
- 8) **INFORMATION APPLICATIONS MUST INCLUDE WHEN APPLYING FOR THE FOLLOWING PERMITS:**
  - a) **Single-Wide Mobile Home Piers Only:** Copy of an approved site plan, foundation plan, copy of an approved septic permit and a copy of Certificate of Mobile Homes Ownership (Title).
  - b) **Single-Wide Mobile Home Setting Only:** A floor plan, manufacturer's anchoring specifications and a copy of Certificate of Mobile Homes Ownership (Title).
  - c) **Single-Wide Mobile Home Piers & Setting:** All information listed in a & b above.
  - d) **HUD Sectional Crawlspace or Basement Only:** Copy of an approved site plan, foundation plan, copy of an approved septic permit and a copy of Certificate of Mobile Homes Ownership (Title).
  - e) **HUD Sectional Setting Only:** A floor plan, manufacturer's anchoring specifications and a copy of Certificate of Mobile Homes Ownership (Title).
  - f) **HUD Crawlspace or Basement & Setting:** All information listed in d & e above.
- 9) **BY WHOM THE APPLICATION IS MADE:** Application for a permit shall be made by the owner or lessee of the building or structure or by the agent of either.
- 10) **CERTIFICATE OF USE AND OCCUPANCY:** A building or structure shall not be used or occupied in whole or in part until the Certificate of Occupancy has been issued by the building official.
- 11) **Office Hours:** Open from 8:00 AM - 12:00 PM & 1:00 PM - 4:00 PM, Monday - Friday. Inspectors are in the office from 8:00 AM to 9:00 AM and field inspections are conducted from 9:00 AM to 3:00 PM. **Inspections must be called in to the office 24 hours in advance 231-627-8813.**

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PLEASE SEE ATTACHED PAGES FOR CODE INFORMATION

## FINAL BUILDING INSPECTION CHECKLIST:

- Pea-Stone Gravel: Not acceptable for footings. Concrete Footing Only.**
- Anchoring:** The mobile home or sectional should be securely anchored to meet the manufacturer's specifications.
- Smoke Detector:** Every mobile home or sectional must have a smoke detector installed near each sleeping area. (Act 133, P.A. 1974)
- Fire Extinguisher:** Every mobile home or sectional must have a fire extinguisher. (2A-10B-C)
- Porch - Landings at Doors:** There shall be a floor or landing on each side of each exterior door.
  - ◆ **Exceptions:**
    - 1) Where a stairway of two or fewer risers is located on the exterior side of a door, other than the required exit door, a landing is not required for the exterior side of the door provided the door, other than an exterior storm or screen door does not swing over the stairway.
    - 2) The exterior landing at an exterior doorway shall not be more than 7 ¾ inches (196 mm) below the top of the threshold, provided the door, other than an exterior storm or screen door does not swing over the landing.
    - 3) The height of floor at exterior doors other than the exit door required by Section R311.3.2 shall not be more than 7 ¾ inches (186 mm) lower than the top of the threshold.
  - ◆ **Riser height:** The maximum riser height shall be 8-¼ inches (210 mm). The riser height shall be measured vertically between leading edges of the adjacent treads. The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 of an inch (9.5 mm). Risers shall be vertical or sloped from the underside of the leading edge of the tread above at an angle not more than 30 degrees from the vertical. Open risers are permitted, provided that the opening between treads does not permit the passage of a 4-inch-diameter (102 mm) sphere.
- Tread depth:** The minimum tread depth shall be 9 inches (229 mm). The tread depth shall be measured horizontally between the vertical planes of the foremost projection of adjacent treads and at a right angle to the tread's leading edge. The greatest tread depth within any flight of stairs shall not exceed the smallest by more than 3/8 of an inch (9.5 mm). The radius of curvature at the leading edge of the tread shall be no greater than 9/16 inch (14.3 mm). A nosing not less than ¾ inch (19 mm) but not more than 1-¼ inches (32 mm) shall be provided on stairways with solid risers. The greatest nosing projection shall not exceed the smallest nosing projection by more than 3/8 inch (9.5 mm) between two stories, including the nosing at the level of floors and landings. Beveling of nosing shall not exceed ½ inch (12.7 mm).
  - ◆ **Exceptions:**
    - 1.) A nosing is not required where the tread depth is a minimum of 11 inches (279 mm).
    - 2.) The opening between adjacent treads is not limited on stairs with a total rise of 30 inches or less.
- Guards required:** Porches, balconies, ramps or raised floor surfaces located more than 30 inches (762 mm) above the floor or grade below shall have guards not less than 36 inches (914 mm) in height. Open sides of stairs with a total rise of more than 30 inches (762 mm) above the floor or grade below shall have guards not less than 34 inches (864 mm) in height measured vertically from the nosing of the treads. **Guards opening limitations:** Required guards on open sides of stairways, raised floor areas, balconies and porches shall have intermediate rails or ornamental closures which do not allow passage of a sphere 4 inches (102 mm) or more in diameter.
  - ◆ **Exceptions:**
    - 1.) The triangular openings formed by the riser, tread and bottom rail of a guard at the open side of stairway are permitted to be of such a size that a sphere of 6 inches (152 mm) cannot pass through.
    - 2.) Openings for required guards on the sides of stair treads shall not allow a sphere 4-3/8 inches (107 mm) to pass through.
- Handrails:** Required handrails shall be continuous the full length of the stairs with 4 or more risers from a point directly above the top riser of a flight to a point directly above the lowest riser of the flight. Handrails shall have a minimum height of 34 inches and a maximum height of 38 inches, measured vertically from the nosing of the treads, shall be provided on at least 1 side of stairways.
- MANUFACTURED HOME STANDARDS:** The Manufactured Home Construction and Safety Standards as promulgated by the United States Department of Housing and Urban Development.
- \*\*For mobile homes built prior to June 15, 1976:** A label certifying compliance to the Standard for Mobile Homes, NFPA 501, ANSI 119.1, in effect at the time of manufacture is required. For the purpose of these provisions, a mobile home shall be considered a manufactured home.
- AE102.2 - ADDITIONS, ALTERATIONS OR REPAIRS:** Additions shall be structurally separated from the manufactured home.

- ❑ **AE501.2 - MANUFACTURER'S INSTALLATION INSTRUCTIONS:** The installation instructions as provided by the manufacturer of the manufactured home shall be used to determine permissible points of support for vertical loads and points of attachment for anchorage systems used to resist horizontal and uplift forces.
- ❑ **AE502.3 - FOOTINGS AND FOUNDATIONS:** Footings and foundations, unless otherwise specifically provided, shall be constructed of materials specified by this code for the intended use and in all cases shall extend below the frost line. Footings of concrete and masonry shall be of solid material. Foundations supporting untreated wood shall extend at least 8 inches (203 mm) above the adjacent finish grade.

Piers and bearing walls shall be supported on masonry or concrete foundations or piles, or other approved foundation systems which shall be of sufficient capacity to support all loads.

- ❑ **AE502.5 - DRAINAGE:** Provisions shall be made for the control and drainage of surface water away from the manufactured home.
- ❑ **AE502.6 - UNDER-FLOOR CLEARANCES—VENTILATION AND ACCESS:** A minimum clearance of 12 inches (305 mm) shall be maintained beneath the lowest member of the floor support framing system. Clearances from the bottom of wood floor joists or perimeter joists shall be as specified in this code.

Under-floor spaces shall be ventilated with openings as specified in this code. If combustion air for one or more heat-producing appliances is taken from within the under-floor spaces, ventilation shall be adequate for proper appliance operation.

Home skirting shall be vented in accordance with the manufacturer's installation instructions. In the absence of instructions, louvered or similar vents shall have a minimum of 600 square inches of open space per 1,000 square feet of living space. A minimum of 1 vent shall be placed at the front and rear of the home and 2 at each exposed side. Access panels of sufficient size to allow full access to utility hookups located beneath the home shall be installed. Skirting, if any, shall be an exterior building material.

Under-floor access openings shall be provided. Such openings shall be not less than 18 inches (457 mm) in any dimension and not less than 3 square feet in area and shall be located so that any water supply and sewer drain connections located under the manufactured home are accessible.

- ❑ **AE503.1 - SKIRTING AND PERMANENT PERIMETER ENCLOSURES:** Skirting and permanent perimeter enclosures shall be installed only where specifically required by other laws or ordinances. Skirting, when installed, shall be of material suitable for exterior exposure and contact with the ground. Permanent perimeter enclosures shall be constructed of materials as required by this code for regular foundation construction. Skirting shall be installed in accordance with the skirting manufacturer's installation instructions. Skirting shall be adequately secured to assure stability, to minimize vibration and susceptibility to wind damage, and to compensate for possible frost heave.
- ❑ **AE602.1 - PIERS:** Piers shall be designed and constructed to distribute loads evenly. Multiple section homes may have concentrated roof loads which will require special consideration. Caps and leveling spacers may be used for leveling of the manufactured home. Spacing of piers shall be as specified in the manufacturer's installation instructions, if available, or by an approved designer.
- ❑ **AE603.1 - HEIGHT OF PIERS:** Piers constructed as indicated in Section AE602 may have heights as follows:
  - 1.) Except for corner piers, piers 36 inches (914 mm) or less in height may be constructed of masonry units, placed with cores or cells vertically. Piers shall be installed with their long dimension at right angles to the main frame member they support and shall have a minimum cross-sectional area of 128 square inches (82 560 mm<sup>2</sup>). Piers shall be capped with minimum 4-inch (102 mm) solid masonry units or equivalent.
  - 2.) Piers between 36 and 80 inches (914 mm and 2032 mm) in height and all corner piers over 24 inches (610 mm) in height shall be at least 16 inches by 16 inches (406 mm by 406 mm) consisting of interlocking masonry units and shall be fully capped with minimum 4-inch (102 mm) solid masonry units or equivalent.
  - 3.) Piers over 80 inches (2032 mm) in height may be constructed in accordance with the provisions of Item 2 above, provided the piers shall be filled solid with grout and reinforced with four continuous No. 5 bars. One bar shall be placed in each corner cell of hollow masonry unit piers or in each corner of the grouted space of piers constructed of solid masonry units.
  - 4.) Cast-in-place concrete piers meeting the same size and height limitations of Items 1, 2 and 3 above may be substituted for piers constructed of masonry units.
- ❑ **AE605.1 - TIES, MATERIALS AND INSTALLATION:** Steel strapping, cable, chain or other approved materials shall be used for ties. All ties shall be fastened to ground anchors and drawn tight with turnbuckles or other adjustable tensioning devices or devices supplied with the ground anchor.

# FOUNDATION PLAN FOR SINGLE-WIDE MOBILE HOMES

In Lieu of Manufacturer's Specifications See Table A-1 (Below)

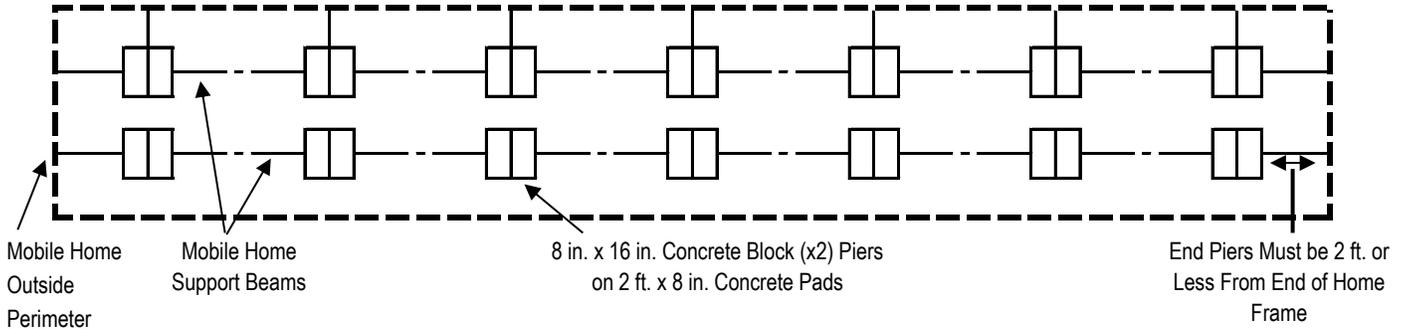
Table A-1			
Soil Capacity	1500 PSF	2000 PSF	3000 PSF
Footing Size (a)(f)	24"x24"x6"	22"x22"x6"	18"x18"x6"
Spacing:			
Main Beams	6' (ii)(iii)	6' (ii)(iii)	8' (ii)(iii)
Perimeter	(v)	(v)	(v)
Marriage Beam	8' (ii)(iv)	8' (ii)(iv)	10' (ii)(iv)

(ii) Piers shall be located under each main beam and marriage line beam starting within 2 feet from the end of each beam then spaced according to this table.

(iii) Piers may be offset up to 1 foot to allow for such obstruction as axles (if permanently attached to frame).

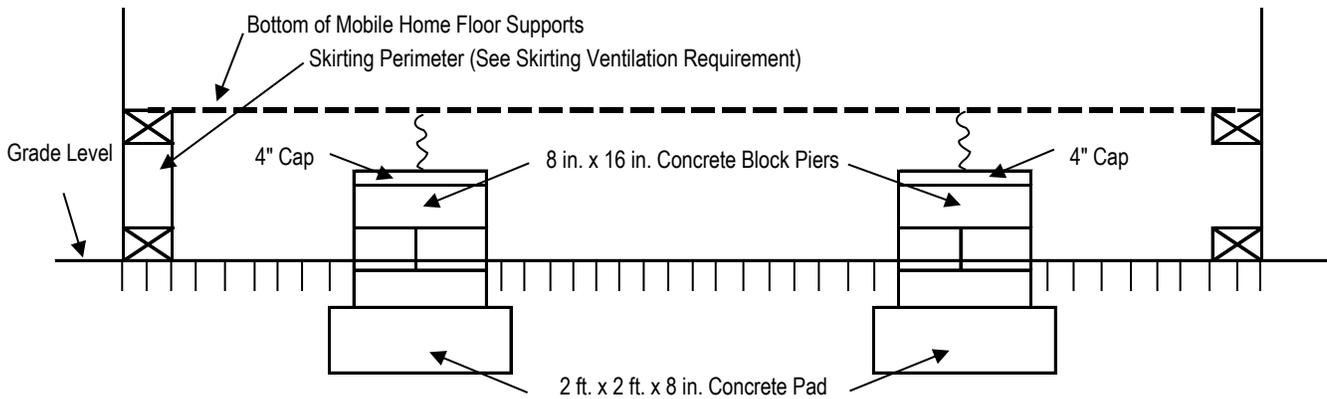
(iv) Additional piers shall be added on each end of every opening in the marriage wall which is 4 foot or larger and shall be considered columns.

(v) Perimeter piers shall be installed on sidewall openings greater than 4 foot and exterior doors.

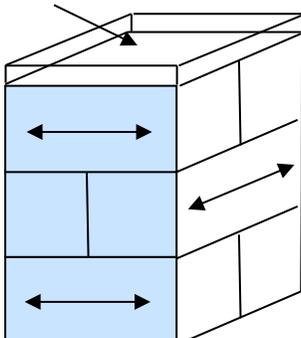


**\*\*NOTE: ANY FOUNDATION AND TIE-DOWN SYSTEM OTHER THAN MANUFACTURER SPECIFICATION SHALL BE DESIGNED BY A DESIGN PROFESSIONAL.**

## CROSS SECTION OF MOBILE HOME FOUNDATION



Stack Blocks for Double-Tier  
Solid Concrete Construction Above 30" and (4) Corners  
Cap Required



**Footing (Pier) Depth:** 24 inches below grade in well-drained soils and 42 inches below grade in other soil conditions.

Alternate materials and methods of construction may be used for piers which have been designed by an engineer or architect licensed by the State to practice as such.

(See piers that are more than 80 inches in height.)

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