



INTEROFFICE MEMORANDUM

Date: July 10, 2013

To: Code Services Staff

From: Brad Claussen, Building Official

Subject: Factory Built Housing

The following are items that must be completed prior to approval of permit and final occupancy for factory built housing:

1. One set of floor plans along with the building permit application. The plans shall show the codes the structure will be built under and that the proposed factory built structure meets the requirements of the adopted codes of the City of Manhattan before construction commences at the factory. If the plans do not meet the adopted codes, they shall be modified such that they do.
2. Identification of the independent third party inspection agency shall be submitted to the code office for approval prior to commencement of construction in the factory.
3. Prior to leaving the factory, a certificate shall be furnished to the code office from the approved third party inspection agency which certifies that the structure has been inspected and conforms to the city's currently adopted codes.
4. The building permit application shall be accompanied by a site plan showing location of the structure(s) and any other improvements on the property.
5. Inspections of site improvements are to be approved by City of Manhattan Code Services staff.
6. A final inspection and certificate of occupancy must be issued before the structure is occupied.

Any other documents as required by Code Services or other city department may be added to the above list as deemed necessary for a specific project. Please let me know if you have any questions.