

**PERMIT APPLICATION
FOR A
MOBILE HOME LOCATED OUTSIDE AN APPROVED MOBILE HOME PARK**

1. _____
Name(s) of owner(s) of property for which Permit is requested
2. _____
Current Address Telephone Number
3. Date application filed: _____ **A \$500.00 non-refundable permit fee, \$500 damage deposit fee and a \$100 annual fee (pro-rated) must accompany this application.**
4. _____
Make, Model, Year of manufacture and size of mobile home - Proposed use of mobile home
5. _____
Street address of proposed mobile home site
6. _____
Legal Description of proposed mobile home site (PLEASE ATTACH COPY OF YOUR PROPERTY DEED)
- _____
Signature
- _____
Signature
- _____
Date
- _____
Date

FOR OFFICIAL USE ONLY

Circle one: MOBILE HOME PERMIT OR SPECIAL USE PERMIT

Permit No. _____ Date Filed: _____ \$500 Permit Fee received: _____
\$500 Damage Deposit received: _____
\$100 Annual Fee received: _____

Hearing Date: _____ Date Hearing Notice faxed/taken to *The Daily Register*: _____

Date Hearing Notice published in *The Daily Register*: _____

Flood Permit Application required: ____ yes ____ no - Map showing proposed site in file: ____ yes ____ no

Administrative recommendation: ____ Approve ____ Deny

City Council decision: ____ Approved ____ Denied Date: _____

Date Permit issued: _____ Permit mailed OR Owner picked up from office

Site Inspection Date: _____ Inspected by: _____ Approved: ____ Yes ____ No

Installation Inspection Date: _____ Inspected by: _____ Approved: ____ Yes ____ No

Final Inspection Date: _____ Inspected by: _____ Approved: ____ Yes ____ No

**PROCEDURE FOR APPLICATION FOR
MOBILE HOME PERMIT OR SPECIAL USE PERMIT
FOR A**

MOBILE HOME LOCATED OUTSIDE AN APPROVED MOBILE HOME PARK

The applicant shall:

1. Obtain the application packet from the Public Affairs Office.
 - a. At that time, inform the Administrative Assistant to the Mayor, or the designated person, of the legal description of the site location for the mobile home and the information for the mobile home.
 - b. The Fire Chief will be notified to inspect the property and the property owner will then be informed if the site meets all requirements (Site Inspection).
2. Provide to the Public Affairs Office:
 - a. A copy of the property deed with the legal description and applicant's name listed on the deed
 - b. A completed "Permit Application"
 - c. The \$500.00 non-refundable permit fee, a \$500 damage deposit and a \$100 annual fee (pro-rated)
 - d. Information for the mobile home (make, model, size, year, etc.)
 - d. The mobile home applicant may, at this point, install the foundation or piers on the mobile home site.
3. **After** a Permit is approved and issued, the mobile home may be moved onto the site and set-up.
 - a. Notify the Harrisburg Fire Chief after the mobile home is set-up to arrange for an inspection of tiedowns, foundation or piers, and utility hook-ups (Installation Inspection). The underpinning **cannot** be installed until **after** the Installation Inspection.
 - b. After the underpinning is installed, contact the Fire Chief for a Final Inspection.

The Administrative Assistant to the Mayor or the designated person shall:

1. Schedule a hearing before the City Council (meetings are held on the first and third Thursdays of every month at 6:00 p.m. in the City Hall Council Chambers).
2. Not more than 30 days nor less than seven (7) days before the hearing, publish a notice of the hearing in The Daily Register. In order to meet the seven day hearing publication deadline, the applicant must return all information to the Administrative Assistant to the Mayor ten (10) days before the council meeting that the applicant wishes a hearing to be scheduled.

The Council shall:

1. Act upon the recommendation of the Administrative Assistant, but shall not be bound by the recommendation.

The Fire Chief shall:

1. Conduct a Site Inspection to see if the site conforms to Chapter 4 and all other applicable sections of the Harrisburg Municipal Code.
2. Inspect the mobile home site for size requirements in compliance with Chapter 4 and all other applicable sections of the Harrisburg Municipal Code.
3. After the hearing, recommend whether or not the Council should approve the issuance of the permit.
4. Conduct an Installation Inspection for proper installation and set-up of the mobile home, prior to underpinning installation, inspect for compliance with Chapter 4 and all other applicable sections of the Harrisburg Municipal Code.
5. After installation of the underpinning, conduct the Final Inspection.