

# Manufactured Housing *Home Sweet Home*

## *A Guide to Installation and Occupancy Requirements in Manufactured Housing Communities*

The City of Sand Springs recognizes a need for all types of housing in compatible neighborhood settings to provide a total community experience for its residents. Manufactured housing is an integral part of the local living environment. Several manufactured housing communities are located in the City limits. And, the City's planning entities recognize manufactured housing as a vital component of the local affordable housing market.

The City's Planning and Development Department and Neighborhood Services Division coordinates development of manufactured housing communities and assures the proper installation of individual manufactured homes. Although a building permit is not required, several inspections must be completed and approved before occupancy can occur.

This brochure offers a general guide to manufactured home inspection requirements. As with many conventional home projects, unique circumstances may arise with each manufactured home installation. Inspections staff will make every effort to accommodate special needs within the codes and ordinances adopted by the City of Sand Springs. The goal is a safe and healthy living environment for residents and the community at large.

### *Zoning Requirements ...*

Manufactured homes, defined generally by the City's Zoning Code as units in one or more sections that are primarily ready for occupancy upon setup and that do not rest on permanent foundations, are permitted by right only in residential (RMH) districts specifically designated for manufactured home communities. They can also be placed by special exception through the City's Board of Adjustment in agricultural (AG) districts and general commercial (CG) areas.

Manufactured home communities in RMH districts are designed to meet Zoning Code requirements regarding lot size, street and utility accesses and parking spaces. Designed lot sizes may limit the size of home that can be placed there.

### *Installation and Inspection ...*

Manufactured housing communities usually have specific installation requirements in addition to applicable state and local laws. Residents should familiarize themselves with this process. Additionally, residents should be aware that setup and inspection requirements will likely involve costs in addition to the purchase and delivery price. Anticipating and budgeting for these costs will mitigate expensive surprises prior to move-in.

City inspectors will perform the following inspections prior to occupancy. This applies to ALL manufactured homes installed in the City Limits – including those located on existing pad sites:

- All manufactured homes shall be anchored into the ground according to applicable state laws and City code requirements. The RESIDENT or INSTALLER must request this inspection.
- Electrical installation must be done by an electrical contractor currently licensed by the State and registered with the City. Available service facilities must be adequate to serve the dwelling. The contractor must request this inspection.
- Natural gas, water and sewer connections must be made by a plumbing contractor currently licensed by the State and registered with the City. The contractor must request these inspections.

- External air conditioning components must be installed by a mechanical contractor currently licensed by the State and registered with the City. The contractor must request this inspection.

It is important to remember that all inspections must be approved before service releases will be made to utility providers.

Inspection fees vary depending on the size of the manufactured home and its electrical and heating/cooling requirements. Each rejected inspection will result in an additional \$28 fee. There is no charge for inspection of anchorage or skirting installations.

## *Final Touches ...*

The City's Zoning Code requires all manufactured homes to have exposed elements completely skirted. A reasonable timeframe may be given for skirting installation. However, this work should be completed as soon as possible after installation and occupancy.

Each manufactured home must have a code-compliant means of access/egress prior to occupancy. Accessory buildings, carports, decks or other additions to the property must also be compliant with City codes and must have permits as applicable.

Most manufactured home communities have specific regulations and covenants that residents must abide by during occupancy. These are regarded as civil matters similar to a landlord-tenant lease. Residents should fully familiarize themselves with these regulations and covenants, as well as their specific responsibilities.

Finally, manufactured home communities are subject to the same City ordinances as all other properties in the City limits. Public nuisances such as weed/trash accumulations or inoperable vehicles will be addressed. Also, illegal installations or occupancies may be subject to disconnection of utility services and/or criminal penalties with maximum fines of \$500 for each day the violation occurs.

## *Helpful Numbers ...*

<b>To Request City Inspections</b>	<b>(918) 246-2572</b>
<b>To Request Water, Sewer and Trash Service</b>	<b>(918) 246-2527</b>
<b>To Report Water, Sewer and Trash Problems</b>	<b>(918) 246-2588</b>
<b>Zoning/Public Nuisance Questions</b>	<b>(918) 246-2572</b>
<b>Police, Fire or Medical Emergencies</b>	<b>911</b>
<b>AEP/PSO (Electrical Service)</b>	<b>(888) 216-3523</b>
<b>ONG (Natural Gas Service)</b>	<b>(918) 834-8000</b>
<b>Post Office (Sand Springs)</b>	<b>(800) 275-8777</b>
<b>Cox Cable</b>	<b>(918) 665-0200</b>



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