

TOWN OF MARLBOROUGH
#21 MILTON TURNPIKE, PO BOX 305, MILTON, NY 12547
PHONE (845) 795-5100 EXT 7 / FAX (845) 795-6171

THOMAS CORCORAN JR.
BUILDING INSPECTOR
CODE ENFORCEMENT
FIRE INSPECTOR

MANUFACTURED/MOBILE HOMES

(FLAT FEE OF \$250.00 PLUS AN ADDITIONAL \$.10 PER SQ FT OF LIVING SPACE)

APPLICATION# _____
DATE _____

NO MOBILE HOME OR MANUFACTURED HOME USED OR OCCUPIED AS LIVING OR SLEEPING QUARTERS MAY BE PARKED OR STORED FOR A TIME IN EXCESS OF 72 HOURS WITHIN THE TOWN OF MARLBOROUGH WITHOUT FIRST THE PROCURING OF A PERMIT FROM THE BUILDING INSPECTOR.

THE BUILDING INSPECTOR SHALL ISSUE A PERMIT ONLY UPON SUBMISSION OF PROOF THAT THE MOBILE HOME OR MANUFACTURED HOME FOR WHICH THE PERMIT IS REQUIRED MEETS WITH THE CONDITIONS AND STANDARDS OF THE TOWN OF MARLBOROUGH.

ALL MOBILE HOMES MUST CONFORM TO SECTION 102.5 OF THE TOWN OF MARLBOROUGH CODE.

A PERMIT FOR A MOBILE HOME MUST INCLUDE THE FOLLOWING ITEMS

- 1) DEED AND TAX BILL WITH COMPLETED APPLICATION.
- 2) INSTALLATION CERTIFICATE CERTIFICATION FROM INSTALLER.
- 3) INCLUDE PLOT PLAN SHOWING LOCATION, SIZE OF LOT AND ALL BUILDINGS ON THE PROPERTY.
- 4) PLANS MUST HAVE ALL APPROPRIATE SEALS IN ACCORDANCE WITH THE NEW YORK STATE BUILDING CODE.
- 5) A COPY OF THE MAUFACTURERS INSTRUCTIONS FOR TIE-DOWNS AND SUPPORTS MUST BE INCLUDED.
- 6) A COPY OF THE INSTALLERS DETAILS CONCERNING LEVELING, SUPPORTS AND GROUND ANCHORS, PLUS HE MUST BE A CERTIFIED MOBILE HOME INSTALLER. (LICENSE REQUIRED)

PERMIT# _____
PERMIT FEE _____
DATE _____

OWNERS NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE# _____

ADDRESS OF PROPERTY _____

INSTALLER _____

CERTIFICATION# _____

TELEPHONE# _____

MOBILE HOME COST _____

FOUNDATION COST _____

MODEL _____ SIZE _____

YEAR OF MOBILE HOME _____ DATE OF MFG: _____

NAME OF MANUFACTURER _____

SERIAL NUMBER _____

HUD NUMBER _____

SIGNATURE _____

DATE _____

**TOWN OF MARLBORO
PLOT PLAN**

SECTION _____ BLOCK _____ LOT _____ (ZONE) _____

SHOW THE FOLLOWING ON THE PLOT PLAN

- 1) OUTSIDE LINES ARE PROPERTY LINES
- 2) SHOW ALL BUILDINGS ON PROPERTY
- 3) SHOW NEW CONSTRUCTION WITH SETBACKS TO PROPERTY LINES (SETBACKS ARE THE DISTANCE FROM EACH SIDE OF THE NEW STRUCTURE WHICH PERMIT IS BEING USED FOR).
- 4) SHOW ALL ROADS AND DRIVEWAYS
- 5) SHOW SEPTIC AND LEECH FIELD (INDICATE ☐)
- 6) SHOW WELL (☐)

ALL DRIVEWAYS MUST BE APPROVED BY THE SUPERINTENDENT OF HIGHWAYS:
TELEPHONE (845) 795-2272 EXT: 6.

***ROADS OTHER THAN TOWN MUST HAVE STATE OR COUNTY ROAD PERMITS.**

STATE _____ COUNTY _____ TOWN _____ PRIVATE _____ DRIVEWAY _____

APPROVED _____ DISAPPROVED _____

HIGHWAY SUPERINTENDENT _____

OWNERS NAME _____

JOB LOCATION _____

TELEPHONE: HOME _____ WORK _____

SECTION _____ BLOCK _____ LOT _____

FOR BUILDING DEPT USE ONLY

TYPE OF INSPECTION: (CHECK APPROPRIATE TYPE BELOW)

- () 1. SETBACKS
- () 2. FOOTINGS
- () 3. FRAMING
- () 4. TRUSS CERTIFICATION
- () 5. ELECTRICAL
- () 6. FINAL

INSPECTOR'S COMMENTS _____

INSPECTOR'S SIGNATURE _____ DATE _____

Requirements for a Building Permit for Installation

On one hand, the installation of a Mobile/Manufactured Home is no different from the construction of a stick built home. The process requires a building permit. The minimum program features set forth in 19 NYCRR Part 1203 of the Secretary of State's requirements for the implementation of the New York State Uniform Fire Prevention and Building Code demand that local government utilize a building permit system to monitor building construction.

On the other hand, manufactured housing presents a situation where the construction of the major components of the dwelling is not observable by the local code enforcement agency. And additionally, construction standards of the mobile/manufactured unit are set forth in federal standards, not the New York state code.

The federal construction standards, and the quality assurance program required in the factory, are beyond the scope of this document. There are still many tasks which must be performed that are within the regulatory jurisdiction of the local enforcement program.

As with any building permit, an application must be made to the code enforcement authority. In order to ensure that the construction and installation of a Manufactured/ Mobile Home are in compliance with the requirements of the New York State Uniform Fire Prevention and Building Code (NYSRC), the code official is allowed to request sufficient information so that a determination can be made. The CEO should obtain a copy of the manufacturer's installation instructions prior to performing permit application and plan reviews. Structural plans are not necessary, a floor plan showing layout and overall dimension are all that is necessary for the manufactured portion of the project. The layout and construction of the unit have already been approved, as are the installation instructions which are provided by the manufacturer. There are actions which can be taken by the code official to make the job a little easier and to ensure a code complying installation. While plans and specifications of the manufactured home itself are not needed for the issuance of a permit, a Manufacturer's Installation Instruction Manual and a site specific foundation plan inclusive of drainage, anchorage, elevation etc. is required and should be submitted with the building permit application documents. (Some of this information i.e. anchorage and support system etc. requirements are found in the manufacturer's manual.

As the code enforcement official, you must ensure that the factory built home is suitable for the proposed site. Preparation of the site, and location on the property can be confirmed prior to arrival of the home. Inspections must be made to confirm that the home is properly supported, and will resist lateral and uplift forces presented by the wind. When the home arrives, it may consist of multiple pieces, not only the larger structure boxes, but additional components that are more suitable for assembly after transport. The system may already be approved, but you must confirm the assembly.

NOTICE REGARDING COMPLIANCE WITH WORKERS' COMPENSATION LAW AND DISABILITY BENEFITS LAW

Under Workers' Compensation Law § 57(1) and § 220(8), the Department of State must require Applicants for Certification under Article 21-B of the Executive Law to provide proof that they are in compliance with applicable workers' compensation and disability benefits insurance coverage provisions. This requirement applies to applications for initial Certification and applications for renewals of Certifications. **The certificates noted below must show the New York State Department of State, Manufactured Housing Program, One Commerce Plaza, Suite 1160, 99 Washington Ave., Albany, NY 12231 as the certificate holder.**

WORKERS' COMPENSATION INSURANCE

To comply with workers' compensation coverage provisions of the Workers' Compensation Law, an Applicant must (1) be legally exempt from the requirement to provide workers' compensation insurance coverage; OR (2) obtain such coverage from an insurance carrier; OR (3) be self-insured. To assist the Department of State in enforcing Workers' Compensation Law §57, an Applicant for initial or renewal Certification under Article 21-B of the Executive Law must provide ONE of the following forms to the Department of State:

- CE-200 — Certificate of Attestation of Exemption From New York State Workers' Compensation and/or Disability Benefits Insurance Coverage. (The web-based application to this form is on the Workers' Compensation Board's website <http://www.wcb.state.ny.us> (WC/DB Exemptions). Upon completion, a hard copy of the form can be printed, must be signed by the Applicant [or a representative of the Applicant] and submitted to the Department of State); OR
- C-105.2 — Certificate of Workers' Compensation Insurance (The Applicant should contact the Applicant's insurance carrier and request the carrier to send this form to the Department of State. Please Note: The State Insurance Fund provides its own version of this form, the U-26.3); OR
- SI-12 — Certificate of Workers' Compensation Self-Insurance (The Applicant should call the Workers' Compensation Board's Self- Insurance Office at 518-402-0247 to request this form); OR
- GSI-105.2 — Certificate of Group Workers' Compensation Self-Insurance (The Applicant should contact the Applicant's Group Self- Insurance Administrator and request the Administrator to send this form to the Department of State).

Please note: ACORD forms are NOT acceptable proof of New York State Workers' Compensation coverage!

Please call the Bureau of Compliance at (518) 486-6307 with any general questions regarding WCL §57 Workers' Compensation Law.

Applicants that are unsure as to whether they are required to obtain a New York State Workers' Compensation insurance policy should call the Workers' Compensation Board's Enforcement Unit in the nearest district office:

Albany — (518) 486-3349
Binghamton — (607) 721-8333
Brooklyn — (718) 802-6870
Buffalo — (716) 842-2057
Hauppauge — (631) 952-6698
Hempstead — (516) 560-7742

Manhattan — (212) 932-7576
Peekskill — (914) 788-5804
Queens — (718) 523-8409
Rochester — (585) 238-8335
Syracuse — (315) 423-1140

DISABILITY BENEFITS INSURANCE

To comply with disability benefits coverage provisions of the Disability Benefits Law (Article 9 of the Workers' Compensation Law), an Applicant must (1) be legally exempt from the requirement to provide disability benefits insurance coverage; OR (2) obtain such coverage from an insurance carrier; OR (3) be self-insured. To assist the Department of State in enforcing Disability Benefits Law § 220 (8), an Applicant for initial or renewal Certification under Article 21-B of the Executive Law must provide ONE of the following forms to the Department of State:

- CE-200 — Certificate of Attestation of Exemption From New York State Workers' Compensation and/or Disability Benefits Insurance Coverage (Additional information regarding this form is provided above); OR
- DB-120.1 — Certificate of Disability Benefits Insurance (The Applicant should contact the Applicant's insurance carrier and request the carrier to send this form to the Department of State); OR
- DB-155 — Certificate of Disability Benefits Self-Insurance (The Applicant should call the Workers' Compensation Board's Self-Insurance Office at (518) 402-0247 to request this form).

Please note: ACORD forms are NOT acceptable proof of New York State Disability Benefits coverage!

Please call the Workers' Compensation Board's Bureau of Compliance at (518) 486-6307 with any general questions regarding Disability Benefits Law § 220 (8).

Manufactured Housing
information
BULLETIN

October

**PLAN REVIEW GUIDE: MANUFACTURED HOMES –
ALTERNATIVE FOUNDATION DESIGNS**

(for other than the manufacturer's installation manual specified pier and footing system)

This is a listing of information that is required, at a **minimum**, to effectively evaluate a building permit application for the installation of a manufactured or mobile home. Site specific problems may require more site specific data; i.e., flood zone construction, rock anchoring, side hill excavations, etc.

References are to the 2007 *Residential Code of New York State, RCNY (R), Appendix E (AE)* of the RCNY, which regulates installation of **all** manufactured or mobile homes, also to the NCSBCS/ANSI A225.1 1994 for homes where the manufacturer's installation manual is unavailable.

Remember, when the RCNY is more specific, do not use the ANSI. (See AE 501.1 for specific applicability)

Do not use or accept plan notes such as “per manufacturer's requirements” when there are no manufacturer's requirements submitted with the permit application; **or when** there is no plan note indicating where, in the manufacturer's information, the requirements can be reviewed; **or when** the manufacturers approve a variety of products or techniques. *Example:* Manufacturers have approved a number of anchor and tie down systems. A specific, approved system should be selected, and the selected system should be represented on the plans.

- **Soil Bearing Capacity:** is to be established; section AE 502.2 & R401 ANSI 3.2.2. County Soil Conservation District maps may be helpful for determinations, if acceptable to the Local Authority. It shall also be determined if an unusually high water table could adversely effect the durability of the home and its foundation. Septic field design information may also be helpful.
- **Site Preparation:** removal of all decay able material. AE502.4, ANSI 3.3.
- **Drainage:** is to be designed to prevent moisture accumulation in the soils under the home or collection of water adjacent to the home that could contribute to soil saturation (no water no frost). AE502.5, ANSI 3.4.
- **Fill Systems:** (could include a gravel set) homes intended to rest on fill shall comply with R 401.2. Some information to note on plans would be: total depth of the fill system, a specification of the fill material, maximum moisture content of the fill material, maximum

lift depth, compaction requirements, type of compaction machine to be used, percent of compaction required and testing schedule.

- **Footings:** designed for at grade placement on gravel sets are to comply with AE502.3, ANSI 4.2 through 4.2.3.
- **Concrete "floating" Slab:** R506 through R506.2.3, ANSI 4.2.2.2. (Concrete slabs should not be designed to "float"). They are to be designed by a NYS licensed design professional to be "otherwise protected from the effects of frost."
- **Gravel Sets:** are to be designed by a New York State Licensed Professional, to be "otherwise protected from the effects of frost" and are to comply with all the applicable items above as well as the requirements below.
- **Vapor Retarders:** requirements found in AE502.6, ANSI 3.5.1.
- **Piers:** loads, construction type (hollow cmu, adjustable metal, concrete, etc.) and spacing: ANSI 4.1, through 4.1.5.3.
- **Ground Anchoring:** system type, spacing: AE 605.1, ANSI 5.5.
- **Skirting, Ventilation, Clearances and Access:** AE502.6, 503.1 ANSI 4.1.3.3, 608
- **Foundations for egress stair, porches, decks, or other attachments, etc.** should be included for building department compliance review. Even the structures that are planned to rest on these accessory foundations are to be submitted for review whether or not with this part of the submission. AE 506

Compliance Statement: The designer should include a note that states something to the effect that, "this foundation design is intended to comply with RCNY section AE502.3, and can be expected to be protected from the effects of frost", AND "this design complies with the requirements of the *Residential Code of New York*."

Generic Designs shall include not less than the information requested in this document so that changes in design conditions can be readily determined by the Code Enforcement Official.



New York State Department of State

**DIVISION OF
CODE ENFORCEMENT
ADMINISTRATION**

phone 518.474.4073

fax 518.486.4487

email codes@dos.state.ny.us

Manufactured Housing
information
BULLETIN

April

MANUFACTURED HOMES REGULATIONS AND INDUSTRY PERSONNEL RESPONSIBILITY

Federal Law, the "Manufactured Housing Improvement Act of 2000 (PL106-157)", gives states the option to establish regulations that would provide enhanced protection for consumers of manufactured homes. In states that opt not to establish such regulation, the U.S. Department of Housing and Urban Development (HUD) becomes directly responsible to provide the necessary protection to consumers, i.e., ensure that manufactured homes are properly installed through their dispute resolution process. By enactment of Article 21-B of the Executive Law, New York State has chosen to establish a regulation that has been approved by HUD known as 19 NYCRR Part 1210, Manufactured Homes. This action was in part driven by participants of the manufactured home industry including installers.

Part 1210 requires among other things that all manufacturers, retailers, installers and mechanics of manufactured homes be certified to manufacture, sell, install, or service any manufactured home in New York State. Certification is issued only after applicants have shown industry specific experience, completed required training courses, and satisfied stringent financial as well as insurance responsibilities. The certifications shall be valid for a term of two years. Continuing education requirements must be met before the certification renewal can be granted.

A business entity or individual engaged in both the retail sale and installation of manufactured homes must be certified as both a retailer and an installer. Likewise a business entity or individual engaged in retail sales at more than one location must be certified at each location.

A Limited Certification shall only be issued to an individual who is in the employment of a business entity holding certification or another individual holding certification. Part 1210 also requires that certified business entities must employ at least one certified individual at all times. Employment of a person holding Limited Certification shall satisfy this requirement. Should the only certified individual leave your company you will no longer be in compliance with the regulations and legally unable to conduct business.

The certification requirement applies to individuals installing their own home as well. An Owner-Occupant Certificate shall be issued on a one time basis to an individual for the installation of his/her own home. That individual must complete the 16 Hour Installer Course, and provide the Department of State specific information regarding the home to be installed. This type of certification is valid only for the home indicated and shall not be transferred or renewed.

The experience and education requirements are as follows:

Certification Level	Education	Manufactured Housing Experience	Training
Manufacturer	High School or GED OR US Armed Forces educational report showing successful completion high school level education	HUD Certification	3 Hour - 21B Course
Retailer		1 Year	
Installer		2 Years or 20 Home Sets	16 Hour - Installers Course
Mechanic		1 Year	6 Hour - Mechanics Course
Limited		Same as above	Same as above

The financial requirements are as follows:

Certification Level	Instrument	Amount	Certification Fee
Manufacturer	Article 21-B Surety Bond OR a deposit account control agreement OR a letter of credit in the sum indicated	\$50,000	\$200
Retailer		\$25,000	\$200
Installer		\$10,000	\$200
Mechanic		\$5,000	\$100
Limited	Employer responsibility	Not required	\$25

Part 1210 requires both the manufacturer and installer to warrant manufactured homes and affix a NYS Warranty Seal in a specific location within the home. By affixing a Warranty Seal, a manufacturer attests that the home was constructed in accordance with HUD standards, and an installer attests that the installation has been completed as prescribed by and in compliance with the NYS Uniform Fire Prevention and Building Code (Uniform Code).

Under Workers Compensation and Disability Benefits Law the Department of State must require applicants applying for certification provide proof of compliance with applicable insurance coverage provisions.

In addition, Part 1210 provides for penalties to any person found guilty, after a hearing, of violation of any provision of Article 21-B or Part 1210 in an amount up to \$1,000 for each such violation.

To download Part 1210, find a training opportunity, obtain a certification application or for more information visit the Department of State, Manufactured Housing Unit website at: www.dos.state.ny.us/code/manuf.html.



New York State Department of State

**DIVISION OF
CODE ENFORCEMENT
& ADMINISTRATION**

phone 518.474.4073

fax 518.486.4487

email codes@dos.state.ny.us

WWW.DOS.STATE.NY.US/CODE/MANUF.HTML

TOWN OF MARLBOROUGH
"Heart Of the Hudson Valley Fruit Section"
MILTON, ULSTER COUNTY, NEW YORK 12547
DEPARTMENT OF BUILDINGS

TEL NO. 795-6167 ext 7
FAX NO. 795-6171

THOMAS CORCORAN JR.
CODE ENFORCER
BUILDING INSPECTOR
FIRE INSPECTOR

Application for Residential Town Road Cut

Building Permit # _____

This application must be completely filled out / signed & submitted with building application

Date _____

Applicant _____ Phone _____

Address _____

House Location _____

Address _____

Section _____ Block _____ Lot _____

Contractor _____ Phone _____

Address _____

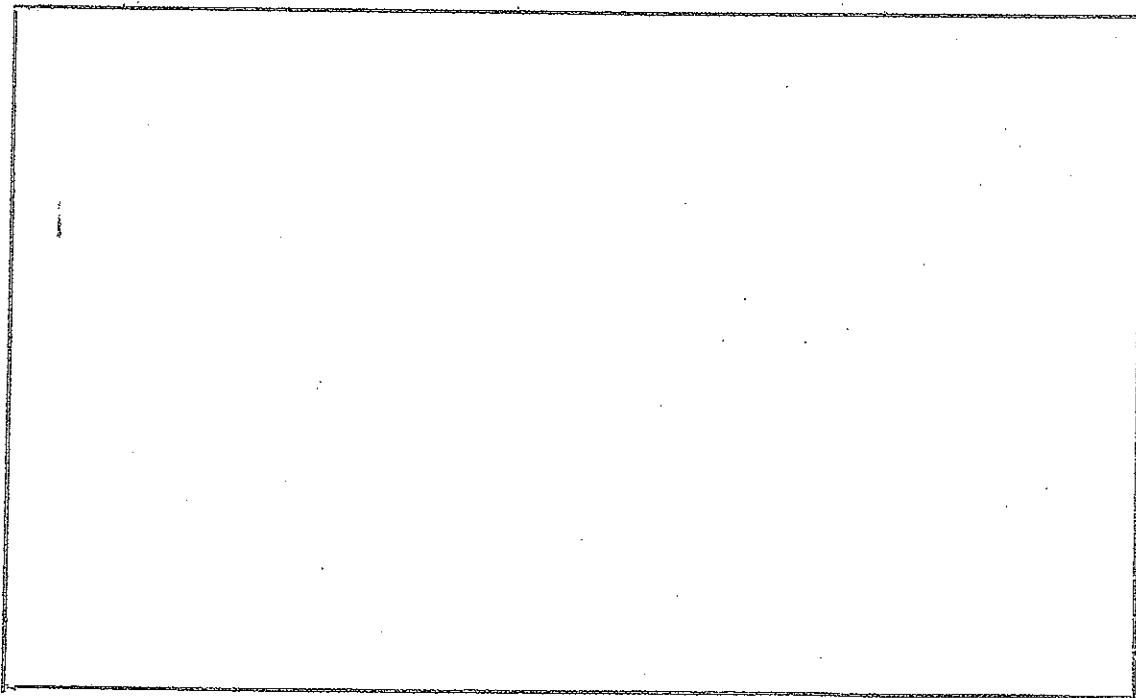
TOWN OF MARLBOROUGH
PLOT PLAN

Section _____ Block _____ Lot _____

SHOW THE FOLLOWING ON THE PLOT PLAN

Outside Lines below are Property Lines

- 1) Show all / any existing buildings on property
- 2) Show location of all roads that abut the property
- 3) Show position of requested road cut at town road



- * The Location of the road cut shall be determined by a approved existing sub-division plot plan (attach) or approval by The Town of Marlborough Highway Superintendent.
- * Road cut shall be marked with cones or stakes for Highway Superintendent approval.
- * Please include property dimensions (length in feet) at town road

PROPERTY LOCATION _____

BELOW IS FOR HIGHWAY & BUILDING DEPARTMENTS USE ONLY

TYPE OF INSPECTION :

() 1. SITE INSPECTION (HIGHWAY DEPT.) PASS / FAIL

() 2. FINAL - (BUILDING DEPT.)

INSPECTOR'S COMMENTS

HIGHWAY DEPARTMENT SIGNATURE _____
DATE

BUILDING DEPARTMENTS SIGNATURE _____
DATE

INSPECTION AGENCIES
APPROVED BY THE TOWN OF MARLBOROUGH

Electrical Underwriter	Ernie Bello Nicholas Romano	569-1759
NY Certified Electrical Inspectors LLC	Jerry Caliendo	294-7695
Tri State	Lou Ambrosia Vinny Ambrosia Al Shauger	544-2180
Commonwealth	Ron Henry	562-8429
NY Electrical Inspectors	Greg Murod	586-2430
Middle Department (MDIA)	Pete Jennings	518-610-8133
Z3 Consultants Inc.	Gary Beck	471-9370
Swanson Consulting	Joe Swanson	496-4443
NY Electrical Inspections & Consulting	John Wierl	343-6934 551-8466
New York Board	Pat Decina	298-6792
CP Certified Electrical	Chris Peone	853-3202
LM Electrical & Consulting Corp.	Logan Millington	202-2651
SAS Electrical Inspections	Yuri Badovich	801-2172
Inspections On Time	Maria Mendez	233-6711

ANY OTHER INSPECTOR'S OTHER THAN THOSE LISTED ABOVE DO NOT HAVE AUTHORIZATION TO DO INSPECTIONS IN THE TOWN OF MARLBOROUGH

*** No Area Code Listed Defaults to 845**