



Manufactured Homes Construction Permit Requirements **When Placed On Permanent Foundations**

- Building Permit application.
- Copy of recorded deed
- Engineered Stamped foundation plan. TWO SETS
- Plot plan which includes the following: Property Address, North Arrow and Scale, Lot Dimensions, All projections (stairs, balconies, decks, cantilevers), distance from proposed structure to property lines and existing structures, what surrounds the property (street names, ditches, lakes, railroads)
- Bill of sale. Also cost of foundation and plumbing materials and labor.
- Sewer and water taps (when applicable).
- Excavation Permit (when applicable).
- Plumbing Permit and Gas Piping Permit – Through the State of Colorado
- Electrical Permit – City of Delta
- Postponement Agreement (when applicable).
- Eaves MUST be a minimum of 12” when placed in an A-1, an R-1A or an I-R use district.

To receive a certificate of occupancy, **all** final inspections must be approved. This includes, but is not necessarily limited to:

- House address posted.
- Final electrical inspection.
- Final plumbing inspection.
- State Insignia from Colorado Department of Housing.
- Final grading – minimum 6” slope in first 10’ away from home
- 12” eaves in A-1, R1-A and I-R zones.
- Permanent landings and stairs (handrails if required)
- Completed Installer Authorization Form:** If the applicant is not a registered installer but is the home/property owner, the installer form must still be filled out. Manufactured homes shall be installed in accordance with the State of Colorado’s Division of Housing “Manufactured Homes Installation Program.” Contact the State Department of Housing at 303-864-7837 for specific installation requirements.

FEES “Manufactured” (or “Modular”) ~OR~ Mobile Home on a **permanent foundation**

1.) A regular Building Permit is required.

- a.) Sales-and-Use Tax on the foundation is based on 50% of the total foundation costs.
- b.) Sales-and-Use Tax paid on the home will be based on 52% of the bill-of-sale costs, provided that it meets the following criteria:
 - The “Manufactured” (or “Modular”) home, OR Mobile home was purchased by owner/applicant less than 3 years ago, and occupied by the same, **AND...**
 - Tax was not already paid. Proof must be shown that the applicant is exempt (by City Sales-Tax Ordinance), has already paid our City Sales Tax, or is credited for use tax paid to another municipality.