

Application for Manufactured Housing Community Plan Examination and Permit

Michigan Department of Licensing and Regulatory Affairs

Bureau of Construction Codes / Plan Review Division

P.O. Box 30255, Lansing, MI 48909

517-241-9328

www.michigan.gov/bcc

Agency Use Only

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Authority: 1972 PA 230 Completion: Voluntary Penalty: Plans will not be reviewed	LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
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Note: The applicant is responsible for all fees applicable to this application.

COMMUNITY NAME

COMMUNITY NAME	STREET / SITE ADDRESS
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH THE MANUFACTURED HOME COMMUNITY IS LOCATED	
<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township Of: _____	COUNTY

DEVELOPMENT INFORMATION

Manufactured Housing Community Manufactured Housing Condominium

REVIEW REQUESTED

Site Water Distribution System Sewer System

Project Type	Development No.	Existing Permit No.	License No.	Addendum No.	No. of Sites	Site Sequence
<input type="checkbox"/> New						
<input type="checkbox"/> Alteration						
<input type="checkbox"/> Expansion						
<input type="checkbox"/> Plans Change / Addendum						
<input type="checkbox"/> Renewal						
<input type="checkbox"/> Conversion						

ENGINEER / ARCHITECT

NAME OF COMPANY		LICENSED INDIVIDUAL		MICHIGAN LICENSE NUMBER
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)

APPLICANT (Note: All correspondence will be sent to this address)

NAME OF DEVELOPER		APPLICANT NAME		FEIN OR SS NO.* (Required)
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)

CERTIFICATION AND SIGNATURE

I certify the statements contained in this application are true and I have authority to sign this application and to make the statements contained herein. Any misleading, incomplete or false statement shall be grounds for denial of this application.

I agree any legal process affecting this business, served on the Manufactured Housing Commission, shall have the same effect as if personally served on me and all other owners of this business if any. I further agree this appointment shall remain in force as long as any liability of this business shall remain outstanding within the State of Michigan.

I hereby designate as my agent (name) _____ (address) _____
 City _____ State _____ Zip Code _____ Telephone Number _____
 who will act on behalf of the entity I represent on matters pertaining to this project. (If no agent is designated, the undersigned shall be considered the designated agent.)

APPLICANT SIGNATURE (Must be an original signature)	DATE	E-MAIL ADDRESS	FAX NUMBER (Include Area Code)
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Subscribed and sworn before me, this _____ day of _____, 20____, a Notary Public in and for _____ County, Michigan.
 Signature of Notary Public _____ My Commission expires: _____, 20_____.

*This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

Instructions for Application for Manufactured Housing Community Plan Examination and Permit

Community Information: Provide all requested information. Mark the appropriate box (city, village or township) and state the name of the governmental subdivision where the community is located; not the post office location.

Development Information: Check the appropriate box and complete all requested information.

Project Architect/Engineer: Provide all requested information.

Applicant: Provide all requested information with an original signature. All correspondence will be sent to this address and this entity will be responsible for all fees.

Required Submittals for Plan Review

For each separate community, submit completed application, the appropriate fee made payable to the **State of Michigan** and the required number of construction documents under R125.1906 to R125.1909 with **original seals and signatures** in accordance with 1980 PA 299. Additionally, submit a soil analysis statement, evidence of title to the property and copies of easements. If there are no easements, then submit a statement to that effect.

Required Fees and Construction Documents

Manufactured Housing Community

Project Type	Fee	Construction Documents
Alteration	\$50.00 Minimum	2 sets of documents
Expansion	\$185.00 plus \$4.00 per home site in excess of 25 sites to be constructed to a maximum of \$1,000.00	2 sets of documents
New	\$185.00 plus \$4.00 per home site in excess of 25 sites to be constructed to a maximum of \$1,000.00	2 sets of documents
Plans Change	\$50.00 Minimum	2 sets of documents
Renewal	\$185.00 Minimum	No documents necessary

Manufactured Home Condominium

Project Type	Fee	Construction Documents
New	\$505.00 plus \$4.00 per condo site in excess of 25 sites to be constructed	2 sets of documents
Expansion	\$505.00 plus \$4.00 per condo site in excess of 25 sites to be constructed	2 sets of documents
Conversion	\$505.00 plus \$4.00 per condo site in excess of 25 sites to be constructed to a maximum of \$1,480.00	2 sets of documents

Upon Receipt of All Applications

Written confirmation will be sent to the applicant. Further correspondence, concerning the requested plan reviews, will be sent to the applicant and project architect/engineer, if one is provided. Permit to Construct and approved construction documents will be shipped to the applicant only.

U.S. Postal Service

MI Dept. of Licensing and Regulatory Affairs
 Bureau of Construction Codes
 Plan Review Division
 P.O. Box 30255
 7150 Harris Drive
 Lansing, MI 48909

Courier Other Than U.S. Postal Service

MI Dept. of Licensing and Regulatory Affairs
 Bureau of Construction Codes
 Plan Review Division
 2501 Woodlake Circle
 Okemos, MI 48864

Validation Area