



**Instructions for Application for Mobile Home Park Plan Examination and Permit**

**Park Information:** Provide all requested information. Mark the appropriate box (city, village or township) and state the name of the governmental subdivision where the park 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 including a 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**

**Mobile Home Park**

<b>Project Type</b>	<b>Fee</b>	<b>Construction Documents</b>
Alteration	\$50.00 Minimum	2 sets of documents
Expansion/Reduction	\$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
Addendum	\$50.00 Minimum	2 sets of documents
Renewal	\$185.00 Minimum	No documents necessary

**Mobile Home Condominium**

<b>Project Type</b>	<b>Fee</b>	<b>Construction Documents</b>
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  
P.O. Box 30255  
Lansing, MI 48909

**Courier Other Than U.S. Postal Service**

MI Dept. of Licensing and Regulatory Affairs  
Bureau of Construction Codes  
2407 N. Grand River  
Lansing, MI 48906

Validation Area