

# Temporary Mobile Home for Residence

## APPLICATION PROCEDURES:

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During construction, a permit may be issued for the temporary placement and occupancy of a manufactured or mobile home outside of a mobile home park, to a person intending to build a permanent residence on the property. The temporary permit is for a period of two years and may be renewed for an additional one year period if construction of the dwelling has started but has not been completed.

A permit may also be issued to an applicant whose own health or the health of another necessitates care, and where the facts show that an unnecessary hardship would occur if not permitted to locate a manufactured or mobile home adjacent to the residence of one who is able to provide such care or in need of such care. The permit would be for the lifetime of the person needing care and is renewable every fourth year from the date of issuance.

### 1. BUILDING PERMIT APPLICATION

The following information must be submitted when applying for a building permit. In order to avoid misplaced information, please understand that incomplete submittals will not be accepted.

☐ **Application Form**

- All items must be completed fully and either typewritten or printed in ink.
- The application must be signed by the applicants.

☐ **Septic and Well Permit.** One (1) copy.

Septic and Well Permits are available at the Boone County Health Department, 116 W Washington St Rm B201, Lebanon, IN 46052, (765) 482-3942.

☐ **Site Plan**

- Two (2) copies of the Site Plan size **11" x 17" or smaller** if possible (see details below).

☐ **Floor Plans**

- Two (2) copies of floor plans for the proposed structure size **11" x 17" or smaller** if possible (see details below).

### 2. SUBMITTING YOUR APPLICATION

When you submit your application for a building permit, a staff person will follow the checklist above to ensure that you are submitting a complete application. This person WILL NOT do a detailed review of your submittal at this time, but will merely accept your information for review.

### 3. REVIEW PROCESS

Your application will need to be reviewed for two purposes: Structural Review and Site Plan Review. This generally takes approximately 7-10 business days.

- **Structural Review.** First, a Building Inspector will review your submittal to ensure that the structure meets the applicable building codes.
- **Site Plan Review.** Second, a Planner will review your submittal to ensure that the site plan complies with the applicable Zoning and Subdivision Control Ordinances. Any additional information or additional steps that need to be followed will be determined at this time.

### 4. PERMIT APPROVAL/DENIAL

After review, your application will be given to the Secretary who will immediately notify you by phone that...

- Your application was approved, was complete, the fee has been determined, and the time your permit can be picked up.
- Your application is denied because it failed Structural or Site Plan Review, additional information is required or other procedures must be taken prior to applying for a building permit.

## **5. FEE SCHEDULE**

\$155, for first two years, \$300 per year thereafter.

## **6. DETAILS**

- Site Plan. The plot plan does not need to be prepared by a professional, but must be dimensioned accurately and drawn to scale. The plan must contain the following items:
  1. A north point.
  2. The distance the proposed structure/addition is from all property lines and existing structures.
  3. Location and exact dimensions of all existing and proposed structures on the site including water well and septic system.
  4. All existing road rights-of-way, building lines, drainage and utility easements, Boone County legal drains, open ditches, federal flood hazard areas, private tile drains, and private lakes or ponds. No building or septic system may be placed closer than 75 feet to a Boone County legal drain without written permission of the Boone County Drainage Board.
  5. Location, size, and design of the proposed septic system including a drawing of the absorption field showing the length of absorption trench. Location and size of the proposed sub-surface drainage outlet to the property.
- Floor plans, or a complete cross-section of the proposed structure. These plans need to be drawn to scale, but do not have to be done by a professional.
  1. Indicate direction of floor/ceiling joist and rafters and size intended to be used.
  2. If applicable, the electrical layout showing location of GFIs and smoke alarms.

## **7. REGULATIONS**

The following regulations shall apply to the temporary occupancy of a manufactured or mobile home:

- a. The structure is to be located on the same property as an existing residence or located on property on which a permanent residence is intended to be built within two years.
- b. The structure should be served by the same address, water supply, and sewage facilities serving the existing residence or the residence under construction, subject to the approval of the Boone County Board of Health.
- c. The structure shall remain on its wheels and shall not be placed on a permanent foundation.
- d. Applicable front, side, and rear yard regulations of the district in which it is located are to be observed.
- e. Occupancy of the structure is restricted to relatives, persons employed in the care of the property owner (employed on the premises of the property owner) or the owner of the property who intends to construct a permanent residence.
- f. The structure used for temporary occupancy shall have a ground floor area greater than 500 square feet.
- g. The manufactured or mobile home shall be tied down as per the requirements of the One and Two Family Dwelling Code or the manufacturer's recommendation.
- h. The perimeter of the manufactured or mobile home shall be completely enclosed except for access and ventilation openings. The perimeter enclosure may consist of skirting materials installed in accordance with the manufacturer's installation specifications and secured as necessary to provide stability, minimize vibrations, minimize susceptibility to wind damage and to provide adequate insulation to protect exposed piping. Perimeter enclosures other than skirting shall meet requirements of the One and Two Family Dwelling Code and the requirements set forth by the Indiana Administrative Building Council.

*Version Dated January 1, 2004*

### **Boone County Area Plan Commission**

116 Washington Street, Room 101

Lebanon, IN 46052

Phone (765) 482-3821 \* Fax (765) 483-5241

[www.bccn.boone.in.us/apc](http://www.bccn.boone.in.us/apc)

# Temporary Mobile Home for Residence

## For Office Use Only:

Permit #:	ILP#:
Permit Fee: \$155.00	Zoning District:
Structure Review:	Zoning Review:

## PROPERTY INFORMATION

Tax Parcel #			
Subdivision		Lot #	
Street Address:			
N S E W side of what road?		N S E W of intersection of what road?	
Lot size in acres			
Township	S	T	R

## REASON FOR TEMPORARY MOBILE HOME


## IDENTIFICATION

Owner:	Contractor:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone:	Phone:
Owner Email address:	Contractor Email address:

I hereby certify that all information in this application and its supplements is true and correct.

If this mobile home is placed on a site where a permanent residence is to be constructed, I will remove the mobile home from the property upon completion of my home construction or after a period of two years, whichever comes first. I may apply for a one-year extension of this approval.

If this mobile home is used for temporary care for an elderly family member and the mobile home is no longer needed for this purpose, I agree to remove the mobile home from the property and notify the Area Plan Commission of the removal.

The owner of this building and the undersigned agree to conform to all applicable laws of Boone County and the State of Indiana.

Date: \_\_\_\_\_