

FOR OFFICIAL USE ONLY

Date Approved	Requirement	Approved By: (Initials)
	Sewer/Water Inspection	
	Zoning	
	Site Inspection	
	Building Inspection	
	Skirting	
	Anchoring	

BUILDING INSPECTOR COMMENTS

Site & Building Problems Noted: _____

APPROVED:

BUILDING OFFICIAL, CITY OF HAMMOND
or BUILDING INSPECTOR
or CODE ENFORCEMENT OFFICER

DATE

MANUFACTURED/MODULAR WITH CHASSIS CHECKLIST

LOCATION ADDRESS:		
NAME OF PROPERTY OWNER:		
NAME OF HOME OWNER:		
MOBILE HOME OWNER PHONE #:	()	
	1. Located in an approved zoning district, RS-11.A.	
	2. Located on a legal lot of record where there is no other existing residential structures.	
	3. Lot has a minimum of 11,250 square feet and 75 feet of frontage, in RS-11.A District.	
	4. Proper setbacks: side (interior 10', and side street 15'), front (25'), and rear (15'). Setbacks are based on property lines not street.	
	5. Street facing entrance is required	
	6. Flood zone and Flood way has special requirements -Elevation certificate is required (Preliminary and Final) -No Rise Certification will be required for construction in a Flood Way -Engineered footings/slab will be required for construction in a Flood Way	
	7. Additions to structure are limited to: -Porches shall not exceed 15% of the total area of the structure -Steps will be allow and must meet all City of Hammond building codes -NO additional structures will be allowed to attach to the residential structure other than listed above.	
	8. Replacement of existing structure must meet the following: -Non-conforming structure may be replaced within 6 months of its removal (documentation of removal will be researched. Examples: moving permit/demo permit, active electrical service, aerial photography)	
	9. Will this be an owner occupied structure?	
	10. Legal Deed showing proof of ownership to property where mobile home will be placed	
	11. Proper anchoring/tie downs in accordance with current wind zone requirements.	
	12. Must have a manufacturer approved, vented skirting, completely enclosing the area between bottom of the home and the natural ground.	
	13. Must conform to the 1994 HUD Minimum standards of Manufactured homes and, must conform to the FEMA standards adopted by the City of Hammond at the time of permitting.	
	14. Has a metal label or seal affixed to mobile home showing the year built to confirm compliance with Federal standards. Does the seal properly go with this mobile home and not with another? Mobile home must be 10 yrs old or less to qualify for placement.	
	15. Proper water and sewer hook-up of individual mobile home to City system and not to another house or mobile home.	
	16. City inspection of mobile home interior to assure that it meets compliance with minimum housing code, particularly related to health and safety. Electrical, plumbing, mechanical systems, and roofing, flooring, windows and exits must be in good, safe condition.	
	17. Occupancy Permit and Electrical Permit obtained before unit is occupied.	
	18. Site plan -show placement of structure on the property -show size of structure and setbacks from each property line -show location driveway (must be at least 5' off property line) -show required parking spaces	
	19. Drainage plan -show existing & proposed ground elevations -show exiting & proposed water flow direction -show culvert type, size, and location	
Owner signature: _____		Meeting Date:
Applicant signature & relationship to owner: _____		
**** I have reviewed the requirements of this checklist and understand the City of Hammond's regulations in accordance with all Codes and Ordinances enforced by the City of Hammond. City of Hammond reserves the right to require additional information.		