

**TOWN OF MARBLETOWN  
OFFICE OF BUILDING AND ZONING  
P.O. BOX 217 STONE RIDGE, NY 12484  
845-687-7500 option # 3    building@marbletown.net**

**MANUFACTURED HOUSING (NOT INCLUDING MODULAR)**

**DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION**

1. **DEED** -A copy of your filed deed. Must show Liber and page number.
2. **911 ADDRESS** - if none on file, contact the Assessor's office and they will assign one to you. Assessor's Office 687-9523
3. **Driveway / Entrance Curb Cut** (    )Town, (    ) County, (    ) State (    ) Private Highway
4. **Board of Health Approval / Permit to construct** (if vacant land or increase in # of bedrooms)  
By the UC Health Department at 340-3018
5. **Site plan** - Must show location of all existing and all proposed structure(s), location of proposed or existing well, septic, electric (underground or above)
6. **General Construction. TWO FULL SETS** of original building plans & site specific foundation plans stamped by a NYS Licensed Professional. **ONE SET OF 11 X 17 PLANS or ONE SET IN PDF DIGITAL FORMAT**
7. **Plans on Site Affidavit**, filled out and signed and submitted with the application
8. **Insurance information.** Include insurance info with permit application.  
**APPLICATIONS WITHOUT PROPER INSURANCE FORMS WILL NOT BE ACCEPTED.**

Your Contractor insurance certificates shall be submit with the application  
- Certificate of Liability Insurance with Town Of Marbletown listed as certificate holder.  
**AND Proof of Workers' Comp.** with Town Of Marbletown listed as certificate holder Form C-105.2 or U-26.3

If your Contractor is **EXEMPT** from workers' comp: Workers' Comp. Exempt form - form can be filled out electronically on the Board's website, [www.wcb.state.ny.us](http://www.wcb.state.ny.us) - any questions can be answered by calling 518-486-6307

**HOMEOWNERS:** If you are not using a Contractor: (detached deck only)  
FORM BP-1 is available at the building department office upon request.

**9. SUBMIT APPLICATION AND SCHEDULE AN APPOINTMENT FOR A PRELIMINARY SITE INSPECTION**

Once a complete packet is received, allow 7-14 business days for processing once a pre-site inspection is completed by inspector.

The Building & Safety Department is here to help you, if you need assistance, do not hesitate to e-mail or call our office.

We are open Monday – Friday from 7:00 am to 4:30 pm.  
845-687-7500 Ext. 3    email: [building@marbletown.net](mailto:building@marbletown.net)

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Owner \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State \_\_\_\_\_, Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ email: \_\_\_\_\_

Location/Address: \_\_\_\_\_

Section/Block/# \_\_\_\_\_ ZONING DIST. \_\_\_\_\_ # OF ACRES \_\_\_\_\_

NATURE OF WORK: \_\_\_NEW SINGLE WIDE, \_\_\_USED SINGLE WIDE, \_\_\_NEW DOUBLE WIDE  
\_\_\_USED DOUBLE WIDE, \_\_\_DEMOLITION OF ORIGINAL MANUFACTURED HOUSING

**1. Certifying Label and Data Plate Information**

-Seal Serial Number: \_\_\_\_\_

-Name of Manufacture: \_\_\_\_\_

-Plan Approval Number: \_\_\_\_\_

-Manufactures Serial Number: \_\_\_\_\_

-Date Manufactured: \_\_\_\_\_

-Outside Design Temperature: \_\_\_\_\_ Weather Zone: \_\_\_\_\_

**2. Business name of the NYS Certified Installer: (provide copy)**

name: \_\_\_\_\_

address: \_\_\_\_\_

contact #: \_\_\_\_\_

email: \_\_\_\_\_

**INSURANCE** ~If you are doing the work yourself, (free standing, not attached deck only) insurance waiver (BP-1 form) from our office must be signed and notarized.

~Your NYS Certified installer contractor, must provide liability and worker's compensation certificates.

If contractor is exempt, forms can be filled out electronically on the Board's website, [www.wcb.state.ny.us](http://www.wcb.state.ny.us) or 518-486-6307

**APPLICATION WILL NOT BE ACCEPTED WITHOUT THE PROPER INSURANCE FORMS**

**MUST PROVIDED A COPY OF THE INSTALLATION MANUAL WITH THIS APPLICATION.**

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**If the applicant is not the owner of the premises, a letter of agent from the owner, notarized designating the applicant as their agent is required**

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**OFFICE USE ONLY:** REFERRED TO ZBA, date: \_\_\_\_\_ REASON, \_\_\_\_\_

Pre-Site Inspection was done on: \_\_\_\_\_ by: \_\_\_\_\_

ZONING PERMIT NO. # \_\_\_\_\_

BUILDING PERMIT NO. # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

CERTIFICATE OF OCCUPANCY # \_\_\_\_\_ DATE: \_\_\_\_\_

Zoning Permit Fee \$ \_\_\_\_\_ CHECK BY \_\_\_\_\_ OWNER, \_\_\_\_\_ OTHER \_\_\_\_\_

Building Permit Fee \$ \_\_\_\_\_ CHECK NUMBER # \_\_\_\_\_

Work w/o permit \$ \_\_\_\_\_ BANK \_\_\_\_\_

TOTAL DUE \$ \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

Additional Fees: Final Cost/Construction \$ \_\_\_\_\_ RECEIPT # \_\_\_\_\_ Date: \_\_\_\_\_

Amendment \$ \_\_\_\_\_ RECEIPT # \_\_\_\_\_ Date: \_\_\_\_\_

Expired Permit \$ \_\_\_\_\_ RECEIPT # \_\_\_\_\_ Date: \_\_\_\_\_ Expires: \_\_\_\_\_

Scanned in Municipity \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

Scanned in Filebound \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

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**BUILDING PLANS WILL BE ON SITE FOR ALL INSPECTIONS  
TO BE SUBMITTED WITH BUILDING PERMIT APPLICATION**

Location/Address \_\_\_\_\_

Section/Block/Lot # \_\_\_\_\_

\_\_\_\_\_  
Print name of Property Owner                      &                      Print name of Contractor

I / We understand that the original set of building plans that will be returned by the  
Building & Safety Department as stamped and marked in:

***RED INK   "...ON SITE BUILDING PLANS FOR INSPECTIONS...."***

Must be available and maintained on site for all inspections. Failure to provide the original red stamped plans for  
said inspections will fail that inspection.

After two (2) subsequent failures, a re-inspection fee of \$50.00 will be assessed\* per failed inspection.

Payment, payable to the TOWN OF MARBLETOWN must be paid prior to the rescheduling of the failed inspection.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractors Signature

\_\_\_\_\_  
Date

\*\*\*It is the responsibility of the property owner to pay the failed inspection fee\*\*\*

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**ANCHORAGE INSTALLATIONS**

**\$RAE604.1 Ground anchors.** Ground anchors shall be designed and installed to transfer the anchoring loads to the ground. The load-carrying portion of the ground anchors shall be installed to the full depth called for by the manufacturer's installation directions and shall extend below the established frost line (48") into undisturbed soil.

Manufactured ground anchors shall be listed and installed in accordance with the terms of their listing and the anchor manufacturer's instructions and shall include means of attachment of ties meeting the requirements of \$RAE605. Ground anchor manufacturer's installation instructions shall include the amount of preload required and load capacity in various types of soil. These instructions shall include tensioning adjustments which may be needed to prevent damage to the manufactured home, particularly damage that can be caused by frost heave. Each ground anchor shall be marked with the manufacturer's identification and listed model identification number which shall be visible after installation. Instructions shall accompany each listed ground anchor specifying the types of soil for which the anchor is suitable under the requirements of this section.

Each approved ground anchor, when installed, shall be capable of resisting an allowable working load at least equal to 3,150 pounds (14 kN) in the direction of the tie plus a 50 percent overload [4,725 pounds (21 kN) total] without failure. Failure shall be considered to have occurred when the anchor moves more than 2 inches (51 mm) at a load of 4,725 pounds (21 kN) in the direction of the tie installation. Those ground anchors which are designed to be installed so that loads on the anchor are other than direct withdrawal shall be designed and installed to resist an applied design load of 3,150 pounds (14 kN) at 40 to 50 degrees from vertical or within the angle limitations specified by the home manufacturer without displacing the tie end of the anchor more than 4 inches (102 mm) horizontally. Anchors designed for connection of multiple ties shall be capable of resisting the combined working load and overload consistent with the intent expressed herein.

When it is proposed to use ground anchors, and the soil characteristics at a given site are such as to render the use of ground anchors inadvisable, or when there is doubt regarding the ability of the ground anchors to obtain their listed capacity, a representative field installation shall be made at the site in question and tested to demonstrate ground anchor capacity.

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§RAE604.2 Anchoring equipment. Anchoring equipment, when installed as a permanent installation, shall be capable of resisting all loads as specified within these provisions. When the stabilizing system is designed by an engineer or architect licensed by the state to practice as such, alternative designs may be used, providing the anchoring equipment to be used is capable of withstanding a load equal to 1.5 times the calculated load. All anchoring equipment shall be listed and labeled as being capable of meeting the requirements of these provisions. Anchors as specified in this code may be attached to the main frame of the manufactured home by an approved 3/16-inch-thick (4.76 mm) slotted steel plate anchoring device.

Anchoring systems shall be so installed as to be permanent. Anchoring equipment shall be so designed to prevent self-disconnection with no hook ends used.

§RAE604.3 Resistance to weather deterioration. All anchoring equipment, tension devices and ties shall have a resistance to deterioration as required by this code.

§RAE604.4 Tensioning devices. Tensioning devices, such as turnbuckles or yoke-type fasteners, shall be ended with clevis or welded eyes.

**§RAE605  
TIES, MATERIALS AND INSTALLATION**

§RAE605.1 General. Steel strapping, cable, chain or other approved materials shall be used for ties. All ties shall be fastened to ground anchors and drawn tight with turnbuckles or other adjustable tensioning devices or devices supplied with the ground anchor. Tie materials shall be capable of resisting an allowable working load of 3,150 pounds (14 kN) with no more than 2 percent elongation and shall withstand a 50 percent overload [4,750 pounds (21 kN)]. Ties shall comply with the weathering requirements of §RAE604.3. Ties shall connect the ground anchor and the main structural frame. Ties shall not connect to steel outrigger beams which fasten to and intersect the main structural frame unless specifically stated in the installation instructions included in the consumer manual(s) provided by the manufacturer. Connection of cable ties to main frame members shall be 5/8-inch (15.9 mm) closed-eye bolts affixed to the frame member in an approved manner. Cable ends shall be secured with at least two U-bolt cable clamps with the "U" portion of the clamp installed on the short (dead) end of the cable to assure strength equal to that required by this section.



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Wood floor support systems shall be fixed to perimeter foundation walls in accordance with provisions of this code. The minimum number of ties required per side shall be sufficient to resist the wind load stated in this code. Ties shall be evenly spaced as practicable along the length of the manufactured home with the distance from each end of the home and the tie nearest that end not exceeding 8 feet (2438 mm). When continuous straps are provided as vertical ties, such ties shall be positioned at rafters and studs. Where a vertical tie and diagonal tie are located at the same place, both ties may be connected to a single anchor, provided the anchor used is capable of carrying both loadings. Multisection manufactured homes require diagonal ties only. Diagonal ties shall be installed on the exterior main frame and slope to the exterior at an angle of 40 to 50 degrees from the vertical or within the angle limitations specified by the home manufacturer. Vertical ties which are not continuous over the top of the manufactured home shall be attached to the main frame.

**APPENDIX RE  
MANUFACTURED HOUSING USED AS DWELLINGS**

**§RAE101  
SCOPE**

**§RAE101.1 General.** These provisions shall be applicable only to a manufactured home used as a single dwelling unit and shall apply to the following:

1. Construction, alteration and repair of any foundation system which is necessary to provide for the installation of a manufactured home unit.
2. Construction, installation, addition, alteration, repair or maintenance of the building service equipment which is necessary for connecting manufactured homes to water, fuel, or power supplies and sewage systems.
3. Alterations, additions, repairs or relocation of existing manufactured homes.

These provisions shall not be applicable to the design and construction of manufactured homes and shall not be deemed to authorize either modifications or additions to manufactured homes where otherwise prohibited.

**EXCEPTION:** In addition to these provisions, new and replacement manufactured homes to be located in flood hazard areas as established in Table RR301.2(1) of this code shall meet the applicable requirements of §RR327 of the *Residential Code of New York State*.

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**§RAE501  
DESIGN**

**§RAE501.1 General.** A manufactured home shall be installed on a foundation system which is designed and constructed to sustain, within the stress limitations specified in this code, all loads specified in this code, and the installation instructions included within the consumer manual(s) provided by the manufacturer.

**EXCEPTION:** Where installation instructions are not provided, foundation and anchorage systems which are constructed in accordance with the methods specified in AE600 of these provisions, or applicable provisions of the NCSECS/ANSI A225-1-1994 standards, or which are designed by an engineer or architect licensed by the state to practice as such, shall be deemed to meet the requirements of this code.

**§RAE501.2 Installation instructions.** The installation instructions as included in the consumer manual(s) provided by the manufacturer of the manufactured home shall be used to determine permissible points of support for vertical loads and points of attachment for anchorage systems used to resist horizontal and uplift forces. Where manufactured homes are relocated, and the installation instructions are not available, such points of support and attachment shall be determined in accordance with applicable provisions of the NCSECS/ANSI A225-1-1994 standards or by an engineer or architect licensed by the state to practice as such.

**§RAE502  
FOUNDATION SYSTEMS**

**§RAE502.1 General.** Foundation systems designed and constructed in accordance with this section may be considered as a permanent installation.

**§RAE502.2 Soil classification.** The classification of the soil at each manufactured home site shall be determined in accordance with the requirements of §RR401 of this title.

**§RAE502.3 Footings and foundations.** Footings and foundations, unless otherwise specifically provided, shall be constructed of materials specified by this code for the intended use and in all cases shall extend below the frost line. Footings of concrete and masonry shall be of solid material. Foundations supporting untreated wood shall extend at least 8 inches (203 mm) above the adjacent finish grade. Footings shall have a minimum depth below finished grade of 12 inches (305 mm) unless a greater depth is recommended by a foundation investigation.

**EXCEPTION:** Where a foundation system is designed so that it will otherwise be protected from the effects of frost, such foundation system is not required to extend below the frost line.

Piers and bearing walls shall be supported on masonry or concrete foundations or piles, or other systems identified in the installation instructions included in the consumer manual(s) provided by the manufacturer, or in the reference standard, NCSECS/ANSI A225-1-1994 American National Standard Manufactured Home Installations, which shall be of sufficient capacity to support all loads.

**§RAE502.4 Foundation design.** When a design is provided, the foundation system shall be designed in accordance with the applicable structural provisions of this code and shall be designed to minimize differential settlement. Where a design is not provided, the minimum foundation requirements shall be as set forth in this code.

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§EAE502.5 Drainage. Provisions shall be made for the control and drainage of surface water away from the manufactured home.

§RAE502.6 Under-floor clearances - ventilation and access. A minimum clearance of 12 inches (305 mm) shall be maintained beneath the lowest member of the floor support framing system. Clearances from the bottom of wood floor joists or perimeter joists shall be as specified in §RR323.1 of this code.

Under-floor spaces shall be ventilated with openings as specified in §RR408 of this code. If combustion air for one or more heat-producing appliances is taken from within the under-floor spaces, ventilation shall be adequate for proper appliance operation.

Under-floor access openings shall be provided. Such openings shall be not less than 18 inches (457 mm) in any dimension and not less than 3 square feet (0.279 m<sup>2</sup>) in area and shall be located so that any water supply and sewer drain connections located under the manufactured home are accessible.

**§RAE503**

**SKIRTING AND PERIMETER ENCLOSURES**

§RAE503.1 Skirting and permanent perimeter enclosures. Skirting, when installed, shall be of material suitable for exterior exposure and contact with the ground. Permanent perimeter enclosures shall be constructed of materials as required by this code for regular foundation construction.

Skirting shall be installed in accordance with the installation instructions included in the consumer manual(s) provided by the manufacturer. Skirting shall be adequately secured to assure stability, to minimize vibration and susceptibility to wind damage, and to compensate for possible frost heave.

§RAE503.2 Retaining walls. Where retaining walls are used as a permanent perimeter enclosure, they shall resist the lateral displacements of soil or other materials and shall conform to this code as specified for foundation walls. Retaining walls and foundation walls shall be constructed of approved treated wood, concrete, masonry or other approved materials or combination of materials as for foundations as specified in this code. Siding materials shall extend below the top of the exterior of the retaining or foundation wall or the joint between siding and enclosure.