

Loyalsock Township
2501 E. Third Street
Williamsport, PA 17701
Office: 570-323-6151

NEW MANUFACTURED HOME SUBMISSION GUIDE

1. Provide a site plan & home plan
2. Provide a copy of the approved Manufacturer Installation Instructions (pier prints are not acceptable).
3. Highlight all pertinent sections, tables & charts in the Installation Manual
4. Provide a copy of the blank installation “Checklist” which will be completed by installer after installation is complete.
5. Provide manufacturer & DAPIA approval for any alternate systems proposed in installation. (foundation, tie-downs, etc.)
6. Provide a copy of the HUD License of the HUD Licensed Certified Installer.
7. Provide information on how Soil Bearing Capacity was determined.
8. Shallow frost foundations & slabs are not allowed
9. Full foundations (basement & crawl spaces) must be approved by manufacturer and comply with the 2015 IRC. Submit manufactures design approvals as needed.

****Please note the following: 1) All designs must be approved by the manufacturer, engineers or other professionals may not override manufactures requirements. 2) Tie-down anchors must go below frost depth. 3) All tie-down straps must have “strap protection” at main beams. 4) Additional requirements will apply when installation is in the flood fringe area of a floodplain. 5) Upon completion of the installation, the HUD Licensed Installer is to complete the appropriate sections of HUD CODE 309 and contact the township building inspector for final inspection. The 309 form must be completed and signed by the HUD Licensed Installer and the Building Inspector before the Certificate of Occupancy is issued.**