

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

## NEW MANUFACTURED HOME SUBMISSION GUIDE

1. Provide a site plan & home plans
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 “Certified Installer Identification”.
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) A completed Installation Checklist & Certificate of Compliance must be submitted to the building official prior to issuance of the Certificate of Occupancy.**