

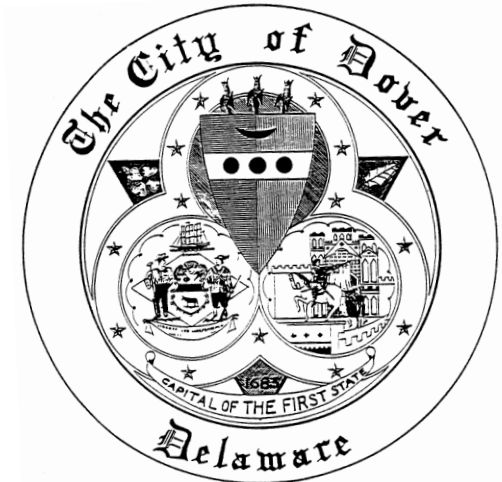
Moving into a Manufactured Home

**Any Questions
or Concerns about
manufactured homes?**

Please contact:

**City of Dover
Planning & Inspections**

**15 Loockerman Plaza
Dover, DE 19901
(302) 736-7010
(302) 736-4217 — Fax
www.cityofdover.com**



City of Dover

**Department of
Planning &
Inspections**

What kinds of homes can be moved into the city?

When it comes to factory-built homes, a lot of terms tend to be used interchangeably—mobile home, manufactured home, trailer, etcetera. However, there are many important differences.

- **Manufactured home:** A factory-built housing unit designed and constructed to meet the Manufactured Home Construction and Safety Standards of the US Department of Housing and Urban Development (HUD) Code of 1976.
- **Mobile Home:** A factory-built housing unit constructed prior to June 15, 1976.
- **Modular home:** A factory-built housing unit designed and constructed to meet local building codes.
- **Trailer:** A storage unit or temporary shelter designed to be pulled or carried by a vehicle.
- **Recreational Vehicle:** A vehicle designed to serve as a temporary shelter.

As of August 8, 2016, mobile homes, trailers, and recreational vehicles are not permitted to be placed in manufactured home parks in Dover.

What do I need before I can move into my home?

New manufactured homes need the following:

1. An annual manufactured home license
2. A manufactured home placement permit
3. Secure anchoring and skirting
4. Connections to utility services
5. Clearly displayed address numbers
6. A final certificate of occupancy

Manufactured Home Licenses

Annual licenses for manufactured homes are available from the Planning & Inspections Department. Licenses are \$45 and must be paid by August 1st of each year. Manufactured homes on permanent (perimeter wall) foundations do not need licenses.

Placement Permits

Placement permit applications are available from the Planning & Inspections Department or from the office of your manufactured home park, and must be turned in complete to the Department. Permits have a one-time \$50 fee, and are not issued until a manufactured home license has been obtained. Be sure to include a pier print and a manufacturer-approved floor plan with the permit application.

Anchoring & Skirting

Manufactured homes must be securely anchored to the ground by a Delaware licensed installer, with a foundation approved by the City Building Inspector. The Building Inspector reviews plans included with permit applications and inspects homes during and after construction to ensure adequate foundations have been installed. If a foundation leaves open space between a home and the ground, this open space must be skirted with material designed for that purpose.

Utility Connections

Manufactured homes must be connected to City electric, water, and sewer services. Coordinate with the staff of your manufactured home park to obtain necessary permits, install the connections and notify the City Department of Public Works when they are complete. Services will be activated if a manufactured home license has been obtained.

Address Numbers

The home address must be displayed with numbers at least 4 inches high, in a material contrasting with the side of the home. The numbers must be visible from the street.

Certificates of Occupancy

A certificate of occupancy is issued by the Planning & Inspections Department once the Building Inspector has deemed home construction complete and all utilities are activated. A manufactured home cannot be lived in unless a certificate of occupancy has been issued.

Home and Neighborhood Maintenance

Homeowners are generally responsible for the maintenance of their home. However, a number of maintenance items are the responsibility of the manufactured home park:

- Keeping streets free of potholes
- Clearing of piles of debris or snow blocking street access or access to mailboxes and fire hydrants
- Keeping common areas free of materials that could pose a fire hazard or provide breeding grounds to vermin
- Maintaining trees and other common landscaping
- Keeping utility connections in good repair
- Clearing stormwater facilities of blockage to prevent accumulation of standing water