



Hardin County

Planning and Development Commission
150 N Provident Way, Ste 225
Elizabethtown, KY 42701

TO: Kentucky Department of Housing, Buildings and Construction - Manufactured
Housing Division; Manufactured Home Dealers and Certified Installers
FROM: Adam King, AICP: Director / Building Official
DATE: February 15, 2019
RE: Revised permitting requirements for Manufactured and Mobile Homes

The Hardin County Planning and Development Commission, in response to having been recently informed that the State Department of Housing will be taking over all footer/foundation inspections for manufactured and mobile homes, has adopted the following changes to the permitting requirements for double wide and single wide manufactured and mobile homes within Unincorporated Hardin County, KY.

Previously this office required a Building Permit and performed footer/foundation and final inspections and issued a Certificate of Occupancy upon final approval for manufactured and mobile homes.

With the revision of responsibilities created by the adoption of 815 KAR 25:090 this office will no longer be performing footer/foundation or final inspections for manufactured and mobile homes. However, we will still require a local Building/Zoning Permit. We will verify compliance with the Zoning Ordinance and inspect all decks and stairs.

The following documents must be provided when an application is submitted:

1. Zoning Permit Application
2. Copy of Deed
3. Driveway Permit
4. Septic system Site Evaluation
5. Plot plan
6. \$100 permit fee

The responsibilities of the Planning Office under the Building/ Zoning Permit will include the following:

1. Verify that site placement meets required setback standards,
2. Verify that site complies with land use ordinances,
3. Verify zoning allows manufactured/mobile home on the proposed site
4. Verify whether the property is in a flood plain,
5. Verify that a new or existing driveway permit has been issued by the Hardin County Road Department or the Kentucky Department of Transportation,
6. Verify that a septic system permit or existing system approval has been issued by the Environmental Office of the Hardin County Health Department,
7. Coordinate with the addressing authority to obtain new address or confirm existing address,
8. Inspect any exterior additions such as decks and/or porches to assure construction to Kentucky Residential Code requirements.

NOTE: No changes to the Electrical Inspection Program. Electrical inspection remains the responsibility of the local inspector.

In order to coordinate the various permitting responsibilities, this office proposes to provide the State with a weekly listing of Building/Zoning Permits issued by this office. In response, this office requests that the State provide a weekly listing of B-1 seal inspections and/or the list of homes sold by Licensed Dealers or provide portal access from which that information can be obtained.

Frequently Asked Questions
815 KAR 25:090 – Site Preparation, Installation, and Inspection Requirements

815 KAR 25:090 establishes the inspection process for manufactured home installations. Recent updates to this administrative regulation have raised some questions from potentially affected industry groups. For convenience, efficiency, and some guidance, the Department of Housing, Buildings and Construction provides the following responses to frequently asked questions.

Q1: What is the purpose of the new manufactured housing site and footer location inspections?

A1: The site and footer location inspection will verify that the site is properly cleared, that the footer location has the proper soil, and that the hole is dug to the proper depth.

Q2: Who is responsible for coordinating the site and footer location inspection?

A2: The retailer is responsible for coordinating with the Manufactured Housing Section to schedule a site and footer location inspection.

Q3: Who do I contact to request an inspection?

A3: All requests for inspection shall be made directly to the Manufactured Housing Section. The individual may call in the request to the Manufactured Housing Section at 502-573-1795, email the inspection request to MFH@ky.gov, or submit an inspection request electronically through a portal on the Department's website.

Q4: When do I submit a footing design?

A4: Footer designs must be submitted for review at least five (5) working days prior to the inspection of the site and footer location. Submission of a footing design is not a request for a site and footer location inspection. Footing designs shall be sent to the Manufactured Housing Section to MFH@ky.gov or submitted footer location designs to the Department through the portal on the Department's website.

Q5: When do I request an inspection?

A5: Retailers must request a site and footer location inspection at least one (1) business day in advance of the anticipated inspection.

Q6: What happens once I request an inspection?

A6: Upon receiving an inspection request, the Department will assign the inspection to a qualified inspector. The inspector will communicate with the requester, and at the discretion of the inspector, coordinate either an in-person location visit or an electronic submission. Payment of the installation inspection fee is due prior to the inspection.

The Department will strive to perform the site and footer location inspection on the scheduled date. The Department has a maximum of three (3) days to perform the inspection from the receipt of the request. To ensure timely response to all requested inspections, the Department has cross-trained personnel so that twenty (20) inspectors, instead of the previous six (6) inspectors, are qualified to perform site and footer location inspections across the state. The Department also anticipates adding more inspectors that are qualified by continuing to cross-train employees.

Q7: What happens if the Department does not complete the inspection in three (3) days?

A7: Four days following the request for an inspection, the retailer or installer may proceed with the installation if the Department has not completed its inspection.

Q8: What happens if a site fails the installation inspection?

A8: If a site fails the installation inspection, the inspector issues a report to the installer, purchaser, and retailer identifying all deficiencies and corrective actions required. The installer has thirty (30) days to correct the deficiencies. There is a \$100 re-inspection fee.

Q9: Do existing sites in land-lease communities (parks) need to comply with the new administrative regulations?

A9: Land-lease communities are required to comply with the administrative regulations. If a home is being moved out and a new home is being moved in with the intent to use the existing footing from the previous home, the Certified Installer is to evaluate the existing footing for compliance with the manufacturer's installation instructions to ensure compliance. If the existing footing complies with the new home's installation instructions, it will be verified by the Department and permitted accordingly.