

Failure to provide ALL required information will result in the return of the application to the applicant.

No work shall begin prior to all fees being paid and issuance of permit.

Conducting work without a permit is illegal and may result in a penalty being added to the permit fees due.

The following items must be submitted with the completed permit application:

- Site Plan: identifying all existing buildings on property and proposed additions or new structures.
- Manufactured Home details showing home meets current codes.
- Contractors must be registered with the City of Glenpool – (glenpoolonline.com) – Contractor Registration
- Plan review payable with application submittal.

Manufactured Homes must meet the following Code & Ordinances.

11-4-13: Manufactured Homes.

A. Appearance.

1. Removal of Manufactured Home Wheels. All wheels, axles, and running gear shall be removed from manufactured homes.
2. Skirting. The open space between the finished grade of the pad on which each manufactured home is located and the exterior edges of the finished floor of each unit shall be skirted as follows:
 - a) Installation. Skirting is installed on a concrete footing so there is no visible gap between the finished floor and the ground.
 - b) Materials. The material used for skirting is rock, brick, manufactured vinyl, or concrete masonry construction, compatible in appearance with the manufactured home, and allows for ventilation and drainage.
 - c) Design. Skirting consists of a continuous, complete, opaque, and rigid surface that lends permanency to the appearance of the unit and completely screens the crawl space under the unit.
3. Roofing.
 - a) The roof shall be pitched, with a minimum vertical rise of four feet for every 12 feet of horizontal run.
 - b) Roofing material shall be comparable to that used on homes in standard residential construction, including, but not limited to, approved wood, asphalt composition shingles, or fiberglass. Corrugated aluminum, corrugated fiberglass, and metal roofs are prohibited.
4. Siding. Exterior siding shall consist predominantly of:
 - a) Decorative vinyl or metal horizontal lap siding with a reflectivity that does not exceed that of gloss white paint
 - b) Wood or hardboard; or
 - c) Brick, stone, or stucco comparable in composition, appearance, and durability to that used in standard residential construction.

B. Perimeter Buffering. When abutting any Residential Single-Family (RS) zoning district or a public street right-of-way, a manufactured home park shall:

1. Provide a Type B Bufferyard as set out in Section [11-6-10](#), Screening and Bufferyards; and
2. Construct an opaque fence or wall along all side and rear property lines adjacent to said districts and streets as set out in Section [11-6-10](#), Screening and Bufferyards. (Ord. 746, 11-14-2017)



**Residential
Manufactured Home
Permit Application**

Permit Number _____

PROJECT INFORMATION

Project Address		Subdivision	Lot	Block
Owner/Buyer Name	Address	Phone		
Dealer/Seller Name	Address	Phone		
Dealer/Seller Email:				

Sub-Contractor Information

Business Name	Contractor Name	Contractor Phone #	Contractor E-Mail
Electrical			
Mechanical			
Plumbing			
Other			

Manufactured Home Information

Height (FT)	Length (FT)	Width (FT)	Total Square Footage
Gas	# of Bedrooms	Cost of Home \$	Water Meter Size
Propane			Sanitary Sewer Meter Size
Electric			

Inspections Are Required

State and City License Required: The licensed contractor should request inspections.
 Inspection Information: Please post the Building Permit in a window visible from the public street.
 Please make requests before 8:00 A.M. for same day inspections, after 8:00 A.M. inspection will be scheduled for the following available working business day. Requests are made on our website under the Building, Permits and Inspections page. There is a link at the bottom of the inspections page. A re-inspection fee requires a \$50.00 payment made payable to the City of Glenpool prior to the Re-inspection. *The issuance of a "Certificate of Occupancy" is required prior to occupancy. Address must appear on the Building & Mailbox to receive "Certificate of Occupancy"

Meter Releases

Meter releases per local agreement will be done after the approval of all trade rough, top out and frame inspections. A breaker must be installed to power a GFCI receptacle to provide a protected receptacle for life safety. Gas must hold a 3 lb test for a minimum of 10 minutes for release. All valves/stops must be installed, including the fire place valve. Please list the provider company names below.

Electric Provider: _____ Gas Provider: _____

Applicant Name	Applicant Signature	Date