



Seward County
515 N. Washington, Suite 207
Liberal, KS 67901
(620) 626-3394

**Manufactured Home Install Permit
Application**

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Applicant

Application Date

Name:

Address:

Phone #:

Parcel

Address:

Zoning:

Section:

Township:

Range:

Addition:

Block:

Lot(s):

Owners

Contractors

Other Fields:

Year

Make

VIN

Size

Dig Safe

Number of bedrooms

Separate permits are required for Electrical, Plumbing, Mechanical, Septic System Installation and Water Wells. Approved permits become null and void if work or construction authorized is not commenced within 90 days, or within one (1) year from date of issuance regardless of the state of completion of the construction authorized by the permit.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regarding construction or the performance of construction.

A final inspection of this structure must be conducted prior to a certificate of occupancy being issued.

Applicant Signature

Contractor Owner Agent

Date

This is an application only. Submission of this application does not constitute approval of the proposed project. The application and all required documents will be reviewed by the Planning & Zoning Department. Permits will be issued or denied within 10 working days of receipt of all required documentation.

Seward County Planning & Zoning

515 N Washington, Suite 207, Liberal, KS 67901

Zoning Regulations, Subdivision Regulations, and Sanitation Code are available at www.sewardcountyks.org.

Application Requirements for Manufactured Home Permit

Permits are required to place Manufactured Homes in Seward County.

Required Documents:

- Completed Manufactured Home Application
- Current State of Kansas Manufactured Housing Installer license
- Copy of title to property showing ownership and legal description (if applicant is not the landowner, written permission from the owner is required)
- Site plan drawn to scale showing location or proposed location of entrance, water well, septic system, electric lines, gas lines or LP lines and tank, home and any accessory structures, lot lines, adjacent or adjoining roads, and any existing easements or rights-of-way
- A legal title for the manufactured home with the applicants name as owner or proof that title transfer is in progress (ie. Purchase Contract). Documentation must include VIN for the manufactured home in question.
- All manufactured homes must meet HUD minimum standards. (1977 or newer)
- Manufactured homes must be inspected to insure they meet current life safety codes prior to placement.
- Kansas One-Call ticket number (Dig Safe) 1-800-344-7233
- Estimated Time of Completion
- Appropriate fees (as determined at time of application)

Please be aware:

- **Separate permits are required for Septic System and Waterwell Installation.**
- **A floodplain development permit may also be required.**
- **Only one residential structure is allowed on a parcel or lot.**
- **Lot splits and subdivisions must be in compliance with currently adopted Zoning and Subdivision Regulations for permits to be issued.**

Zoning Regulations, Subdivision Regulations, Sanitation Code and Manufactured Home and Recreational Vehicle Code are available at www.sewardcountyks.org.

Applications will be approved or denied within 10 working days after receipt of all required items.