



AMELIA COUNTY BUILDING DEPARTMENT
P.O. BOX A
AMELIA, VA. 23002
804-561-3039

REQUIRED INSPECTIONS FOR MANUFACTURED HOUSING

1. **FOOTING:** A footing inspection is required after the footing has been dug, but prior to pouring of concrete, if used in lieu of CMU. Pier foundation shall be placed no less than 18 inches into stable soil.
2. **PIERS, BLOCK/ANCHOR/STRAPPING, PLUMBING AND ELECTRIC:** Once the footing inspection has been approved, the mobile home may be set in place. After the block/anchor/strapping, plumbing and electric are completed, another inspection is required. **DO NOT COMPLETE SKIRTING BEFORE YOU HAVE HAD YOUR PLUMBING INSPECTION.**
3. **LANDING:** All landings shall be a minimum of 3' x 3' and shall be provided on each exit door. The floor landing shall not be more than seven and three-quarter ($7 \frac{3}{4}$) inches below the top of the threshold. Porches, balconies or raised floor surfaces located more than thirty (30) inches above the floor or grade shall have guardrails not less than thirty-six (36) inches in height. Handrails and guardrails on open side of stairways shall have intermediate rail or ornamental closure which will not allow passage of an object four (4) inches or more in diameter.
4. **SKIRTING:** After the skirting has been installed around the entire perimeter, a final inspection shall be made. A Certificate of Occupancy shall be issued after the skirting has been approved.
5. **TEMPORARY OCCUPANCY:** Prior to installation of the skirting, a sixty (60) day Temporary Occupancy may be issued after the landings have been approved, Sewage Disposal System Operation Permit and a good bacterial test are received. The skirting must be completed and a Certificate of Occupancy issued within sixty (60) days of the Temporary Occupancy to avoid being in violation of Section 36.99.8 of the Code of Virginia, 1950, as amended, and incurring possible legal action.

The Building Department must have a copy of a Sewage Disposal System Operation Permit and a non-present (good) bacteria test for the water supply and a Manufactured Home Certification of Installation report. All reports must be received prior to the issuance of a Certificate of Occupancy.

SCHEDULING AN INSPECTION

You may schedule an inspection by calling the Building Inspector's office at 804-561-3039.

ZONING: Inspection of setback requirements will be inspected at the time of the footing inspection.

I certify that I have read and fully understand the above required inspections for this permit.

APPLICANT/CONTRACTOR:
