



14669 Fitzgerald Blvd N
 Hugo, MN 55038
 PHN: (651) 762-6300
 FAX: (651) 762-6344
 www.ci.hugo.mn.us

Manufactured Structure Permit

Property Type:	<input type="checkbox"/> MFD Home
Construction Type:	<input type="checkbox"/> New <input type="checkbox"/> Reinstallation
Job Site Address:	Street Number <input style="width: 50px;" type="text"/> Street Name <input style="width: 200px;" type="text"/> Unit <input style="width: 50px;" type="text"/> Parcel ID <input style="width: 80px;" type="text"/> Lot <input style="width: 30px;" type="text"/> Block <input style="width: 30px;" type="text"/> Subdivision <input style="width: 500px;" type="text"/>
Applicant Type:	<input type="checkbox"/> Contractor <input type="checkbox"/> Owner – (Requires signed “Notice to Owner’s Completing Installation Work” form) Verify Ownership at https://mn-washington.manatron.com/
Contractor Detail:	Company Name <input style="width: 500px;" type="text"/> Contact First Name <input style="width: 150px;" type="text"/> Mobile/Text # <input style="width: 80px;" type="text"/> Contact Last Name <input style="width: 150px;" type="text"/> Office Phone # <input style="width: 80px;" type="text"/> Street Number <input style="width: 50px;" type="text"/> Street Name <input style="width: 200px;" type="text"/> Unit <input style="width: 50px;" type="text"/> City <input style="width: 150px;" type="text"/> State <input style="width: 40px;" type="text"/> Zip <input style="width: 60px;" type="text"/> Contact Email <input style="width: 200px;" type="text"/> License No. <input style="width: 100px;" type="text"/>
Owner Detail:	Owner First Name <input style="width: 150px;" type="text"/> Mobile/Text # <input style="width: 80px;" type="text"/> Owner Last Name <input style="width: 150px;" type="text"/> Other Phone # <input style="width: 80px;" type="text"/> Email <input style="width: 150px;" type="text"/> Street Number <input style="width: 50px;" type="text"/> Street Name <input style="width: 200px;" type="text"/> Unit <input style="width: 50px;" type="text"/> City <input style="width: 150px;" type="text"/> State <input style="width: 40px;" type="text"/> Zip <input style="width: 60px;" type="text"/>
Project Summary:	<input style="width: 500px; height: 20px;" type="text"/>
Property Location:	<input type="checkbox"/> Manufactured Home Park <input type="checkbox"/> Private Surveyed Parcel
Structure Type:	<input type="checkbox"/> Manufactured Home <input type="checkbox"/> Prefabricated Building <input type="checkbox"/> Industrialized/Modular Building
Contractor Responsible for:	<input type="checkbox"/> Foundation <input type="checkbox"/> Anchoring <input type="checkbox"/> Support System <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Stair/Landing
Ordinance Requirements:	1) All basement floors, or first floor if there is no basement, shall be constructed at an elevation above the regulatory flood protection elevation, or four feet above the ordinary high groundwater elevation, whichever is higher. 2) No building permit for a residential dwelling, regardless of lot size, shall be issued without a “ Certificate of Survey ”. 3) Contact the city zoning department for parcel specific requirements.
Required Documents: (Where applicable)	1) “Notice of Manufactured Home Sale and Installation” (MN DOLI) completed form & (4) Four page State Application (MN DOLI) 2) Soil Compaction Testing Report 3) Certificate of Survey – include both the currently observed and historic groundwater elevations, and the 100 year surface water elevation 4) Copy of submitted Washington County SSTS permit application 5) Applicable energy code details 6) Erosion Control Plan 7) Footing, Foundation, Slab, and/or Pier plan 8) Support Pier Layout Drawing & frame Pier cross-section detail 9) Anchoring Plan with Manufacturers Installation plans and instructions
Stair/Ramp/Landing:	A separate “ RESIDENTIAL DECK/PORCH PERMIT ” is required with detailed construction plans including cross section
Valuation:	Estimated Value of Labor and Materials <input style="width: 50px;" type="text"/> \$ <input style="width: 100px;" type="text"/>

Permit becomes void if work does not begin within 180 days or is suspended at any time for over 180 days. Permits issued and inspections made by the city are a public service and do not constitute any representation, guarantee, or warranty, either implied or expressed, to any person as to the condition of the building or conformance to applicable construction codes. The Undersigned acknowledges that this application has been read and that the above is correct and agrees to comply with all the ordinances and laws of the City of Hugo. Periodic and/or a final inspection of this work are required by the Minnesota State Building Code.

Applicant Signature

Date

Permit #: Date Rec'd:

Valuation: <input style="width: 80px;" type="text"/> Permit Fee: <input style="width: 80px;" type="text"/> State Surcharge: <input style="width: 80px;" type="text"/> Plan Review Fee: <input style="width: 80px;" type="text"/>	Met Council- Sac: <input style="width: 80px;" type="text"/> City Water - WAC: <input style="width: 80px;" type="text"/> City Sewer - SAC: <input style="width: 80px;" type="text"/> Meter Fee: <input style="width: 80px;" type="text"/> Meter Sales Tax: <input style="width: 80px;" type="text"/>
Technology Fee: <input style="width: 100px;" type="text"/>	
Total Charges: <input style="width: 100px;" type="text"/>	