

Instructions for Application for Mobile Home Park Plan Examination and Permit

Park Information: Provide all requested information. Mark the appropriate box (city, village or township) and state the name of the governmental subdivision where the park is located; not the post office location.

Development Information: Check the appropriate box and complete all requested information.

Project Architect/Engineer: Provide all requested information.

Applicant: Provide all requested information including a signature. All correspondence will be sent to this address and this entity will be responsible for all fees.

Required Submittals for Plan Review

For each separate community, submit completed application, the appropriate fee made payable to the **State of Michigan** and the required number of construction documents under R125.1906 to R125.1909 with **original seals and signatures** in accordance with 1980 PA 299. Additionally, submit a soil analysis statement, evidence of title to the property and copies of easements. If there are no easements, then submit a statement to that effect.

Required Fees and Construction Documents

Mobile Home Park

Project Type	Fee	Construction Documents
Alteration	\$50.00 Minimum	2 sets of documents
Expansion/Reduction	\$185.00 plus \$4.00 per home site in excess of 25 sites to be constructed to a maximum of \$1,000.00	2 sets of documents
New	\$185.00 plus \$4.00 per home site in excess of 25 sites to be constructed to a maximum of \$1,000.00	2 sets of documents
Addendum	\$50.00 Minimum	2 sets of documents
Renewal	\$185.00 Minimum	No documents necessary

Mobile Home Condominium

Project Type	Fee	Construction Documents
New	\$505.00 plus \$4.00 per condo site in excess of 25 sites to be constructed	2 sets of documents
Expansion	\$505.00 plus \$4.00 per condo site in excess of 25 sites to be constructed	2 sets of documents
Conversion	\$505.00 plus \$4.00 per condo site in excess of 25 sites to be constructed to a maximum of \$1,480.00	2 sets of documents

Upon Receipt of All Applications

Written confirmation will be sent to the applicant. Further correspondence, concerning the requested plan reviews, will be sent to the applicant and project architect/engineer, if one is provided. Permit to Construct and approved construction documents will be shipped to the applicant only.

U.S. Postal Service

MI Dept. of Licensing and Regulatory Affairs
Bureau of Construction Codes
Plan Review Division
P.O. Box 30255
7150 Harris Drive
Lansing, MI 48909

Courier Other Than U.S. Postal Service

MI Dept. of Licensing and Regulatory Affairs
Bureau of Construction Codes
Plan Review Division
1st Floor Ottawa Bldg.
611 W. Ottawa St.
Lansing, MI 48913

Validation Area