



TOWN OF MERRIMAC INSPECTIONAL SERVICES

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Required Permit Submittal Documents for Manufactured Buildings

Installing a manufactured building is different than constructing a building from scratch. Like all buildings, manufactured structures are constructed from a set of plans. Unlike a site-built structure, however, plans for manufactured structures reflect prototypical systems designs and are subject to site-specific addendum.

With respect to one-and-two family residential dwellings (R4), plans are needed for such building features as decks, porches, garages and a site-specific foundation plan which indicates sill connections, point loads, footings, bulkhead, windows, etc.. (Note: The foundation plan included with the manufacturer's drawing set is only a generic representation, thus, unacceptable).

Also note, a Building Permit for a manufactured home will not be issued to the homeowner. As per 780CMR, only a Licensed Construction Supervisor can obtain a building permit for a manufactured building.

✓ List of Documents Needed for Building Permit Submittal Package

- ___ Building Permit Application signed by the Licensed Construction Supervisor.
- ___ A letter of Certification for the Installer (per CMR 3508.1.1; may be the LCS of record).
- ___ Plot Plan
- ___ Foundation Plan
- ___ Usual municipal approvals according to procedure (sewer, water, con-com, etc...).
- ___ Manufacturer's building-specific plans with each sheet bearing: a) third party approval stamp w/dates showing current code compliance; b) Ma. Architect seal of registration; c) BBRS stamp of approval on cover page (when dealing with a systems builder).
- ___ Plans for any site-built additions – NOTE: Transfer of loads from site-built portion to modular portion requires specific approval from factory and third party (i.e.: structural engineer).
- ___ Manufacturer's site installation or set manual specific to the building (or approved drawings detailing exactly how the building is to be attached to the foundation, supports, glue-lams, girders, and to other boxes.
- ___ Copy of the Annual Re-Certification Notice from the Administrator of the BBRS confirming renewal of program certification for the building or component manufacturer.
- ___ Appendix "J" energy compliance verification report.

The LCS of record shall notify the Merrimac Police Department no less than 48-hours prior to delivery date of modular boxes. The number of boxes being delivered, heavy equipment working the site, and number of set crew persons shall be discussed with respect to traffic impact. Crane operator(s) shall possess a current Massachusetts hydraulic license.