



23306 Cree Street NW
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Manufactured Home Alteration submittals

Prior to beginning an alteration to a manufactured home, documentation for the proposed alteration shall be submitted for review and approval. Documentation shall be submitted to the municipality/building official having jurisdiction. Alterations to electrical systems or components require application for permit and inspection by a Minnesota Electrical Inspector.

Depending on the nature of the alteration, some or all of the following documentation will be required for submittal::

- 1) Types of materials and their specifications. Include span ratings, grade and species, installation instructions, fire ratings, etc.
- 2) Procedure for installation of materials; fastener type and spacing.
- 3) Engineering designs/calculations for trusses, window/door headers, and frame ground support.
- 4) Method for extension of appliance flues and plumbing vents through roof, if roof changes are proposed.
- 5.) Window schedule indicating and verifying compliance for light (8%), vent (4%), and egress.
- 6.) Plot plan including location on property, property lines, easements, and setbacks.
- 7.) Dimensioned floor plan of existing home and proposed alteration or addition.
- 8.) "R" or "U" values of home when originally constructed (data plate).
- 9.) Owner's name and site address.
- 10.) Contractor's license number and name.
- 11.) Serial number, model name/number, and date of manufacture of home (photocopy of title).

Prior to submitting documentation, contact the municipality/local building official or the Department of Labor and Industry to find out the type of documentation that will be required for the proposed alteration.

Alteration Inspection

Inspections during construction of approved alterations will be required. Required inspections include, but are not limited to:

- 1.) Rough-in inspections: structural, mechanical, plumbing and electrical
- 2.) Insulation and vapor barrier (if affected in the alteration)
- 3.) Testing of systems: drain lines, water lines, gas lines and electrical
- 4.) Final: all construction and systems included in the alterations.

The Department of Labor and Industry or the municipality having jurisdiction for enforcement of the Minnesota State Building Code will invoice permits, plan reviews and inspection fees.

Upon final inspection and acceptance of the alteration construction a replacement state construction label may be ordered for the home on the **Minnesota Department of Labor and Industry form**. Photocopies of the permit and inspection reports from a municipality shall be attached to replacement label applications.

If, after an alteration has been approved and completed, a dealer or an individual homeowner wishes to sell or offer for sale the manufactured home with alterations, copies of all documents (approved documentation and inspection reports) must be provided to the future consumer purchaser. The future consumer purchaser must be made aware of the alterations that have been made to the home and that the home is now in compliance with manufactured home codes.

1350.0300 ENFORCEMENT.

The commissioner shall administer and enforce parts 1350.0100 to 1350.9200 and the code. Any authorized representative of the Department of Labor and Industry may enter any premises where manufactured homes are manufactured, sold, offered for sale, parked in any manufactured home park in the state, or installed in the state if the installation was made after September 1, 1974. The authorized representative may examine any records and may inspect any manufactured home, equipment, or installations to ensure compliance with parts 1350.0100 to 1350.9200 and the code. The authorized representative may require that a portion or portions of a manufactured home be removed or exposed in order that an inspection may be made to determine compliance, or require that all portions of an installation be removed or exposed to make this determination.

Statutory Authority: *MS s 327.33; 327B.01 to 327B.12*

History: *24 SR 1846; L 2007 c 140 art 1 s 1*

Published Electronically: *January 4, 2010*

1350.0400 REQUIREMENT FOR SEALS, CODE COMPLIANCE, CONSTRUCTION COMPLIANCE CERTIFICATES, OR LABELS.

Subpart 1. **Construction seals; code compliance; construction compliance certificates or labels.** After July 1, 1972, no person shall sell or offer for sale in this state any manufactured home manufactured after July 1, 1972; manufacture any manufactured home in this state; or install for occupancy any manufactured home manufactured after July 1, 1972, in any manufactured home park in this state, unless the manufactured home complies with the code and the commissioner's revisions to it, bears a construction seal issued by the commissioner, and is accompanied by a construction compliance certificate by the manufacturer or dealer, on a form issued by the commissioner, both evidencing that it complies with the code, or if manufactured after June 14, 1976, bears a label as required by the secretary.

Subp. 2. **Alteration of manufactured homes required to have a construction seal or label.** After July 1, 1972, no person shall alter any manufactured home bearing, or required to bear, a construction seal or label as provided in subpart 1 unless the person has complied with part 1350.3800.

Subp. 3. **Requirement for installation seals.** No person shall install or connect to any manufactured home or manufactured home accessory structure a support or anchoring system unless the system and installation comply with parts 1350.0100 to 1350.6900. The installer shall affix the correct installation seals to the manufactured home or the manufactured home accessory structure installed in compliance with parts 1350.0100 to 1350.6900. Evidence of compliance shall be supported by the submission of a certificate to the commissioner, the retailer, and the manufactured home owner. Installation seals and certificates are required for all manufactured homes installed in Minnesota, including those in a municipality enforcing the State Building Code. Exceptions to the requirement for seals and certificates apply to manufactured homes installed on a federal reservation or by the homeowner of the manufactured home. Retailers shall submit documentation to the commissioner for manufactured homes installed according to the exception for seals and certificates on a form provided by the commissioner. A permit to install a manufactured home in a municipality enforcing the State Building Code is required by the municipality.

Subp. 4. **Seals for incomplete installations.** When climatic conditions interfere with the completion of installation, the dealer or installer will assign an installation seal for the manufactured home incompletely installed and notify the commissioner stating the condition prohibiting the completion of the installation using the form issued by the commissioner. A copy of this notice shall be provided to the owner. When climatic conditions permit the completion of installation, the installation will be promptly completed and the installation seal affixed to the manufactured home. The installation compliance certificate shall be provided to the commissioner and the owner. A building official may

approve, in writing, a permanent installation of a manufactured home between the dates of November 15 and March 31 if the building official determines that climatic conditions would not prevent completion of a permanent installation.

Subp. 5. **Requirement for manufactured home accessory structure seal.** No person shall install or connect to any manufactured home a subordinate structure manufactured after September 1, 1974, unless the accessory structure complies with parts 1350.0100 to 1350.9200 and the code and bears a manufactured home accessory structure seal and is accompanied by a certificate by the manufacturer or dealer evidencing that it complies with the code.

Statutory Authority: *MS s 326B.02; 326B.101; 326B.106; 326B.13; 327.32; 327.33; 327B.01 to 327B.12*

History: *24 SR 1846; 34 SR 866*

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1350.3800 CONSTRUCTION ALTERATIONS.

Subpart 1. Effect on seal or label. Any alteration of the construction, plumbing, heating, cooling, fuel-burning system, electrical equipment, installation, or fire safety in a manufactured home that bears a seal or label, prior to receiving review and approval, and prior to obtaining permits, which include necessary inspections, shall void the approval, and the seal or label shall be returned to the commissioner.

Subp. 2. Acts not constituting alterations. The following shall not constitute an alteration: repairs with approved components or parts; conversion of listed fuel-burning appliances in accordance with the terms of their listing; adjustment and maintenance of equipment; or replacement of equipment in kind.

Subp. 3. Application. Any person proposing an alteration to a manufactured home bearing a seal or label shall make application for review and approval of the alteration to the commissioner or to the local authority having jurisdiction on the form issued by the commissioner.

Subp. 4. Inspection. Upon completion of the alteration, the applicant shall request the commissioner or the local authority having jurisdiction to make an inspection pursuant to part 1350.2100 to determine code compliance of the approved alteration.

Subp. 5. Replacement construction seal. If approvals and inspections for alterations were not obtained, and the home's construction seal or label is removed by the commissioner, or the commissioner ordered removal by the local authority having jurisdiction, then the applicant may apply for a replacement construction seal upon inspection and approval of the alteration. Replacement construction seals shall require submission of an application in accordance with part 1350.0500, subpart 2.

Subp. 6. [Repealed, 34 SR 866]

Statutory Authority: *MS s 326B.02; 326B.101; 326B.106; 326B.13; 327.32; 327.33; 327B.01 to 327B.12*

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