



## APPLICATION FOR MOBILE HOME LOCATION PERMIT 2024-2025

Mobile Home location: \_\_\_\_\_

\_\_\_\_\_

Property Tax Map and Parcel Number: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Telephone Number: \_\_\_\_\_

Description of the Mobil Home:

Square Footage: \_\_\_\_\_ Color: \_\_\_\_\_

Material (aluminum, galvanized, or plastic): \_\_\_\_\_

Porch or Canopy Measurements: \_\_\_\_\_

Other Items Required With This Application:

1. A site plan showing a footprint of the proposed structure. Show the distance to the property lines, show the size of the lot, and show the water and sewer tap or lines, existing or proposed driveway, or other structures on the lot.
2. Flood Zone Determination – if you know your property is in a flood zone, you **MUST** also obtain a floodplain permit.
3. Attach written and signed consent from seventy-five percent of owners of real estate within three hundred feet of the lot or area of land.

All plans will be reviewed for code compliance and once set will be retained in the permit file for 180 days past the close of the project. See – IRC 106.3 Examination of Construction Documents and ICR 106.5 Retention of Construction Documents.

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Submitted

The owner or their Authorized Representative signed above do hereby agree to comply with all the laws of the State of West Virginia and the City of Richwood adopted ordinances and that all the information on this application and the construction documents are true and correct.

I plan to start this project by \_\_\_\_/\_\_\_\_/\_\_\_\_ and complete all the work by \_\_\_\_/\_\_\_\_/\_\_\_\_

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Application Received By: \_\_\_\_\_

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Floodplain Manager Approval: \_\_\_\_\_

Date Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_

Code Official Approval: \_\_\_\_\_

Date Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mayoral Approval: \_\_\_\_\_

Date Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_