

MOBILE HOME INSTALLATIONS

The following information is provided to assist you in the mobile home application process. This information is not all inclusive and it does not relieve anyone of the requirements of meeting any and all City Codes, City Ordinances and Building Codes.

Every location is different – so some applications may require more information while others may require less. One difference you may experience on your lot is related to utilities. Some properties may not have utilities while others may have existing utilities or the existing utilities may be inadequate. Situations like this may require more information and sometimes may require additional fees.

Every time a mobile home is removed from a lot the lot is then considered a vacant lot. This means that any home being moved onto the vacant lot will require new applications to be submitted, fees to be paid and permits to be issued. It is the property owner's responsibility to see that all necessary paperwork, fees and permits required by City Ordinance are obtained by a licensed contractor or by the property owner prior to the installation of the mobile home.

Prior to setting the mobile home the owner shall provide:

1. Proof of ownership of the land
2. \$50.00 mobile home application fee
3. Completed mobile home application

Other permits and fees may include, but are not limited to the following:

1. Sheds, decks, porches, carports, garages – plot plan and permit are required. Permit fees are based upon square footage.

**** The following types of work (plumbing, gas piping, mechanical and electrical) **MUST** be performed by a licensed contractor who shall obtain the necessary permits prior to beginning work. A homeowner who owns the structure, owns the land, occupies the structure and is performing the work may take out their own permits.**

2. Air conditioners – permit required. Permits are based on the cost of materials and labor.
3. Electrical – any wiring that is added or moved requires a permit. Permits are based on the actual size of the service, number of general outlets, number of special outlets, etc.
4. Plumbing and Gas – any plumbing and/or gas that is added or moved requires a permit. All mobile homes must have a gas permit and gas pressure test when moved. The City **DOES NOT** pressure the system; they only inspect the system after the gauge is in place and has met the pressure requirements. The gas company will not provide gas service until the system is pressured, inspected and the tie downs have been installed. The City requires that mobile homes be skirted and tied down within thirty (30) days as specified in Chapter 20 of the City Code of Ordinances.

Replacement of water heaters requires a permit. Please note not all water heaters are approved for mobile home use. Plumbing and gas permits are based on the actual number of plumbing fixtures, gas fixtures, service lines, etc. that are installed. If there is an existing

gas line, the gas company may require a City inspection prior to making the connection. If an inspection is required, the City will require a permit and a pressure test to be completed prior to the inspection. The permit shall be based on the work to be performed.

5. Sewer Tap Fee – permit and licensed contractor are required. New sewer lines to be attached to the City main are subject to a connection fee. The connection fee is based on whether the site is or is not located in a benefit district as determined by the City Engineer's Office. Application to make a new sewer connection must be made by the land owner before the plumbing permit will be issued. (\$200.00 connection fee if in a benefit district, \$1,000.00 connection fee if NOT in a benefit district).
Connection fees do not include the plumbing permit to install sewer lines from the wye to the structure. Upon connection a monthly sewer utility bill will commence based upon the average water usage for November, December, January and February. If no water usage is established the "Non-Established" rates will be charged until a full year of service is achieved.
6. Heating – permit required. The addition or replacement of heating equipment requires a permit. The permit fee is based upon the cost of labor and materials.

Mobile homes are only allowed to be placed in R-4 Zoning Districts. Mobile homes may **NOT** be used as anything other than a dwelling except as follows:

1. May be used as a sales office for mobile home sales lots only. (See Chapter 20, City Code of Ordinances)
2. May be used for the purpose of a night watchman as specified under the M-2 and M-3 Zoning usages in the City Code of Ordinances.

City of Great Bend
Building Inspections
1217 Williams Street
Great Bend, KS 67530
P: 620-793-4106

Mobile Home Permit Application



Application Date _____

Application Fee \$50.00

Property Information

Street Address	City, State	Zip
Zoning (Only allowed in R-4, M-1 & M-2 Zones)	Individual Mobile Home Site Mobile Home Park	

Owner Information

First Name	Last Name	Phone	
Street Address	City	State	Zip
(circle one)	Name	Phone	
Applicant			
Contractor			

Utility Information

Contact Front Door for Sewer & Water (620) 793-4100	Water Supply	Refuse Disposal - per 8.08.020 Great Bend Code of Ordinance (collection must be completed by licensed trash hauler)
Sewage Disposal *Existing tap - no fee *New tap - \$200 fee and must be done by licensed contractor	Gas Supply (Kansas Gas Service)	
	Electric Supply (Wheatland Electric)	

Mobile Home Information

(Provide all information for mobile
home parks on a separate sheet)

Make
Model
Year
Manufactured (Homes manufactured prior to June 15, 1976 are not allowed to be moved within or into Great Bend)
Serial Number
Dimensions
Color(s)

(Initial)	<i>I acknowledge that this application and application fee is for the abovementioned mobile home only and location being applied for. If the mobile home is moved to a new site, or if a different mobile home is placed at this same location, a new application and application fee will be required.</i>
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Proposed Site Plan - included location of mobile home and include the following information:			
Individual:	a.	Dimensions of Property	Mobile Home Park:
	b.	Location of Mobile Home and other structures on property	
	c.	Distance between mobile home and property lines and mobile home and other structures on lot	
	d.	Distance between mobile home and mobile homes on adjacent lots	
	a.	Dimensions of mobile home park and of each lot to be located therein showing mobile home and accessory structures	
	b.	Parking area	
	c.	Refuse disposal location	

Affidavit of Record Owner of Property	
I hereby certify that I am the record owner of the property described in this application and I have authorized _____, the applicant herein, to establish a (mobile home park) / (individual mobile home) on the property described.	
NOTE: Attache copy of lease or agreement	_____
	Record Owner of Property

I hereby certify I will operate the above mobile home in strict accordance with the Ordinances of the City of Great Bend, Kansas. I have been notified that skirting is required to be completed within thirty (30) days after placing the mobile home.	
Signature	Date

Office Use Only	
Permit Fee: _____	Permit Number: _____ Issued Date: _____
NEW MOBILE HOME PARKS ONLY	
Date approved by governing body: _____	Number of Units: _____
Issued Date: _____	Units @ \$50.00 each = _____