

MANUFACTURED HOME INSPECTION REQUIREMENTS



Inspection Requests: (804) 966-8572

Office Hours: Monday thru Friday 8:00 a.m. – 4:30 p.m.

The plans approved by New Kent County must be available on the job site. The building permit, building permit number, and site address must be posted within public view. Portable toilet facilities shall be provided on all construction sites.

To request an inspection you must provide: **1. Permit Number**
2. Type of Inspection

All inspections must be requested prior to 4:00 p.m. to be scheduled for the next business day. While we will make every effort to perform the inspection on the scheduled date, please allow 2 business days for completion of each inspection requested. **Please note:** Due to the increasing workload of the inspectors, times of arrival will not be given, nor will requests for a.m. or p.m. inspections be honored, with the exception of footings (1 hr timeframe), and final inspections that require entry into an occupied structure (a.m. or p.m.).

Inspections must be requested in order. Failure to call in an inspection will result in a \$55 missed inspection fee.

YOU MUST PASS REQUIRED INSPECTION BEFORE THE NEXT INSPECTION CAN BE REQUESTED.

1. **Erosion & Sediment Control (E & S)** Erosion and sediment control inspections (E & S) must be completed on all building projects that required a land disturbance permit. E & S control measures (i.e., silt fence, construction entrance, etc.) must be installed as shown on E & S plan. E & S inspections will be conducted periodically during construction. **You must have an APPROVED PRECONSTRUCTION E & S inspection before any footings are dug or footing inspection can be requested.**
2. **Footing** – Footing for foundation piers must extend to or below the frost line (18” min) and shall be arranged according to the manufacturer’s installation specifications.
3. **Anchorage/tiedown**– Must be done according to the manufacturer’s specifications for wind zone II and before any skirting is installed.
4. **Marriage Line** - Required once the modular sections have been set, secured, and before concealment.

ROUGH-IN INSPECTIONS REQUIRED FOR PERMITTED WORK NOT COMPLETED AT THE FACTORY.

5. **Rough-in Plumbing**- Required after the drain waste lines and water distribution piping has been installed. The water supply must be a ¾" min. line of approved material, equipped with a full flow shut off valve. Outside faucets must be equipped with a non-removable vacuum breaker. Sleeve all piping thru foundation walls.
- Rough-In Mechanical**- Required after units are set, refrigerant and condensate lines installed and ductwork is complete.
- Rough-In Electrical**- Required for any electrical work not completed at the factory to include site connections, panel boxes, feeders, etc..
- Permanent Power**- Required after the meter base and panel box have been set and the system has been properly grounded. At least one receptacle outlet on a ground fault protected circuit shall be installed and the circuit wiring terminated. The building roof covering shall be installed. (This means final covering) Two driven ground rods are required.
- Rough-In Gas**- Required for any field installed gas lines and appliances. A pressure test shall be by means of a 30 psi gauge with a test pressure of 15 psi or per the IRC.

Note: Separate permits are required for plumbing, mechanical, and electrical work. **All sub permits must be obtained prior to calling in for framing inspection. Failure to do so could result in double permit fee charged for any permit not obtained prior to framing inspection request.**

6. **Water/Sewer OR Well/Septic**—required inspection after hookup to house/water and sewer main. **This inspection may be called in at any time during the construction project, whenever it is ready.**
7. **Final** – Required before a certificate of Occupancy is issued. All electrical and plumbing connections are complete; installation of a minimum of 3' x 3' landing (both front and rear) with stairs must be completed prior to requesting a final. Yard must be graded and at least seeded and strawed and permanent address posted. To insure timely issuance of the Certificate of Occupancy, a Virginia Department of Health Sewage Disposal System Operation Permit **must be issued** by the New Kent Health Department (NKHD) **prior to** requesting a final building inspection. Allow 5 working days for NKHD to issue operation permit after all required inspections are performed and all required paperwork has been received. Please call (804) 966-9640 for any questions regarding your Operation Permit.
- Final Gas** – Conducted in conjunction with the final building inspection; requires the appliances to be set, connected, and operable and the shutoff valve installed.

For all inspections that fail twice OR fail due to incomplete work, a \$55.00 re-inspection fee is required. Payment must be received prior to requesting a final inspection.