

Department of Code Enforcement

Town of Newark Valley

109 Whig Street
Newark Valley, NY 13811

Requirements for Manufactured Home Building Permits

The Town Council must approve all manufactured home applications. The Town Council meets on the first and third Tuesday of the month unless they are on summer schedule.

- The application, completed with payment. The cost is \$100.00
- Well and septic plans.
Well location. Are you using an existing well? If not who is your well driller? I must check his/her license.
Septic plans. Are you using an existing septic system? If so, provide the plans. Are you installing new septic? If so, hire a professional architect or engineer to draw up stamped plans for your system based on the load of the building.
- Plot plan.
The plot plan must show: The land boundary. The location of all buildings, barns, outbuildings, etc. fully dimensioned. The distance the home will be from the front of the home to the center of the road. The location of the proposed septic system. The location of any streams and/or ponds. The location of any decks, porches or pools.
- A foundation plan. A plan that shows the construction of pillars, slab, or modular slab foundation. This can be supplied by your manufactured home retailer. A copy of the installation manual, or pages copied from it that show the correct installation procedure for your make and model of home. If you are purchasing a used home from an individual, you or the cement contractor will have to draw up plans.
- Any subcontractors hired such as the concrete subcontractor must submit to the code officer his/her proof of liability and workman's compensation insurance unless it is already on file. These insurances must be faxed from the insurance provider to the code office directly. (Fax # 607-642-5060)
- If the home will be placed in a flood plain or way, a separate flood permit will be needed.

Note: No manufactured home is to be installed without a certified State of New York manufactured home installer present. No manufactured home is to be maintained unless it is by the owner or a certified State of New York manufactured home repairman.

Tom Larson
CEO – Town of Newark Valley
nvcode@stny.rr.com
607-642-8747 607-972-4161