

BOTETOURT COUNTY DEVELOPMENT SERVICES



Checklist for Manufactured Homes (HUD) Placement Permit



The following is required for a manufactured home, (previously mobilehome) placement permit:

- Tax Parcel number.
- Name and phone number for property owner/homeowner.
- Year of manufacture. If mobilehome was constructed **between 1976 and 2009, verification (i.e., title) must be provided.**
- Size (single, double or triplewide).
- Number of bedrooms and bathrooms.
- Number of other residential structures on the parcel and number to be removed within thirty (30) days.
- Current well and septic permits.

NOTE: If current home is being replaced, check with the Health Department (473-8240) regarding letter.

- Copy of deed— If the manufactured home owner is not the property owner, and is in the process of purchasing the property, a notarized signature from the current property owner is required on the Placement Permit Application.

If locating in a mobilehome park, the original lease must be provided.

- Original, notarized signature of property owner and manufactured home owner, if different.
- \$35.00 fee (cash or check only).
- Please contact the Building Office 540.473.8248 for proper permits.
- Please contact the Planning Office at 540.473.8320 if you have any questions.