



**CASS COUNTY, MISSOURI  
BUILDING CODES, ENVIRONMENTAL HEALTH  
AND ZONING DEPARTMENT**

**30508 S. West Outer Road, Harrisonville, MO 64701  
P- (816) 380-8134 F- (816) 380-8130**

**Requirements for Application for a  
Manufactured Home Installation Permit**

Last Updated March 15, 2016

The following information shall be submitted with the completed permit application questionnaire when making an application for a manufactured home installation permit. All plans will be reviewed under the 2006 International Codes as adopted by Cass County. If you have any questions please feel free to ask. *Applications cannot and will not be accepted electronically or by machine. Completed application and all associated information must be made at the Cass County building codes department by the applicant / permit Holder*

**Before making application, please check with the Building Codes office for any changes or revisions to this application packet.**

It is neither the intent nor policy of Cass County to discriminate against Manufactured Homes in any manner, nor to provide any rules or regulation for manufactured homes that do not apply to other classifications of housing.

Cass County, Missouri shall only regulate the installation of Manufactured Housing in the manner that the homes are installed on a site and connected to its energy sources, potable water and sewage disposal system. All zoning, health, and building ordinances regulating the installation of Manufactured Homes and the requirements provided for to make application for an installation permit are deemed to provide that an installation meets or exceeds the minimum standards of applicable ordinances adopted by Cass County, the State of Missouri and the United States Department of Housing and Urban Development.

The 2007 Cass County, Missouri Amended Zoning Order requires all new homes in Cass County must be a minimum of 1,000 square feet in size.

All new installations of Manufactured Homes must be 1976 or newer homes with a Manufactured Home Seal showing it was built in accordance with and inspected by the United States Government.

**SUBMIT FOLLOWING INFORMATION WITH A COMPLETED APPLICATION**

- 1) A completed permit application questionnaire provided as a part of this packet. All information requested on the application questionnaire is required to be answered. It is the applicant's responsibility to provide the following information and Building Codes Department staff is unable to assist in obtaining the information.
  - A letter from the GIS coordinator for the new address. (816) 380-8190
  - Fire District- Check with your fire district to see if any additional permits/fees are required from them. ***IF YOU ARE LOCATED IN WEST PECULIAR FIRE DISTRICT CONTACT WEST PECULIAR FIRE DISTRICT ABOUT ADDITIONAL FEES THAT ARE REQUIRED.***
  - Water District- Check with your Water district to see if any additional permits/fees are required from them. ***YOU MUST PROVIDE DOCUMENTATION OF CONNECTION TO A PUBLIC WATER SYSTEM.***
  - School District- Check with your School district to see if any additional permits/fees are required from them.
  - Electrical or Gas Utilities- Check with your Electrical or Gas Utilities to see if any additional permits/fees are required from them. (If an applicant incorrectly identifies the utility provider obtaining electrical power may be delayed.)

- 2) Legal Description of the property on which the manufactured home is to be installed.
- 3) A sewage disposal system permit application with all information as required below.
- 4) ALL PLANS MUST BE LEGIBLE.
- 5) Plans will NOT be accepted by electronic means.
- 6) Plot Plan showing the following information:
  - The overall dimensions of the property showing property lines with North arrow.
  - Any easements.
  - The locations of any existing buildings, their distances from the property lines, each other, and to the proposed manufactured home.
  - The proposed location of the manufactured home and its distances from property lines.
  - The location and size of any decks, landings or stairways.
  - The location of the required electrical service disconnect.
- 7) The floor plan of the manufactured home showing:
  - The overall dimensions of the home. (Including the outside dimensions of the box of the home, but not the tongue or towing apparatus.)
  - The room dimensions.
  - The descriptions of the rooms use. (i.e. Bedroom, Bath etc..)
  - Show the location of the electrical distribution panel board.
- 8) A foundation plan that is designed in accordance with one of the following methods:
  - The manufacturer's installation manual.
  - An alternate foundation system that has been certified or prepared by the manufacturer.
  - An alternate foundation that has been designed by and bears an original seal from a Missouri Registered Professional Engineer.
- 9) Building plans for deck shall include the following information;
  - Show overall dimensions of deck.
  - Indicate which areas will have roof covering, if any.
  - Note all attachment methods
  - Framing details shall include;
    - i) The size of all framing components, give grade and species or Fb and E values and show the direction in which the members will be run.
    - ii) Specify center-to-center spacing of members.
    - iii) Show clear load transfer path to carry all floor, ceiling and roof loads through structure to foundation.
  - Foundation plan shall include the following if applicable;
    - i) Footings
      - (1) Width and thickness
      - (2) Reinforcing
      - (3) By note or detail, 36 inch depth for frost protection and to virgin soil.
    - ii) Deck Piers
      - (1) Diameter
      - (2) Depth
      - (3) Attachment Method
    - iii) Foundation walls if applicable
- 10) Height and thickness
- 11) Applicant must furnish a complete Manufacturer's Installation Manual.
- 12) Application fee in the amount of \$350.00 (exact cash, check or Money Order) is due upon making application for a building permit. (\$300.00 Septic Permit, \$50.00 Building Permit Application).
- 13) Work shall not be started until a permit has been issued!
- 14) By being the permit applicant / permit holder you are taking full responsibility for the building / septic project. The permit applicant/ permit holder will be the point of contact for all issues regarding the project from start to finish.

## Septic Plan Requirements

- Details showing the typical cross section dimensions of the absorption trench including but not limited to: depth, width, size, type, and depth of gravel; size, type and depth of pipe or chamber; depth of fill; type of restrictive layer (landscaping fabric, fiberglass, paper, etc. )
- Soil Data / site evaluation at site location, either percolation test or soil morphology evaluations. Percolation tests must be performed by a Missouri Registered percolation tester, Soil Morphology must be provided by a soil scientist.
- Soil test must correlate with Septic system design.
- In-ground Septic Systems must have area for proposed system to be installed as well as a replacement area equal to or greater than current proposed system absorption area.
- Evaporation ponds must meet County setback regulations.
- Evaporation ponds cannot be located on properties less than 5 acres in size.
- Evaporation ponds shall not be located in front of a residence and must indicate distance from neighboring residence (minimum of 200 feet).
- Class 1 NSF approved aeration tanks are required for Evaporation Ponds.
- We reserve the right to require a Soil Morphology test be performed at our discretion.
- We reserve the right to require plans to be designed and sealed by a Missouri Registered Engineer.
- Plans must indicate existing utility lines and easements.
- Plans must indicate all road and ingress / egress easements.
- Plans must indicate existing or proposed swimming pools.
- Plans must indicate existing or proposed drives, parking lots or other paved or gravel surfaced areas.
- Systems shall be designed at 150 gallons per bedroom per day.
- A Septic System Design prepared by the installer or Missouri Registered Engineer to include all of the following information:
  - i) Lot lines, dimensions and total lot area or acres
  - ii) North arrow
  - iii) Any easements shall be shown with their established dimensions.
  - iv) Show planned location of new building and septic system provide setback dimensions between proposed building and all property lines and any existing buildings. For setback requirements please contact our office.
  - v) Indicate location of: Tank(s)      Absorption Field      Serial Dist (land Block)      Flat lot Layout  
Total Absorption Area      Easements      No. of Trenches      Trench Width  
Trench Depth      Tank Geological Features      Soil Morphology Pits or Percolation Holes  
Indicate direction of surface drainage      Springs, sinkholes and caves
  - vi) Proposed and/or existing wells (in use or abandoned)
  - vii) Flowing or intermittent streams or watercourses, ponds, lakes and floodplain boundaries
  - viii) Any other conditions which may affect the design or performance of the system
  - ix) Slope of ground surface across absorption field area. Spot elevations or topographic contours may be used. Show Grade to nearest ½ percent.

NOTE: Actions or representatives of the administrative authority engaged in the evaluation and determination of measures required to effect compliance with the provisions of this rule shall in no way be taken as a guarantee or warranty that sewage treatment and disposal systems approved and permitted will function in a satisfactory manner for any given period of time.

This information may or may not be all that is required for each individual building design. If additional information is required during the review process the permit applicant or designated design professional will be contacted.

The setup and installation of a manufactured home shall comply with Manufacturer's Installation Manual and/or original sealed plans from a Missouri Registered Professional Engineer.

**Table 1-A-1b**  
**BUILDING PERMIT FEES**  
**MANUFACTURED HOMES FOR DWELLING USE**

For Manufactured Home Installation on piers, or engineered slab or pier and engineered runner foundations.	\$905.00
For Manufactured home installation on crawl space foundation.	\$905.00 plus \$0.23 per sq. ft. of crawl space area.
For Manufactured Home Installation on Basement foundation.*	\$905.00 plus \$0.35 per sq. ft. of basement area.
Deck	\$0.12 per sq ft
Porch/Deck Roof	\$0.10 per sq ft
Attached garages and other attached accessory use buildings.	\$0.34 per sq. ft.

\*For finished habitable space in basements of manufactured home see Table 1-A-1a

**Work shall not be started until a permit has been issued!**

Incomplete plans and specifications may not be accepted or if plans are incomplete and require more than one hour of review time additional fees may be assessed at the rate of \$122.00 per hour with a minimum of one-half hour charge being assessed. The information which is being requested in this letter is a part of the building codes department plan review check list and plans which do not contain all requested information may be rejected and a delay in issuance of your building permit may result. Major changes made to plans after a plan review has been completed are subject to an additional plan review fee of \$122.00 per hour minimum of one half hour.

### On-Site Sewage Disposal System Information

System is		New Construction			Repair Existing System			Exemption		
System Serves		# of Bedrooms			# of Bathrooms			Full		Half
Percolation Rate		(min/inch)								
Soil Morphology		Soil Type		Soil Texture			% Clay		Application Rate	
System to be used										
Sewage Tank Type		Liquid Capacity			(gal/GPD)		Square Footage of Lateral Field			
Septic	Aerated	NSF Class I	Yes	No	Distance From		House	Well		
Waste Stabilization Pond		Dimensions						( length x width or Diameter)		
Total water surface Area Square ft		Working Depth			Pond Seal		Equip Used			

### Permit Applicant Information

Applicant Social Security # / Tax ID # / Drivers License #										
Applicant Name										
Applicant Address										
City / State / Zip										
Phone		Mobile								
Fax		Alternate Phone								
Applicant's Position		Installer		Owner		Authorized Agent				

By signing this form you are taking FULL Responsibility for On-Site Swage System Installation as well as the Property owner confirms and agrees that the Locations of proposed system components and any conditions described may not be altered without prior written approval of the Flood Plain Administrator, and that the county is hereby granted authorization to enter upon the subject property, following reasonable notification to the Owner and/or agent, to confirm the conditions of this permit.

Signature of Installer or Authorized Agent

Signature: \_\_\_\_\_ Print: \_\_\_\_\_

### OFFICE USE ONLY BELOW

This property has been reviewed by the County Flood Plain Administrator to evaluate the relationship of the project to any potential flood issues as indicated in the current NFIP mapping system. The results are:  
 The Residence septic system appears to be located in the area designated as subject to a 1% Annual Chance of Flooding.  
 The Residence septic system DOES NOT appear to be located in the area designated as subject to a 1% Annual Chance of Flooding.

Conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Cass County Flood Plain Administrator

\_\_\_\_\_  
 Date

Construction Inspection Approval		Pump Tank Inspection		Lagoon Fence Inspection	
Date	EPHS Initial	Date	EPHS Initial	Date	EPHS Initial



**CASS COUNTY BUILDING CODES DEPARTMENT  
MANUFACTURED HOME PERMIT  
APPLICATION QUESTIONNAIRE**

Log No. _____ OFFICE USE ONLY
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*Applications cannot and will not be accepted electronically or by machine. Completed application and all associated information must be made at the Cass County building codes department by the applicant / permit Holder*

Property Information									
Installation Address									
Post Office					Lot Size				
Lot #		Block		Subdivision					
Fire District		Water District				School District			
Electrical Supplier		Electrical Service Rating		amps		Health Department Permit #			
Fuel Gas Supplier		Heat Type		Natural Gas		LPG		Electric	

Property Owners Information			
Owners Name			
Owners Address			
City / State / Zip			
Phone		Mobile	
Fax		Alternate Phone	

Manufactured Home Information					
Manufacturer					
Model		Year	Width	Length	
Serial Number					
Type of Unit		Single Section		Multi Section	

Foundation Design					
Manufacturer's Manual		Manufacturer's Certified Alternate		Sealed Engineered Design	
Type of Foundation					
Piers	Crawl Space	Slab	Basement		
			Unfinished		
			Finished	Total Finished Space	Sq. Ft

Permit Applicant Information					
<i>By Filling out the following information you are taking FULL responsibility for this project from Start to Finish.</i>					
Applicant SSN, State ID # or TIN #					
Applicant Name					
Applicant Address					
City / State / Zip					
Phone		Mobile			
Fax		Alternate Phone			
Applicant's Position		Builder	Owner		

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# CONTRACTORS LIST

All information must be complete before making application.

General Contractor/Installer

Contact Person

Address

Phone

Alternate Number

E-mail

Foundation Company

Contact Person

Address

Phone

Alternate Number

E-mail

Flat Work Company

Contact Person

Address

Phone

Alternate Number

E-mail

Framing Contractor

Contact Person

Address

Phone

Alternate Number

E-mail

Electrical Contractor

Contact Person

Address

Phone

Alternate Number

E-mail

Plumbing Contractor

Contact Person

Address

Phone

Alternate Number

E-mail

**CONTRACTORS LIST CONTINUED**

Mechanical Contractor

Contact Person

Address

Phone

Alternate Number

E-mail

Insulation Company

Contact Person

Address

Phone

Alternate Number

E-mail

**DESIGN PROFESSIONALS LIST IF REQUIRED** (Engineers and or Architects)

Design Professional/ Discipline

Contact Person

Address

Phone

Alternate Number

E-mail

Design Professional/ Discipline

Contact Person

Address

Phone

Alternate Number

E-mail

Design Professional/ Discipline

Contact Person

Address

Phone

Alternate Number

E-mail

Design Professional/ Discipline

Contact Person

Address

Phone

Alternate Number

E-mail