

MANUFACTURED HOME INSTALLATION INSPECTION CHECKLIST

NORTH DAKOTA DEPARTMENT OF COMMERCE

DIVISION OF COMMUNITY SERVICES

SFN 60119 (9/16)

Inspector's Name	Inspector Number	HUD Number	Date
Installer's Name	Installer Number	Serial Number	Insignia Number
Dealer	Job Name/Address		
City	State	ZIP Code	

Site Conditions

Zoning approval from LAHJ (<i>ask - if yes OK, if no call LAHJ</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Permits or official authorization (<i>must have in certain areas</i>)	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Manufacturer's Installation instructions or engineering specs if different from instructions	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Alternate Construction letter available (<i>when applicable</i>) See page 3	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Fire separations and setbacks provided per LAHJ (<i>ask - if yes OK, if No call LAHJ</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Access to site available	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Flood hazard provisions (<i>when applicable</i>) (<i>ask - if yes OK, if no call LAHJ</i>) (see page 6 and 10)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Home site is prepared and graded for drainage with no pooling (<i>visually inspect</i>)	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A

Foundation Construction

6-mil vapor retarder installed under home (<i>when applicable</i>) Check manual to see if necessary	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Verify correct footing size (<i>page 8 or manufactures installation manual</i>)	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Footing depth accurate for frost depth	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Footing locations per manufacturer's instructions (<i>need the pier spec, it may not be in the manual</i>)	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
12" minimum clearance under main frame (<i>check for exclusions in the manual</i>)	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
18" minimum clearance under floor joists	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Pier heights per manufacturer's instructions. Under 36 inches single stack, over see manual	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Column post support piers properly sized and located, find in the pier specs or manual (<i>page 17</i>)	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Perimeter piers placed per manufacturer's instructions (<i>outriggers are acceptable</i>)	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Finished floor is 18" above Base Flood Elevation	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A

Structural Connections

Shipping blocks and straps removed	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Hinged roof and eaves secured in place, MANDATORY, (<i>check before sections are put together</i>)	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Floors, endwalls, and roofs are properly aligned	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Gaps screwed shimmed and plumbed in marriage line at floor attic and walls (<i>no large gaps</i>)	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Non-porous gasket installed at marriage line, some may allow porous. Check manual	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Roof secured at marriage line	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Endwalls secured at marriage line	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Floors secured at marriage line	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Interior wall secured at marriage line	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A

Anchoring and Tie Downs

Approved anchors and straps <i>(see anchor literature from installer/dealer)</i>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Anchors approved for soil conditions <i>(see anchor literature from installer/dealer)</i>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Anchor location and spacing per manufacturer's instructions	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Anchor depth in soil per manufacturer's instructions <i>(below the frost line)</i>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Proper anchor strap attachment to chassis <i>(buckle must be at the top, see instructions)</i>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Longitudinal tie downs are installed <i>(when applicable) see the installation manual</i>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Stabilizer plates installed, only needed if anchor head faces straight up or away from the home	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Anchors in the concrete pier must be an approved anchor for concrete	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A

Mechanical Connections

Appliance connections conform with manufacturer's instructions <i>(should be done at the factory)</i>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Appliance shipping blocks and straps are removed	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Ship-loose flue vents are installed through roof and flashed	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Range and dryer exhausts are properly installed	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Range and dryer exhausts are properly terminated	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Gas system supply connection is made with approved materials <i>(verify, don't inspect)</i>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Fuel oil system supply connection is made with approved materials <i>(verify, don't inspect)</i>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Condensate lines drain outside home for A/C and condensing furnace, if present	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Cross-over ducting properly supported of the ground <i>(may not be present)</i>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Cross-over ducting has no crimps, tears, or compression	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Gas cross over connection is made with approved materials <i>(Verify, don't inspect)</i>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
All required tests have been successfully completed	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A

Electrical Connections

Panel amperage matches connection to home <i>(mandatory)</i>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Electrical connections at marriage line have been properly made <i>(verify)</i>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Electrical connections at marriage line have proper polarity	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Electrical connections at marriage line have j-box covers reattached	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Marriage line access panels are insulated and secured in place	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Chassis of multiple section homes are bonded <i>(mandatory)</i>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
All required tests have been successfully completed	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A

Final Elements

Exterior siding trimmed, flashed, and sealed	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Windows and doors trimmed and sealed	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Roofing damage repaired with no holes or exposed fasteners	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Roof flashings and roof jacks in place	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Hinged roof and eaves have roofing applied	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Roof cap and roofing material is applied at marriage line	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Doors and window open and close easily <i>(means of egress)</i>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Bottom board damage is repaired and sealed	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A

(Final Elements continued)

Gutters (when installed) divert water away from foundation	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Skirting is supported, has access, and is properly vented according to the installation manual.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Finish grading provides grade away from home	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Foundation drains are in place (<i>when applicable</i>)	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Labels, insignia, and data plate are in place	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A

Plumbing Connections

Water and drain connections have been properly made)	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Ship-loose plumbing is installed	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Drain line piping is graded and has cleanouts when required	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Drain and water pipe materials are approved type (schedule 40 for sewer) page 50 manual	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Drain and water piping is supported at proper intervals (sewer 4 ft.)	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Drain and waterline penetrations through floor have been sealed	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Plumbing access covers and insulation have been replaced	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Water lines and P-traps are protected from freezing	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Water and drain crossover connections have been properly made	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
All required tests have been successfully completed	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Water heater drain pan line plumbed to exterior	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A

Additional Comments

--	--

Inspected By:	Date
---------------	------