



MANUFACTURED HOME COMMUNITY PLAN REVIEW PACKET

- Manufactured Home Communities are required to obtain a Permit to Operate in the State of West Virginia.
- Application requires this **Plan Review, Payment,** and a **Manufactured Home Community Application (SG-49).**
- Forms and regulations can be found at the link below.

<https://www.jchdww.org/environmental-health/>

Under **Mobile Home Parks/Manufactured Home Communities**

Plan Review Submission Requirements

New Construction or Remodeling: Plan reviews are **due at least 45-days prior construction start date.**

New Owner - of an existing site: Plan reviews are **due at least 45-days prior to desired opening date under new ownership.**

Prior Permitted Establishment with a permit that has been expired for more than 6 months: Plan reviews are **due at least 45-days prior to desired reopening date.**

Plan Review Fees

Small Park: (0-10 units) : **\$125.00**

Medium Park (11-20 units) : **\$225.00**

Large Park (21 or more units) : **\$325.00**

Plan Review Submission - Checklist

Please use the checklist below to ensure your Plan Review submission is complete.

Incomplete packages will be returned.

- Complete** the **Manufactured Home Community Plan Review Packet** below. All forms can be found on our website under Mobile Home Parks/Manufactured Home Communities.
<https://www.jchdvw.org/environmental-health/>
- Include** detailed plans and spec of the community.
- Include** a **SITE drawing** showing location of all mobile homes, office(s) wells, and septic(s) if applicable.
- Include** Plan Review Payment (see above).
- Submit** all forms to: Patti.J.Richardson@wv.gov or see page 7 for other submission options.

Application for a **Permit to Operate** (SG-49)

You will also need to complete an Application for a Permit to Operate.

Permit to Operate Fees

The Permit fees are separate from the Plan Review fees and are prorated, if needed, for the term remaining in the permit period. Once your completed packet has been received, you will receive an emailed invoice with all permit fees that are due. We cannot begin the permitting process until this invoice is paid in full.

Permit to Operate (SG-49) Submission -Checklist

Please use the checklist below to ensure your submission is complete.

- Download** the **Manufactured Home Community Permit Application** from our website under Mobile Home Parks/Manufactured Home Communities.
<https://www.jchdwv.org/environmental-health/>
- Include** your email address on the form.
- Submit** this form along with this Plan Review Packet.
- Watch your email** for the permit fee(s) invoice. We cannot begin the permitting process until this invoice is paid in full. You may use the Pay Online option once you receive this invoice. (see page 7)

Forms

Manufactured Home Community Plan Review Packet

Manufactured Home Community Permit Application (SG-49)

Website

Additional forms mentioned can be found at the following link:

<https://www.jchdvw.org/environmental-health/>



PLAN REVIEW FOR MANUFACTURED HOME COMMUNITY

Name of Establishment _____

Establishment Address _____

Email Address _____

Owner Name _____ Telephone _____

Owner Address _____

Manager Name _____ Telephone _____

of Units _____

SERVICES PROVIDED

1. Please put an X beside the services your facility will be providing.

- _____ Private Septic
- _____ Public Septic
- _____ Private Well
- _____ Public Water

Owners Signature _____ Date: _____

Include site drawing



Payment Options and Submission

Check Payments: Please make checks payable to Jefferson County Health Department and include a phone number on the top of the check. Mail along with your completed packet to the address above or drop in the lock box outside our back door marked Environmental.

Credit Card Payments: **There is a 3.99% fee on all credit card payments.**

Pay Via Form Below: Complete the credit card section below and email, fax, mail or drop in the lock box outside our back door marked Environmental, along with packet.

Pay Online: This option is only available for the permit fee piece, as you will need to input your invoice number. Plan Review fees are due at time of submission.

Visit our website <https://www.jchdww.org/environmental-health/>

and click on [Pay for PERMITS Online](#)

PLEASE NOTE:

We are unable to accept credit card payments over the phone.

Credit Card Payment:

There is a 3.99% fee on all credit card payments.

Card Holder Name: _____

Account # _____

Expiration Date: _____ Security Code: _____ Amount: _____

Signature: _____