



## 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 Packet, Payment,** and a **Manufactured Home Community Application (SG-49).**
- Forms and regulations can be found at the link below.

<https://www.jchdww.org/permits-and-regulations/>

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

### Plan Review Submission Requirements

New Construction or Remodeling: Plan reviews are **due at least 45-days before 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.**

# **FEEES**

## **Plan Review Fees**

Small Park: (0-10 units)	<b>\$125.00</b>
Medium Park: (11-20 units)	<b>\$225.00</b>
Large Park: (21 or more units)	<b>\$325.00</b>

See page 6 for payment options

## **Permit Fee**

The permit fees are prorated according to the time remaining in the permit term when you apply. Once your Plan Review is received, you will receive an email with an invoice for your prorated Permit to Operate fee. This fee is due at least 30 days prior to opening/new ownership start date.

## **NEW PARK/OWNER APPLICATION INSTRUCTIONS**

- Complete a **Manufactured Home Community Plan Review Application** and return along with payment.
- Complete a **Manufactured Home Community Application (SG-49)** and submit along with your Plan Review.
- Once we have received your Plan Review, Application, and Payment you will be emailed an invoice for the permit fees. This payment is due at least 30 days prior to opening/ new owner - start date.
- Payment Authorization Form can be found on Page 6.
- All forms can be found on our website: <https://www.jchdvw.org/permits-and-regulations/>

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

## CHECKLIST for MANUFACTURED HOME COMMUNITY

### Plan Review Submission

Please use the checklist below to ensure your Plan Review submission is complete. Incomplete packages or those without payment will be returned.

- Complete the **Plan Review below**
- Include detailed plans and specs of the community.
- Include a **SITE drawing** showing locations of all mobile homes, office, wells, and septics if applicable.
- Include **PLAN REVIEW Payment** – (see page 2 for fees)
- Complete a **MANUFACTURED HOME COMMUNITY APPLICATION (SG-49)** and submit it along with your Plan Review.
- Watch your email for the prorated invoice for your Permit to Operate and submit payment. This fee is due at least 30 days prior to your desired opening date. Permits cannot be issued until this fee is paid.



## 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 AUTHORIZATION FORM

### Paperwork and payment submission:

Applications and payments MUST be submitted together

### Payment Options:

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

**Credit Card Payments:** Please complete the section below. You may submit your packet via email, mail, fax, or drop in our lock box outside our back door marked Environmental. If your email is rejected, simply take a photo of this payment form, and send it as an attachment. Please note payment is due with the packet, therefore, we cannot take credit card payments over the phone.

Email forms to: [Patti.J.Richardson@wv.gov](mailto:Patti.J.Richardson@wv.gov)

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### Credit Card Payment:

**Please note: We are unable to process American Express**

Card Holder Name: \_\_\_\_\_

Card Account # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

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