PUEBLO REGIONAL BUILDING DEPARTMENT
830 N Main Street | Pueblo, CO 81003

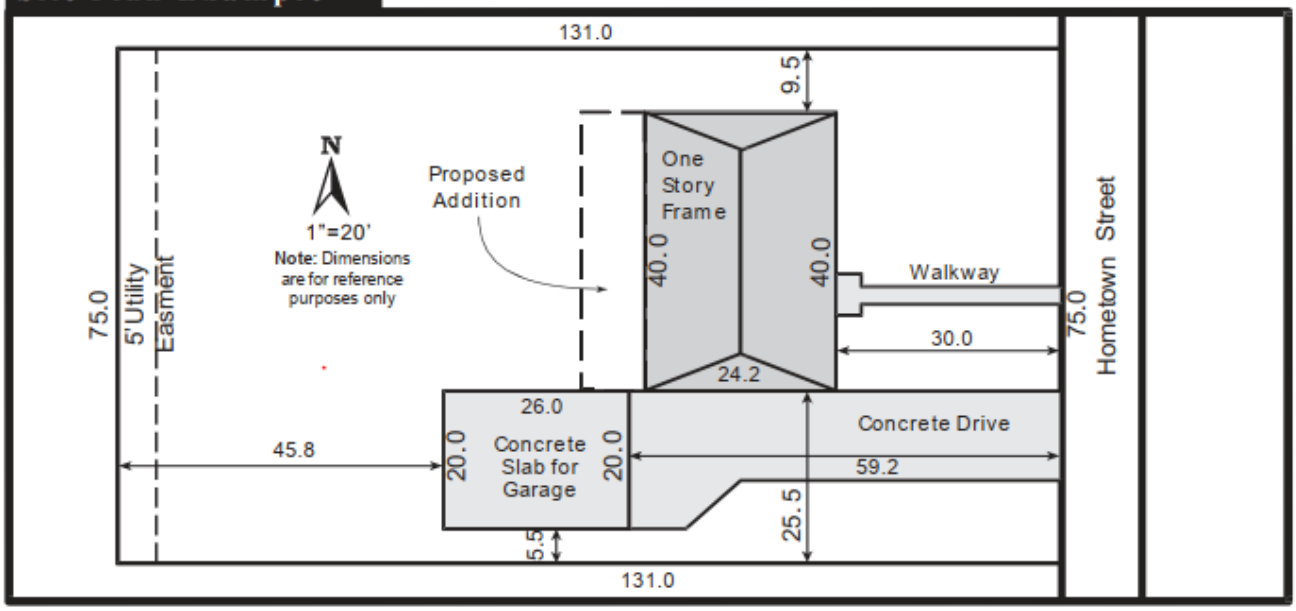
SUBMITTAL REQUIREMENTS FOR THE PLACING OF A MANUFACTURED HOME

Please be sure and check all applicable boxes prior to submitting documents.

- ☐ **Project Approval Sheet / Routing**
  Completed routing sheet showing Approved by all agencies listed on form.
- ☐ **2-Sets of Engineered Foundation Design**
  Both sets of foundation design must be wet stamped by a Colorado Registered Engineer or Architect.
- ☐ **2-Copies of Soils report**
  This is required only if the structure is placed on a basement foundation. Both copies of soils report must be wet stamped by a Colorado Registered Engineer or Architect.
- ☐ **2-Site Plans (Must be on 11"X17" or smaller paper)**
  Required Agency Approvals-Project Routing sheet, approved.
  All required approvals must be signed off/approved prior to the issuing of a permit.
- ☐ **1-MHIP Installation Authorization form.**
  Must be filled out completely or a permit will not be issued.

Note: A plot plan (plan view) showing the dimensions of your project or additions and its relationships to existing buildings or structures on the property must be included. In addition to project dimensions, your plot plan must also show other details such as post locations and spacing, joist and beam spans, and any other pertinent information not shown on the section drawing.

Site Plan Example



Office: 719-543-0002
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prbd.com

COLORADO
Department of Local Affairs
Division of Housing

JULY 2023

STATE OF COLORADO

MANUFACTURED HOUSING INSTALLATION PROGRAM

(MHIP)

Installation Authorization

Pursuant to Colorado law and Administrative Rules, Registered or Certified Installers must be present at the installation site and readily available to properly supervise installation work that is performed by any employee not registered or certified as an installer.

Division of Housing Notification Date:_____

☐By Phone: 303-864-7837

☐By E-mail: dola_mhip@state.co.us

☐By Mail: 1313 Sherman Street, Room #320, Denver, CO 80203

Installation By: ☐ Registered Installer ☐ Certified Installer ☐ Homeowner

Scheduled Installation Date:

_____

Installation Address:_____ CO

Street Number City State Zip Code

Home Type: ☐ Mobile ☐ HUD ☐ IRC ☐ Manufactured ☐ Tiny Home ☐Multifamily

Serial: _____

Soil Bearing Capacity if other than 1500 PSF:_____

Installation Contact:_____

Name Phone E-mail

Contact Type: ☐ Installer ☐ Inspector ☐ Owner ☐ Other

_____

Owner Name:_____ Owner Phone #:_____

Installer Name:_____ Installer ID #:_____ Installer Phone #:_____

Inspector Name: Pueblo Regional Building Department Inspector ID #: 3637 Inspector Phone #:_____

_____

Installation Insignia:_____ Date Issued:_____

For further questions please contact: Manufactured Housing Installation Program (MHIP) Coordinator at dola_mhip@state.co.us, Direct Phone (303) 864-7837, 1313 Sherman Street, Room 320, Denver, Colorado