

APPLYING FOR A NEW MANUFACTURED HOME PERMIT

1) MATERIALS TO BE SUBMITTED

- ✓ One 8-1/2 x 11 inch size site plan, must include:
 - All setbacks
 - Building dimensions
- ✓ Village of Fox Crossing application, must include:
 - Applicant name/address/phone
 - Location of project (address)
 - Estimated cost
- ✓ State of Wisconsin Uniform Building Permit Application (homes produced on or after April 1, 2007 only)

2) TYPICAL PERMIT FEES

- New Manufactured Home: **\$200**
- Public Protection Fee: **\$0.04 per square foot**
- State of Wisconsin Permit Seal (for homes produced on or after April 1, 2007): **\$90**
- Zoning: **\$200**
- Building Escrow: **\$500** (*Escrow is refundable as long as all inspections are called for and the home is not occupied prior to issuance of occupancy permit – see Step 7*)
- (*Deck, Fence, or Shed - \$50 each*)

3) VILLAGE PERMIT ISSUED

Once all required materials have been submitted, reviewed and approved, and all permit fees have been paid, the Village permit is issued.

4) ELECTRICAL PERMIT

An electrical permit must be taken out by a licensed electrician (i.e., Master Electrician certified by State of Wisconsin). Electrical permit fee is: **\$50 base fee plus \$1 per \$100 of the estimated electrical job cost.**

(Rev. 1/24)

5) HVAC Permit

An HVAC (Heating, Ventilation, Air Conditioning) permit must be taken out by a licensed HVAC installer when and if the Manufactured home is going to be installed with a Air Conditioning unit. HVAC permit fee is: **\$50 base fee plus \$1 per \$100 of the estimated HVAC job cost.**

6) INSPECTIONS REQUIRED

Call (920) 720-7104 between the hours of 8:00am and 4:30pm (Mon-Fri) for the occupancy inspection which includes checking items such as:

- Footing/Slab (Before Pour)
- Building identification (house numbers)
- Electrical service
- Tie downs
- Skirting
- Steps

Inspection hours are **10:00am-12:00noon**, and **2:00pm-4:00pm** (Mon-Fri).

Please call at least 24 hours before inspection.

7) OCCUPANCY PERMIT

Once the final inspection has been performed and everything is approved, the occupancy permit is issued.

The occupancy permit is required before the building can be used or occupied. No furniture, boxes, etc. may be stored in the house or garage until after the occupancy permit is issued. The occupancy permit will not be issued until all of the violations have been corrected that were noted on the final inspection form. ***Building escrow will be forfeited if inspections are not called for or if the building is occupied prior to the occupancy permit being issued.***

For more information:

Community Development Department

Building Inspections 920-720-7104

Community Development 920-720-7105

Department Fax 920-720-7116

Website: <http://www.foxcrossingwi.gov/CDWeb/Building/Bldg.htm>

Email: inspections@foxcrossingwi.gov

Mailing address:

Village of Fox Crossing

Building Inspections

2000 Municipal Dr.

Neenah, WI 54956

New Manufactured Homes

Application/Inspection
Process

Building Inspectors Hours

8:00A.M.-10:00A.M.

1:00P.M.-2:00P.M.

Or by appointment

