



**CITY OF GUNNISON**  
**MOBILE HOME PERMIT APPLICATION & CHECKLIST**

City of Gunnison Building Office  
(970)641-8151

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Mobile Home Park where unit is to be installed: \_\_\_\_\_

Site Address: \_\_\_\_\_

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Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

State of Colorado Division of Housing Certified Installer: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

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Approx. set date: \_\_\_\_\_ Condition of Unit:  New  Used

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Roof Snowload: \_\_\_\_\_

HUD label #: \_\_\_\_\_ Factory-built label #: \_\_\_\_\_

Original cost of unit: \_\_\_\_\_

Building height/width: \_\_\_\_\_ Sq. footage: \_\_\_\_\_ Number of bedrooms: \_\_\_\_\_

Number of bathrooms: \_\_\_\_\_

Other project details: \_\_\_\_\_

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**I hereby certify** that I have read this application completely and that all the information I have given is correct. All provisions of laws and ordinances governing this type of work will be complied with, whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

\_\_\_\_\_  
Signature of owner (Agents must have written authorization)

\_\_\_\_\_  
Date

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For Office Use Only

Zoning compliance met:  Yes  No

\$50.00 Fee paid:  Yes  No

Installation approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Certificate of Occupancy issued by: \_\_\_\_\_

Date: \_\_\_\_\_

# CHECKLIST

To expedite the permit process please use this checklist

- Please visit or contact the Building Office prior to submitting an application to see if it is ok to proceed with the project.
- If mobile home is to be located in a special flood hazard area (SFHA) an Elevation Certificate will need to be obtained. Contact a Colorado licensed engineer or surveyor for more information.
- Does the proposed mobile home meet HUD requirements? (e.g. Does it have a 40 psf roof snow load? Was it manufactured after June 15, 1976 or does it otherwise meet the ANSI A119.i Standard?).
- If mobile home was built prior to 1976, a minimum roof snow load of 30 psf is required.
- Obtain the required permits for the hook ups of electricity, and plumbing (sewer, gas piping, water, etc.) issued by the State of Colorado.
- Contact the State of Colorado Division of Housing @ 303-864-7837 for explanation of the requirements for the State of Colorado Manufactured Housing Installation Program (MHIP)
- Visit or call the City Finance Department to set up water, sewer, trash, and electric service. their phone number is 970-641-8070
- Natural gas service is through Atmos Energy. Call customer service @ 1-888-286-6700
- Before a Certificate of Occupancy is issued, all inspections must be approved.
  - Electrical final
  - Plumbing final
  - Certified installation or State inspected installation final (e.g. tie downs, piers)
  - City Code requirements final (e.g. skirting, stairs, decks, railings, parking, etc.)
  - Floodplain requirements met if in special flood hazard area (SFHA)
  - If in SFHA provide Elevation Certificate completed as finished construction

**For any questions or concerns please contact the Building Office  
970-641-8151  
ejansen@cityofgunnison-co.gov**