

Permit # _____
(Assigned by City of Abilene)



Please submit this form to:
Community Development
419 N Broadway
Abilene, KS 67410
785-263-2355
kolson@abilenecityhall.com

MOBILE HOME APPLICATION

A separate application is required for each mobile home. Mobile homes can only be placed in Manufactured Home Park Districts (MHP).
All permits are subject to a 3–7-business day review period. Work shall not commence until an approved permit has been issued.
Permits will not be approved if any code violations are present on the property.

Required Documents:	
<input type="checkbox"/>	Copy of title or deed showing proof of ownership
<input type="checkbox"/>	Manufacturer's Informational Sheet
Permit Fee: \$50.00	
Payments are due at the time of application submission and do not guarantee approval. Payments made by credit or debit card are subject to a \$3.95 processing fee. All payments are non-refundable.	
Mobile Home Park Information	
Name of Park	
Site Address	
Lot Number	
Owner Name	
Mailing Address	
Phone Number	
Email Address	
Mobile Home Owner	
Own Name	
Mailing Address	
Phone Number	
Email Address	
Mobile Home Information	
Mobile Home Manufacturer	
Manufacture Date <i>(must be newer than June 15, 1976)</i>	
Placement Contractor	
Name	
Mailing Address	
Phone Number	
Email Address	
Additional Contractors <i>(must be licensed in the City of Abilene)</i>	
Electrical	
Plumbing	
Applicant Signatures	
I certify that I have read this application and state that the above information is correct. As owner or builder, I agree to comply with all city-adopted building codes. I acknowledge that the city is not responsible for covenants, easements, or right-of-way related to this application.	
<input type="checkbox"/> I acknowledge receipt of the 'Inspection Requirements' handout and agree to comply with all inspection requirements outlined.	
Mobile Home Owner: _____	Date: _____
Park Owner: _____	Date: _____

Applicant Copy

Inspection Requirements

Mobile Home

Call 785-200-0541 to schedule the following inspections.	
Gas Service	Your licensed plumbing contractor will complete a gas pressure test in the presence of the City Inspector. Upon passing, the City Inspector will notify the gas company that the customer will be calling for service.
Electrical Service	Your licensed electrician will contact the City Inspector to complete the inspection. Upon passing, the City Inspector will notify the electrical company that the customer will be calling for service.
Water Service	Your licensed plumber will contact the City Inspector to complete the inspection. Upon passing, the City Inspector will notify the water utility clerk. The customer must complete an application for service at City Hall, located at 419 N Broadway.
Anchoring – The City Inspector will inspect anchoring during on-site service inspections for the above services.	

Final Inspection The City Inspector will conduct the following inspections after three months. This will be completed as an exterior visual inspection only; you do not need to be present. You will only be notified if there are violations of the following:	
Address Numbers	Proper address numbers must be clearly visible from the street or access drive. Proper address identification is critical for emergency response, utility services, inspections, and deliveries.
Stair Unit	A stair unit is required at the primary entrance to provide safe and stable access.
Skirting	Skirting is required to enclose the area beneath the mobile home to protect plumbing and utilities, reduce weather exposure, and improve overall safety and appearance.

City code may be reviewed at www.abileneks.citycode.net or at the Community Development Department.

Schedule Inspections:

Call 785-263-2355 or 785-200-0541