



Department of Planning & Community & Economic Development

Building Inspection Division

Madison Municipal Building, Suite 017
215 Martin Luther King Jr. Blvd.
P.O. Box 2984
Madison, Wisconsin 53701-2984
Phone: (608) 266-4551

Building Plan Submission Check List – Manufactured Home Installation

- ☐ Completed [Building Permit Application Data Sheet](#)
- ☐ TWO complete plan sets containing all of the following items and information
 - ☐ All plan elements clearly drawn to scale, scale must be clearly identified on plan set
 - ☐ Site plan
 - ☐ Identify and dimension all lot lines, buildings, and site features
(include adjacent manufactured homes on all sides, parking areas, and private roads)
 - ☐ Dimension distances from building to other manufactured homes, property lines, and streets within the community
 - ☐ Foundation plan
 - ☐ Detail building outline and foundation
 - ☐ Provide details on foundation system designed in accordance with SPS 321 subchs. IV and V or method approved by the Department of Safety and Professional Services
 - ☐ Provide details for lateral bracing and anchor system that will be used
 - ☐ Floor plan
 - ☐ Detail a separate view of each building level
 - ☐ Dimension the building perimeter
 - ☐ Detail and dimension location of all walls, doors, and windows
 - ☐ Dimension opening sizes of all doors and windows
 - ☐ Label use of all rooms
 - ☐ Plans for any additional site built structures (decks, porches, landings, stairs, etc)
Note that each accessory building and structure must be designed to support all of its own live and dead loads, unless the structure, including any attached garage, carport, deck, or porch, is attached to the manufactured home and is otherwise included in the installation instructions.
For additional plan requirement checklists, see building inspection website